

Meeting # 5

Tuesday, September 15, 2020, 3:30 pm – 5:00 pm

Zoom only

Present: Ahmadzadeh, Brantz, Bridges, Carney, Chapman, Dezzani, Fairley, Goebel, Hichman, Keim, Kirchmeier (Chair), Lee-Painter, McKellar, Meeuf (Vice-Chair), Paul, Quinnett, Raja, Rashed, Rinker, Sammaruca (w/o vote), Schwarzlaender, Smith, Stroebel, Tibbals, Torrey Lawrence (w/o vote), Wargo

Absent: Tenuto (excused), McIntosh (excused), Rose (excused)

Guest Speakers: Rich Seamon, Brian Smentkowski, Suzi Ball

Call to Order: Chair Kirchmeier called the meeting to order at 3:30pm.

Approval of Minutes (vote):

- Minutes of the 2020-21 Meeting #4– Attach. #1
There were no corrections to the minutes of the 2020-21 Meeting #4. The minutes were approved as distributed.

Chair's Report:

- Zoom etiquette:
 - Change your display name to your preferred name + pronouns + the college or group you are representing here
 - Raise your hand using the electronic “raise my hand” feature.
 - Type questions in the chat if that works better for you.
- If there are students on your ineligible to attend class list(s) with whom you know there are special circumstances, please contact Diane Kelly-Riley at dkr@uidaho.edu by **Tomorrow, September 16, 2020 at 5 PM PDT** with the following information:
 - The first and last name(s),
 - Vandal ID number(s),
 - Course Prefix(es) and Number(s)
 - A brief description of the arrangement(s).
- The first University Faculty Meeting of the year will be held via Zoom on Wednesday, September 16 at 2:30pm. This will be a voting meeting, so please encourage fellow faculty members to attend so we can conduct the business which requires a quorum.
- The Women’s Center will partner with Violence Prevention Programs and other campus entities to host Take Back the Night—an event to spread awareness of interpersonal violence on campus and to show support for those affected by it—on Thursday, September 17.
- The University Committee for General Education is seeking feedback on plans for using the six institutionally designated general education credits. Please contact your UCGE representative for more information and to provide feedback. <https://www.uidaho.edu/-/media/Uidaho-Responsive/Files/governance/committee-members/2020-2021/university-committee-for-general-education-20-21.pdf?la=en&hash=993BC2C13F2C80ED7AF6911F7C315DF004351CF0>

There were no questions or comments following the Chair’s report.

Provost's Report:

- The Provost acknowledged Diane Kelly-Riley and Brandi Terwilliger who conducted the first Q&A session for supervisors. The session was well attended.
- The ranking from U.S. News & World Report came out. There is some good news: we moved up from last year in a number of factors. We are now ranked 37 among best value schools compared to 79 from last year, which is above all other national universities in the West. We rank #3 among all public colleges and universities nationwide. Overall ranking of all public universities: we are now #170 compared to 179 last year. Some of our programs earned special recognition: the undergraduate programs in Business and in Computer Science, and the doctoral degree in Engineering. Read more at <https://www.uidaho.edu/news/usnr>
- "Talks with Torrey" will restart on Thursday 9/24 at 11:30 am, alternating every other week between Thursdays and Wednesdays.
- Follow-up: we are working on making flu shots available on campus.
- Follow-up: the on Online Workinggroup membership is a very large group and chaired by Jerry McMurtry. They are completing their findings and recommendations from their summer work. For more information, see the President's website: <https://www.uidaho.edu/president/university-working-groups/online-education>
- Update on enrollment: the general figure is a drop of 5.4% compared to this time last Fall, with 7.1% for new students and 4.7% for continuing students. Four colleges – Arts and Architecture, Law, CLASS, and CNR– have experienced an increase in enrollment. For Law, this is due to the closure of a law school in Boise. The number of foreign students is down by 28.2%, due to the many complications with travel and COVID-19. Non-resident students paying full tuition are down by 17%, but WUE students are up 20%. Non-degree students are down by 50%. Of course, the financial impact on the institution varies for different types of students who are lost.
- Update on budget: units and colleges are managing the legislative hold-back, amounting to 2.7% on top of other significant cuts. In addition, there are COVID-related costs. We hope for more federal support, but additional national relief funds are presently on hold. At this time, there is too much uncertainty to know exactly how big our financial challenges are. Brian Foisy will give a more detailed report in a few weeks when we know more.
- Update on COVID-19: the most recent memo from the president contains important information. Six hundred students from dorm areas where the wastewater revealed the presence of the Corona virus were tested, and only 6 were positive. We have seen a very high testing compliance rate from students, which we expect to reach 100%. To date, over 8,500 tests have been performed, and the infection rate is still around 1.1%. Masks are worn across campus (also outdoors). So far, we had only 8 calls to Campus Security about infractions. Testing continues. Those who traveled over the holiday weekend are being tested this week.
- Finally, the smoke situation. The news is bad. Air filters are being clogged by the oily smoke. At the same time, filters are becoming less and less available across the country due to the large demand. We had to shut down nearly all HVAC systems to avoid damaging the system so we had to go back to online/virtual instruction. We will send an update by 1PM tomorrow about plans for Thursday and Friday. The forecast is not good, and we may have to deal with this situation for the next few days. The Centers will make their own arrangements.

Discussion:

A Senator asked about the impact on faculty and staff salaries. Should we expect additional furlough? Provost Lawrence replied that there are presently no talks about additional furlough, although it is a possibility. We may know more in the next couple of weeks.

There was a question about plans to acquire more filters next year to avoid similar problems. Provost Lawrence answered that it is a complicated matter due to the very large number of filters. A larger stock may have to be requested, and he will bring it up to Facilities.

A Senator asked whether the buildings on campus are locked. That may create problems for those who need to go in for internet access. Provost Lawrence will check to be sure. (From chat: Facilities report that most buildings are locked. If you need access, contact Campus Security at 885-2254.)

There were no more questions or comments for the Provost.

Committee Reports

- COVID-19 Committee Update – *David Lee-Painter*
Committee Chair Lee-Painter reported that the committee is working on improving communication channels. There are 4 graduate and 4 undergraduate students on the committee, and their contribution is being very valuable. David Lee-Painter encouraged everyone to email him or covid19questions@uidaho.edu with any questions or concerns.

Other Announcements and Communications

- FSH 1590 Unit Bylaws (voting) – *Faculty Affairs Committee (FAC) Attach. #2*
Current FAC Chair Rich Seamon gave a brief introduction and background of the proposed changes to FSH 1590 Unit Bylaws. The purpose is primarily to provide greater uniformity both in format and content across the various unit bylaws. The overarching idea is to facilitate review by making bylaws across campus more uniform. Since 2007 (last time unit bylaws were approved), some have grown non-compliant, and the review process is cumbersome. Some of the original provisions have been kept in place. Clarifications have been included about, for instance, the process to review bylaws.

Discussion:

A Senator and former department chair commented that these changes will make the work within the units much smoother.

Secretary Sammarruca noted that templates will be available for unit and college bylaws which will greatly facilitate the reorganization process.

There were no more questions or comments. A motion was made (Lee-Painter/Fairley) to approve the FAC proposal. No further discussion was requested. The votes were as follows: 20 in favor, 0 against.

Special Orders

- Faculty efforts during COVID – *Brian Smentkowski, CETL Director*
Brian Smentkowski wishes to celebrate faculty success. The purpose of his presentation is to recognize faculty efforts and highlight points of pride. Our faculty have been inventive, flexible, nimble, adaptable in finding new ways to teach our students. At a time of unprecedented uncertainty, faculty have been innovative pedagogically and technologically, communicative and inclusive. In Spring 2020 and Summer 2020, faculty have invested 13,338 and 15,120 faculty development hours, respectively. These numbers do not reflect the one-on-one work done daily. Since the second week of March, 32 sessions have been offered, 14 of which during the summer, when faculty are off-contract. They spent 17,000 hours to prepare for the Fall. The attendance at the CETL sessions was 817 and 1300 in Spring and Summer, respectively. Faculty have developed new communication strategies. What is next? Continuing the collaborative

approach to figure out new ways. CETL's goal is to support faculty success. There will be new faculty seminars, "Faculty Spotlights," and a Student Success Conference next year. We are committed to increasing community engagement in learning and scholarship. Faculty input is very important for what we should be doing next.

Discussion:

A Senator expressed gratitude to Brian for having acknowledged the faculty's efforts, particularly the thousands of hours of their unpaid time during the summer. Idaho legislators are not aware of these circumstances, but they should be.

Provost Lawrence followed up and offered to be the contact person with the legislators.

- *Vandal Gateway - Suzi Ball, Vandal Gateway Coordinator*

Suzi Ball took on this new position the first day of classes. First, she provided a brief background on her experience in higher education. She is very excited about the VGP program and thanked everyone who helped make it possible, in spite of its "bumpy" start. She proceeded to give an overview of where the program is. Students admitted under the one-year VGP program do not meet the standard admission criteria. They are given extra support, both academic and social, and participate in enrichment activities. As they move to the second semester, they are allowed to take electives to explore their interests in preparation for selecting their major. There are currently 24 students in the program, who represent a broad demographic. So far, we received positive feedback, mostly focused on specific instructors. VGP is a cohesive program which cannot function well without the help and support of the faculty. As the students move on, the support will not stop. The program provides access to deserving students who may otherwise not have an opportunity to higher education. We are in the process of drafting admission criteria.

Discussion:

A Senator noted that admission criteria are the faculty's prerogative. Suzi Ball replied that the draft is meant to be just a starting point for the faculty consideration.

Chair Kirchmeier followed up and clarified that she had asked Suzi to work on an initial draft to get the conversation going.

Secretary Sammarruca wondered about possible recruiting for Spring 2021. VGP is not in the Catalog, because UCC did not approve that proposal last Spring. Could we admit VGP students as we have always done for those who do not meet standard criteria, namely through a petition to the Admissions Committee? Suzi replied that there would be no problems with admitting additional students for the spring from the programmatic standpoint.

A Senator expressed concerns that students would fall significantly behind in the College of Arts and Architecture if they were allowed to take electives for the first time in their second semester. She offered to be of assistance with this problem that VGP students could potentially encounter. Suzi noted that during the first year VGP students would take mainly GenEd courses.

A Senator recalled that one of the initial concerns when Senate first approved the VGP pilot program was about data gathering. How will data be collected? Suzi explained that both qualitative and quantitative data will be collected. They plan to assess, for instance, how useful the program services are and whether the students are utilizing them, and how students are following through in their second year. They plan to come up with academic metrics and

communicate with faculty about those metrics. They want data to help them improve and redirect their course as necessary.

Addressing an earlier question, Mark Warner noted that there is no mechanism to recruit for Spring 2021, as the emergency policy which allowed the pilot program has expired.

Secretary Sammarruca followed up: FSL has been talking about the possibility of Spring 2021 recruiting for VGP – it makes sense to use the resources which are available since fewer students than expected are currently in the program. She cited from FSH 4345 and noted that, while there are requirements which apply to the students admitted prior to September 4, 2020, nothing in the policy seems to address additional students.

Vice-Chair Meeuf wondered: if we find a way to allow VGP admissions for Spring 2021 within current policies, should we? Suzi confirmed that the present cohort is smaller than expected and that resources would be available.

Adjournment: There was a motion to adjourn (Tibbles/Lee-Painter). The meeting was adjourned at 5:01pm.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate

University of Idaho
2019 – 2020 Faculty Senate Agenda
Meeting # 5

Tuesday, Tuesday Sept. 15, 2020 3:30 pm PT
Zoom

- I. Call to Order
- II. Approval of Minutes (Vote)
 - Minutes of the 2020-2021 Faculty Senate Meeting #4, Sept. 8, 2020 **Attach. #1**
- III. Chair’s Report
- IV. Provost’s Report
- V. Committee Reports
 - COVID 19 Committee (update) – *David Lee Painter*
- VI. Other Announcements and Communications
 - FSH 1590 Unit Bylaws (voting) – *Faculty Affairs Committee Attach. #2*
- VII. Special Orders
 - Faculty efforts during COVID – *Brian Smentkowski, CETL Director*
 - Vandal Gateway - *Suzi Ball, Vandal Gateway Coordinator*
- VIII. New Business
- IX. Adjournment

Attachments:

- **Attach. #1** Minutes of the 2020-2021 Faculty Senate Meeting #4 Sept. 8, 2020
- **Attach. #2** FSH 1590 Unit Bylaws

2020 – 2021 Faculty Senate – Pending Approval

Meeting # 4

Tuesday, September 8, 2020, 3:30 pm – 5:00 pm

Zoom only

Present: Ahmadzadeh, Brantz, Carney, Chapman, Dezzani, Fairley, Goebel, Hichman, Keim, Kirchmeier (Chair), Lee-Painter, McIntosh, McKellar, Meeuf (Vice-Chair), Paul, Quinnett, Raja, Rashed, Rinker, Rose, Sammarruca (w/o vote), Smith, Stroebel, Tenuto, Tibbals, Torrey Lawrence (w/o vote), Wargo

Absent: Bridges (excused), Schwarzlaender (excused)

Guest Speakers: Diane Whitney

Call to Order: Chair Kirchmeier called the meeting to order at 3:30pm.

Approval of Minutes (vote):

- Minutes of the 2020-21 Meeting #3 – Attach. #1
There were no corrections to the minutes of the 2020-21 Meeting #3. The minutes were approved as distributed.

Chair's Report:

- Chair Kirchmeier invited everyone to congratulate Faculty Senator Dan Hickman. Last week Dan and his wife welcomed a baby boy named Charlie into the world!
- Zoom etiquette:
 - Change your display name to your preferred name + pronouns + the college or group you are representing here
 - Raise your hand using the electronic “raise my hand” feature.
 - Type questions in the chat if that works better for you.
- The first University Faculty Meeting of the year will be held via Zoom on Wednesday, September 16 at 2:30pm. This will be a voting meeting, so please encourage fellow faculty members to attend so we can conduct the business which requires a quorum.
- Three upcoming deadlines to keep in mind:
 - option to exclude spring and summer teaching evaluations from any review process (promotion, tenure, annual evaluations or third year reviews) ends on September 15.
 - Sabbatical applications are due on October 30.
 - Honorary degree nominations are due on November 16.

Please help us spread the word about these upcoming deadlines by sharing with your colleagues

There were no questions or comments following the Chair's report.

Provost's Report:

- Update on COVID-19: our schedule for surveillance testing moved up last week as a reaction to the increasing number of COVID-19 cases in Whitman County. A number of people were invited to voluntary testing: on-campus students, students from the Greek system or living off campus, and all our employees residing in Whitman County. That testing happened last week and we are planning to test more groups this week. We have moved forward with testing wastewater. The idea is to take wastewater samples from certain on-campus locations and test them for evidence of Corona virus. A team of U of I researchers and faculty, with the help

of Facilities, has developed 8 different places where they can take sewage samples coming out of buildings. Some samples were taken last Thursday and results were available on Friday. Those results showed noticeable amount of COVID-19 in two dorm areas. There was a lot of discussion during the weekend about how to increase testing of students who live in those areas. In the meantime, researchers are continuing to develop their methods and plan to take a broader spectrum of samples. We will be testing the students from those dorm areas this week. The testing capacity will increase and will be moved back to campus for a few days. Our usual protocol is working well, with individuals who test positive moving into isolation, which is handled through Public Health. The situation could evolve quickly, as it happened between last Friday night and Tuesday morning, during which time multiple plans were put into place. As the situation continues to evolve, we will release updates on a weekly basis.

Discussion:

A Senator reported that, at the Renfrew Colloquium, the speaker mentioned that some specific neighborhoods had been tested but did not wish to identify those neighborhoods. The Senator also shared that she had become aware of concerns about the university not being transparent about surveillance testing. Provost Lawrence replied that he had not attended the colloquium. He wondered whether the neighborhoods mentioned in the presentation might be part of the Greek system.

There were no more questions or comments following the Provost's report.

Committee Reports/Voting Items

- FSH 6990 tabled from 9/1/20 – continued conversation - *Diane Whitney*
There was a motion (Tibbals/Lee-Painter) to bring back the issue for discussion. Chair Kirchmeier noted that, although Jodie Nicotra was absent, other members of the ad hoc committee that worked on FSH 6990 were present and could answer questions.

Discussion:

Vice-Chair Meeuf gave a brief summary of the status. Point D.3. of the policy was under discussion, in particular when to terminate the emergency actions and who has the authority to make that decision. Vice-Chair Meeuf showed two versions of the policy (referred to as A and B) he had drafted together with other Senators. In option A, the end of D.3 reads:

“In the absence of a declaration of public health emergency, the president, in consultation with Faculty Senate leadership, Staff Council leadership, and public health authorities, shall review the situation every 180 days to determine whether actions taken under this policy shall be terminated”.

In option B, it says: “

“In the absence of a declaration of public health emergency, actions taken under this policy will remain in effect for 180 days.

a. At any time prior to the expiration of 180 days, the president, in consultation with Faculty Senate leadership, Staff Council leadership, and public health authorities, may terminate the temporary actions if deemed no longer necessary.

b. Actions taken under this policy may be granted a one-time 180-day renewal by the president. Prior to renewing the actions, the president shall seek input from Faculty Senate leadership, Staff Council leadership, and public health authorities.”

A Senator asked what the rationale was for choosing 180 days. Chair Kirchmeier responded that it was mainly a matter of consistency with the current Temporary Emergency COVID-19 Response policy.

A motion was made (Ahmadzadeh/Dezzani) to amend the proposed policy as in option A. More discussion followed. After additional clarifications about the two options were provided, the motion was withdrawn by Ahmadzadeh with the approval of Dezzani. A Senator proposed that the president should consult with the full Senate and Staff Council after the 180-day period and not just with the leaderships of these bodies. This proposal gained traction. Vice-Chair Meeuf moved (and was seconded by Lee-Painter) to amend the policy with option B. The discussion that followed clearly favored removing the word “*Leadership*” from item D.3 so that Senate and Staff Council would be fully involved. Vice-Chair Meeuf accepted the friendly amendment to remove the word “*Leadership*.” Lee-Painter approved the friendly amendment as well. A Senator asked to see the final version to be voted on, which was displayed on the screen. Vote: the motion to amend passes.

Tibbals/Dezzani move to approve FSH 6990 with the amendments. Motion passes. This policy will be presented at the General Faculty Meeting of September 16th.

- COVID-19 Committee Update – *David Lee-Painter*
Committee Chair Lee-Painter noted that Provost Lawrence had already given a great update. The committee is retooling and adapting to better support the university efforts and avoid duplications. They plan to work more closely with the university Covid-19 Team. David Lee-Painter asked that his email address be included in the next set of Faculty Secretary talking points and encouraged everyone to email him with any questions.

Other Announcements and Communications

- Placing senators on committees (Vandal Star, Campus Planning Advisory Committee, Faculty and Staff Policy Group)
 - Vandal Star: Chair Kirchmeier explained that the committee meets every other Tuesday from 1:30pm to 2:30pm. Some Senators said they have some philosophical disagreement with Vandal Star and thus they prefer not to be involved. Chair Kirchmeier said that the committee has evolved and would really welcome Senate representation. No Senator was yet ready to volunteer but they will think about it.
 - Campus Planning Advisory Committee: (Chair Kirchmeier placed the link to the committee description in the zoom chat). Senator Quinnett volunteered.
 - Faculty and Staff Policy Group (FSPG): Secretary Sammarruca gave a brief background on the FSPG membership described in FSH 1640.41. Last Spring, the Committee on Committees had agreed that a member of Faculty Senate would be appropriate along with the (already present) member of Staff Council. Charles Tibbles volunteered.
- Chair Kirchmeier introduced the next 4 items. They are proposed for deletion because they are descriptive as opposed to being actual policies; or they are Board Policy and thus not under our purview; or because they are just outdated.
 - Remove FSH 1120 Origins and Growth of the UI (non-voting)
 - Remove FSH 4320 Board Policy on Intercollegiate Athletics (non-voting)
 - Remove FSH 1140 Mission and Scope of Higher Ed in Idaho (non-voting)
 - Remove FSH 1220 Institutions of Higher Ed in Idaho (non-voting)

There were no specific questions or comments about these 4 items. A Senator asked for clarifications about the nature and purpose of FSH. Secretary Sammarruca commented that FSH is meant to be a collection of policies, although redundant or out-of-place sections can be found in FSH, which is why some “house cleaning” is necessary. Invited to comment, Policy and Compliance Coordinator Diane Whitney expanded on the role of FSH and the meaning of a policy, which the university is bound to comply with. Board policy does not belong in FSH but can be linked and looked up online. Procedures to implement the policies in FSH have traditionally been housed in APM (Administrative Procedure Manual). Diane encouraged Senators to visit the policy website.

Chair Kirchmeier reiterated that, indeed, we use FSH as a policy guide. When appropriate, we can link to other resources, such as special collections in the library, for historical background and other non-policy information about the university.

- o Discuss FSH 4325 UI Organization of Intercollegiate Athletics

Discussion:

This policy is proposed for deletion because, as it is written, it is mostly descriptive (thus not a policy) and outdated. It’s about values rather than policy. Does someone think it should be rewritten as a policy? As FSH 4325 is mostly about values, if it is deleted, do those values appear anywhere else in FSH? This is not clear.

The Athletic Director and General Counsel do not think we need a policy on Intercollegiate Athletics. A Senator said it might be important to have some guidance. It could be turned into a policy. If so, how?

A Senator asked whether there is faculty representation on Athletics Boards. In fact, one of the Senators is currently the senate representative at the President’s Athletics Advising Committee. He reported that the committee seldom meets (once a year). He had inquired with the committee about issues that Senate could take on but nothing came up. Chair Kirchmeier added that there is nothing in FSH 1640 dealing with athletics, and therefore Senate cannot charge that committee.

Provost Lawrence noted that the committee has varied considerably between presidents. Also, depending on the situation in athletics, some groups may have been more involved than others. The U of I does have a faculty representative on Athletics, as required by NCAA.

A Senator wondered whether faculty have any say in athletics. It was noted that, while athletics is outside faculty purview, other aspects such as GPA requirements and academic standing for athletes are faculty concerns.

A Senator suggested that this item may be more appropriate for the strategic plans of the Athletic Department.

Chair Kirchmeier framed the question as: shall we let FSH 4325 go for now, and later perhaps propose a new policy with additional components? Senators express agreement with that course of action.

New Business

Chair Kirchmeier encouraged Senators to use this space to propose new ideas for later discussion.

A Senator raised the issue of the budget. We have removed a number of fees, experienced drop in enrollment, lost revenue. Shall we expect more furlough? Chair Kirchmeier invited provost Lawrence to provide a budget update the following week.

Another Senator expressed serious concerns about an aspect of the P&T unit level review in FSH 3500, namely, the gathering of input about the P&T candidate from all faculty, staff, and students in the unit.

A Senator was confused about the role of “Clinical Faculty” within the new P&T policy.

Chair Kirchmeier noted that concerns/problems with the new P&T policy will be addressed at the Faculty Affairs Committee.

Adjournment: There was a motion to adjourn (Chapman/Lee-Painter). The meeting was adjourned at 5:00pm.

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 <https://sitecore.uidaho.edu/governance/policy>.

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title: **FSH 1590 Unit Bylaws**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title:

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

Originator: Diane Whitney, Policy Coordinator

Policy Sponsor, if different from Originator: Torrey Lawrence, Interim Provost

Reviewed by General Counsel X Yes ___No Name & Date: Jim Craig 9/1/20

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.

This policy has been revised by FAC to clarify the procedure for development and approval of unit bylaws and to update the list of required contents, particularly to reflect the fact that with the adoption of FSH 3500, P & T procedure should no longer be contained in unit bylaws. In order to promote efficiency in the review and approval of unit bylaws, the provost will adopt a standard university bylaws template, which will be in concordance with the contents required by FSH 1590.

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

Standardizing bylaws contents and format will significantly reduce the administrative burden of reviewing them.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

Many FSH policies affect the drafting of unit bylaws, notably FSH 1420, 3320, 1540, and 3500.

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.

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE
2020

January February 2019

1590

UNIT BY-LAWS

PREAMBLE: Responding to widespread disparities among unit bylaws, the Faculty-Staff Handbook and Regents policies, this section was adopted by the university faculty at its April 27, 2004 meeting. In 2012 changes were made to provide guidance, clarify language, and define "unit". In July 2014 language was added to ensure tenure-track faculty are involved in review of non-tenure-track faculty. In July 2018 the elimination of the requirement to do annual position descriptions in FSH 3050 necessitated a change to this policy to remove language that referred to an annual process. [rev. 7-12, 7-14, 1-19]

A. Definitions.

~~A-1. Unit: For purposes of this policy, units shall be those listed in the chart of the organization of the university faculty in FSH 1560. [add. 7-12]~~

BA. Development and Approval of BylawsPolicy.

~~A-1. Each recognized unit shall will develop a set of bylaws (see Regents Policy III. C. 3 RGP I.A.2 and RGP I.C.2), setting forth the rules (see B-1 below) by which the unit is governed [for specifics with regard to promotion and tenure see FSH 3050 B, 3320, 3520 G-1 and 3560 E-1]. For purposes of this policy, units shall be those listed in the chart of the organization of the university faculty in FSH 1560.~~

~~A-2. Unit bylaws are subject to compliance with laws and regulations instituted by higher governing authorities in the following order of hierarchy (see RGP I.A.4.):~~

- ~~a. Applicable federal laws and regulations~~
- ~~b. Applicable state laws and regulations These bylaws should be consistent with college bylaws and Faculty Staff Handbook.~~
- ~~c. Board of Regents/State Board of Education policies and procedures~~
- ~~d. University-wide policies and procedures~~
- ~~e. College/division policies and procedures~~
- ~~f. Unit/Department policies and procedures.~~

~~A-3. Units shall develop their bylaws in collaboration with appropriate unit administrators. When possible, bylaws should be developed in collaboration with the dean. B The bylaws must be approved by a majority of unit faculty (see FSH 1520 II.1, II.3 and FSH 1540 A). If applicable, this should be done in collaboration with the dean. These bylaws must then be sent to the following unit faculty approval, bylaws are sent to the policy coordinator for review, who may review them in consultation with general counsel. The bylaws then Bylaws then The policy coordinator shall then, as appropriate, send the bylaws for approval to the dean, the provost, the president, and, if required, Board of Regents (RGP I.S.3, II.B.3, II.G.1.A.2). The unit policy coordinator shall provide the provost with a copy of the final approved bylaws. [rev. 7-12, ed. 7-14]3.~~

~~A-2. For purposes of this policy, units shall be those listed in the chart of the organization of the university faculty in FSH 1560.~~

~~A-3. Unit bylaws are subordinate to policies within the Faculty Staff Handbook and college bylaws. College bylaws are subordinate to policies within the Faculty Staff Handbook (RGP I.A.4).~~

~~Departments/programs may incorporate or adopt college bylaws by reference and colleges may incorporate or adopt~~

Commented [WD(1)]: Section A reworked to clarify development and approval procedure

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specific relevant Faculty Staff Handbook provisions. The majority of the faculty of the unit, must approve the bylaws and any revisions (see FSH 1520 II.1, II.3, & IV.8; and FSH 1540 A).

~~A-42. At least every five years, each uUnit shall review their bylaws and go through the steps in A-31 and revisions must be approved by a majority of unit faculty (see FSH 1520 II.1, II.3 and FSH 1540 A), the president, and Board of Regents, as required by Regents Policy III C. 3 (RGP I.A.2). [rev. 7-12, ed. 7-14]~~

~~3. Unit bylaws are subordinate to policies within the Faculty Staff Handbook, and college bylaws. College bylaws are subordinate to policies within the Faculty Staff Handbook (RGP I.A.4).~~

~~A-3. eEach unit should shall review its bylaws annually for consistency with college bylaws and the Faculty Staff Handbook. (uUnits are strongly encouraged to seek assistance from General Counsel). The bylaws will shall undergo a thorough review and be re-approved at least every five years, and copies shall be sent to the offices of the Faculty Secretary and Provost. [rev. 7-12, ed. 12-13]~~

B-1-B. Content. A unit's bylaws should shall contain the following information ~~aeoording~~and conform to the standard university bylaws template provided by the pProvost: [ed. 7-12, 7-14]

- ~~the mission statement of the unit, including the objectives of the unit and its role; The name, objectives, and authority of the unit.~~
- ~~The membership of the unit.~~
- ~~For each administrative position, the title, responsibilities, procedures for appointment, procedures for formal review, and term of appointment.~~
- ~~Policies on unit governance, including rules of order, meeting procedures, quorum, attendance participation at meetings, student representation, and voting rights.;~~
- ~~Policies on standing and special committees, including function, membership and selection procedure, terms of office, meeting procedures, and vacancies.~~
- ~~The organizational structure of the unit, including the responsibilities of the unit administrator and the constitution and function of committees, their terms, and selection procedure;~~
- ~~specific unit procedures, in addition to required human resources procedures, by which faculty and staff searches and hirings are conducted; [ed. 7-12]~~
- ~~the unit's criteria and procedures for annual performance evaluation and third-year review;~~
- ~~the makeup of all review committees (third year, periodic and promotion) will include tenure-track faculty; [add. 7-14]~~
- ~~The unit's criteria and procedures for appointment to rank, annual performance evaluation and third-year review.~~
- ~~The unit's substantive promotion and tenure criteria (note that procedural requirements for promotion and tenure reside exclusively in the Faculty Staff Handbook) guidelines [see 3050, B-1] and procedures. [ed. 7-12]~~
- ~~Specific unit procedures, in addition to required human resources procedures, by which faculty and staff searches and hiring are conducted. [ed. 7-12]~~
- ~~pthe p~~procedures for amendment of the bylaws (note B-2 above).

Commented [LT-V(2)]: Misleading and suggests duplicative policies that are impossible to keep current.

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Commented [WD(3)]: This section reworked to be concordant with standard university bylaws template being developed in collaboration with provost.

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Commented [TA(4)]: check against P&T. Do all units have mission statements?

Commented [WD(5R4)]: New bylaws template requires "objectives"

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