University of Idaho
2021 – 2022 Faculty Senate Agenda

Meeting # 28

Tuesday, April 26, 2022, at 3:30 pm to 4:00 pm
Zoom Only

I. Call to Order

II. Approval of Minutes (Vote)
   • Minutes of the 2021-22 Faculty Senate Meeting #27 (April 19, 2022) Attach. #1

III. Consent Agenda (Vote)

IV. Chair’s Report

V. Provost’s Report

VI. Committee Reports (Vote)
   • FSH 1420 University Administration – Chantal Vella Attach. #2
   • FSH 1567 Deletion Appointment of Administrators with Academic Rank – Chantal Vella Attach. #3
   • FSH 4120 Catalog Change Procedure – Russ Meeuf Attach. #4

VII. Other Announcements and Communications
   • *APM 60.02 Purchasing Criteria Attach. #5

VIII. Special Orders

IX. New Business

X. Adjournment
Attachments:

- Attach. #1: Mtg #27 Minutes
- Attach. #2: FSH 1420
- Attach. #3: FSH 1567
- Attach. #4: FSH 4120
- Attach. #5: APM 60.02

* Changes to the Administrative Procedures Manual (APM): Please forward any questions or comments directly to both the policy coordinator at ui-policy@uidaho.edu and to the policy originator (listed on the cover sheet) within five working days of the senate meeting at which the APM item is presented.
2021 – 2022 Faculty Senate – Pending Approval
Meeting # 27
Tuesday, April 19, 2022, 3:30 pm – 5:00 pm
Zoom only

Present: Becker, Bridges, Chapman, Dahlquist, Gauthier, Hickman, Hoffmann, Lee-Painter, McIntosh, Meeuf (Chair), Mittelstaedt, Ogborn, Paul, Rashed, Rinker, Sammarruca (w/o vote), Schiele, R. Smith, Schwarzlender, Tenuto, Thorne, Wargo
Absent: Ahmadzadeh (excused), Quinnett (excused), Fairley (excused), A. Smith (excused), Dalquist, Roberson, Rose, Kindall
Also present: Dale Graden (alternate for Quinnett), Matt Powell (alternate for Ahmadzadeh)
Guests: Diane Whitney
Vice Provost for Faculty Diane Kelly-Riley attending for Provost Lawrence.

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

Approval of Minutes (vote):
Minutes of the 2021-22 Meeting #26 – Attach. #1
The minutes of 2021-22 Meeting #26 were approved with a friendly amendment.

Chair’s Report:
• One last reminder that after next week’s Senate meeting on April 26, the 2022-23 Faculty Senate will meet to collect nominations for leadership positions. If you haven’t done so already, please let us know who will be filling any vacant Senate positions ASAP so we can invite them to next week’s meeting.
• Tickets are now on sale for the Theatre Department’s production of Into the Woods, which opens on April 29 and runs through May 8.
• On April 29 you can also attend this year’s KINO Short Film Festival from 6:30 p.m. to 9:30 p.m. at the Kenworthy in downtown Moscow, featuring short films from University of Idaho and regional filmmakers.
• Please mark your calendar for the final University Faculty Meeting of the year, May 4 at 2:30 p.m. We need a quorum!
• Hopefully you saw the email from Vice President Foisy concerning forthcoming surveys to the University community about on-campus housing. A survey for faculty input should get to your inboxes later this week, so please take the time to complete the survey and encourage your constituents to do so as well.

Provost’s Report – delivered by Vice Provost for Faculty Diane Kelly-Riley:
• The State Board meets tomorrow (Wednesday) and Thursday on our campus, starting tomorrow at 9 a.m. at the Pitman Center. Their meetings are open to the public and are also streamed live. The agenda can be found at https://boardofed.idaho.gov/meetings/board/archive/2022/0420-2122/00AGENDA.pdf
• Vice Provost Kelly-Riley reviewed the memo from President Green concerning salary raises for eligible employees. For more information on the policy regarding merit increases, visit https://www.uidaho.edu/governance/policy/policies/fsh/3/3420
• On April 12, the President sent a memo with an overview of legislative actions.
• Brandi Terwilliger sent all employees a survey regarding their preferences for our paid parental leave programs. A town hall was held yesterday hosted by Human Resources together with Faculty Senate and Staff Council leadership and the members of the subcommittee who have been working on this project. They have gathered a lot of questions from the town hall, the answers to which will be compiled and posted on a website. Also, people have the option to revisit the survey and change their responses if they wish to.

• Join us for the Awards Ceremony on April 25, 3:30 p.m., at the ICCU Arena, followed by an employee appreciation barbeque, from 4:30–7 p.m.

• Graduation: there will be two commencement ceremonies on the Moscow campus on May 14. Coeur d’Alene is joining us in Moscow. Graduation ceremonies for Boise and Idaho Falls will be on May 17 and May 18, respectively. Everyone is strongly encouraged to attend! https://www.uidaho.edu/events/commencement/spring

There were no questions for the Vice Provost.

Committee Reports:

• FSH 6990 Communicable Disease Emergency Response – Diane Whitney, Attach. #2
  These revisions are needed to bring FSH 6990 into alignment with recent revisions to SBOE policy I.E.5. Section D-3 regarding termination of temporary policies and procedures has been revised and Section D-4 requiring Infectious Disease Response Protocol has been added.

  After some minor clarification, Senators were ready to vote.
  Vote: 18/18 in favor. Motion passes.

• FSH 1460 University-Wide Policy Process – Russ Meeuf, Attach. #3
  This revision is part of a reorganization of FSH 1420, 1460, 1520, 1540, and 4120, the goal of which is to consolidate all university faculty meeting procedures into FSH 1540 Standing Rules of the University Faculty, all catalog change procedures into FSH 4120 Catalog Change Procedures, and all university-wide policy change procedures into FSH 1460 University-wide Policy Process. The main changes to FSH 1460 are as follows: The policy has been reorganized and rewritten to place the steps in the policy change process in chronological order, to reflect actual practices in policy development, to eliminate numerous redundancies, and to clarify responsibilities. Section F incorporates information about the president’s role in policy approval removed from FSH 1420. Section G creates a new and more flexible option for interim policies.
  Throughout, the revisions describe the role of policy owners in policy development and in board-required regularly scheduled policy review.
  Discussion:
  A Senator noted that the timeline referred to in G. Interim Policies was vague. After a short discussion, it was moved and seconded (Mittelsteadt/R. Smith) to amend as follows: “A timeline for completing the standard review and approval of the interim policy as soon as reasonably practicable must be included in the request to the president.” Motion to amend passes unanimously.

  Vote on the amended policy: 18/19 in favor; 1/19 against. Motion passes.

• FSH 3320 Annual Performance Evaluations of Faculty/Academic Administrators – Chantal Vella, Attach. #4
Language has been clarified throughout and conflicting information has been resolved. New provisions allow bylaws to require regular review of administrators that follow the same process as faculty-initiated review. This is to avoid disparities in the review process across units. The review committee has been reconfigured.

There were no questions.

Vote: 18/18 in favor. Motion passes.

- FSH 1540 Standing Rules of University Faculty Attach. #5
  This revision is part of the reorganization of FSH 1420, 1460, 1520, 1540, and 4120 described under FSH 1460. The main changes to this policy are as follows:
  1. Removes material on catalog change procedure to FSH 4120
  2. Incorporates material on UFM procedure removed from FSH 1520
  3. In order to conserve limited administrative resources, removes restriction on voting items for the first UFM of the fall semester and removes the requirement of introducing new faculty and academic and administrative officers at that meeting.

There were no questions.

Vote: 18/18 in favor. Motion passes.

- FSH 1520 Constitution of University Faculty Attach. #6
  This revision is part of the reorganization of FSH 1420, 1460, 1520, 1540, and 4120 described under FSH 1460. The main changes to this policy are as follows:
  1. Removes information about UFM procedure from Article III to FSH 1420 Standing Rules of the University Faculty.
  2. Removes outdated information about remote participation in Faculty Senate meetings from Article V.

Discussion:
In response to a question, it was clarified that Faculty Senate or a group of faculty can request a university faculty meeting. This provision is now in FSH 1540 A: “Meetings of the university faculty must be called with due notice by the president on the request of the Faculty Senate or on the written petition of 25 members of the university faculty…”

Vote: 18/18 in favor. Motion passes.

- FSH 4500 Inquiries from Prospective Students Attach. #7
  Policy is being deleted because it’s not needed. There were no questions or comments.

Vote: 18/18 in favor. Motion passes.

Chair Meeuf reminded Senators that next week’s senate meeting will be shorter than usual and will be followed by the first meeting of the 2022-23 Senate. Part of next week’s agenda is to consider and vote on revised FSH 4120, which is where the curricular change processes are located. This is actually a substantive policy change, which entails amending and streamlining the workflow on our curricular approval process. Thus, it is important that Senators take a close look at the next binder.
New Business:
No new business was raised.

Adjournment:
The agenda being completed, Chair Meeuf adjourned the meeting at 4:20pm.

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://www.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 xRevision*  ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: FSH 1420 UNIVERSITY ADMINISTRATION

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: Chantal Vella, FAC Chair

Policy Sponsor, if different from Originator: Diane Kelly-Riley, Vice Provost for Faculty

Reviewed by General Counsel  X Yes ___No  Name & Date: Kim Rytter 4/18/22

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

   This revision is part of a reorganization of FSH 1420, 1460, 1520, 1540, and 4120, the goal of which is to consolidate all university faculty meeting procedure into FSH 1540 Standing Rules of the University Faculty, all catalog change procedure into FSH 4120 Catalog Change Procedures, and all university-wide policy change procedure into FSH 1460 University-wide Policy Process.

   The main changes to this policy are as follows:

   1. Descriptions of administrative roles deleted because they don’t serve a policy function and appear to be left over from when the Faculty Staff Handbook was an informational employee handbook and not a policy library.
   2. University faculty meeting procedure removed to FSH 1540 Standing Rules of the University Faculty.
   3. Information regarding review of administrators deleted because it conflicts with FSH 3320.
   4. Information regarding selection of acting, interim, and term administrators expanded and revised to provide for a more efficient and uniform university-wide process.
   5. Resolved redundancy regarding appointment with rank by incorporating text of FSH 1567; FSH 1567 will be deleted.

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.

FSH 1540, 1567

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.
A. THE PRESIDENT AND PROVOST AND EXECUTIVE VICE PRESIDENT. The president is the chief executive officer of the university. The provost and executive vice president supports and assists the president in providing leadership to and coordination of the activities of the central administration and the executive functions of the university.

A-1. The President.

a. The president is appointed by the regents and serves at their pleasure. The president is the chief executive officer of the university and functions as the representative of and an adviser to the regents and as the general agent through whom representations to them by UI personnel and students are regularly made. [See also 1900.]

The Idaho Constitution, statutes and university policies declare the president a member and the president of the university faculty and also as the president of the other faculties referred to in 1520 I-4 and II [See 1520 I-2.]

b. The president exercises the power and authority delegated by the regents by issuing and enforcing such executive orders and invoking such measures as are reasonable and necessary for the performance of the functions and the discharge of the responsibilities and duties appurtenant to the presidency. The president exercises such rights, prerogatives, and responsibilities as normally accrue to the president and chief executive officer of an institution of higher education and discharging such other responsibilities and performing such other duties as may be assigned by the regents or required by law. The president may delegate his authority to other officers of the university as necessary. [The president serves as a member ex officio of all councils, committees, boards, or similar bodies necessary to the operation of UI regardless of how these bodies may have been established or appointed. [See 1620 B-3 and B-8.]

c. The president receives recommendations from the faculty on policy issues.

1. When the faculty, whether in a meeting or via a general policy report approves an item which requires the president’s action, the president will approve or disapprove it within sixty days of the faculty’s action. The president will provide written notification of his or her action to Faculty Senate via the faculty secretary. Any item not approved by the president within this time will be deemed to be disapproved.
2. Once the president takes final action on any item passed at a university faculty meeting or via a general policy report, notification of this action shall be sent to faculty within two weeks.

3. When an item has not been approved by the president:
   a. The Faculty Senate may reconsider, and/or
   b. A referendum may be held on the item. Such referenda will be held on the petition to the Faculty Secretary signed by fifty members of the university faculty and submitted within sixty days of the first full semester after the item has been disapproved. Such referenda will be by written ballot and conducted by the Faculty Secretary’s Office. Upon a two-thirds vote of the total voting membership of the university faculty, the item will be presented by the president to the regents for their consideration.

A-2. The Provost and Executive Vice President.

a. The Provost and Executive Vice President [hereinafter “the provost”] serves as the chief academic officer of the UI, is a member of the president’s cabinet, and serves as the chief executive officer of the University of Idaho when the president is unavailable. The provost has the major responsibility for the promotion of academic freedom and tenure. The provost is the president’s representative to the Faculty Senate and works closely with the vice president for finance and administration, Faculty Senate and deans in budget planning, fiscal accountability, general policy development and human resources. Acting for the president and within delegated authority and responsibility, the provost develops and requires compliance with such administrative directives and instructions as are reasonable and necessary for the discharge of assigned responsibilities and duties.

b. The provost is directly responsible for the general direction of the academic programs, endeavors, and instructional services in the several colleges, schools, departments, and other academic units on the Moscow campus and to the UI’s academic efforts throughout the state. To this end, the provost coordinates the activities of the vice presidents and other members of the senior administration to support the mission of the university. The college deans report to and work closely with the provost in these responsibilities. Among the specific duties of the provost are: general direction of curricular planning, student recruitment and retention; general direction of academic support programs and services; fostering academic excellence in UI departments and divisions; appointment, training, and review of academic administrators; oversight of the faculty personnel system and the faculty development program; general direction of UI’s research and outreach efforts; and coordination among the Faculty, administration, and staff.

c. The provost also provides leadership to the dean of library services, the center deans in Boise, Coeur d’Alene, and Idaho Falls, the WWAMI medical education program, and institutional research and assessment.

B. THE VICE PRESIDENTS AND VICE PROVOSTS. (See 1440, Administrative Organization)

B-1. Vice President for Finance and Administration.

a. The vice president for finance and administration also serves as treasurer for the regents and performs the functions of IT director, as specified in the Idaho Code. The vice president works to determine UI’s requirements for funds, obtain such funds, and ensure their effective and proper use. The vice president develops and prepares operating and capital budgets and operating plans in concert with academic and staff departments. The vice president is the institutional officer designated by law and by the regents to execute contracts or agreements that, if made, would commit UI to any obligation to provide services or facilities, expend funds, or convey property. Acting for the president and within delegated authority and responsibility, the vice president develops and requires compliance with such administrative directives and instructions as are reasonable and necessary for the discharge of assigned responsibilities and duties. The vice president for finance and administration is a member of the president’s cabinet. The vice president regularly reports to the regents through the president; even so, as provided by board policy, the vice president is authorized to report to the regents through the executive director of the Office of the State Board of Education when such direct reporting is requested by the regents or the president.
The vice president oversees the division of finance and administration whose mission is to provide leadership in an environment which promotes distributed and integrated management, productivity, transparency, and accountability in implementing the university’s mission and goals while ensuring stewardship of the institution’s human, financial, information technology, and facility resources. The division includes all functional areas in administrative operations, auxiliary services, business systems and accounting services, capital planning and budget, facilities services, financial services, and human resources. The Idaho Constitution provides the regents of the university autonomy in its activities regarding the procurement of goods, acquiring and managing real estate holdings, capital construction, and personnel management.

B-2. Vice President for University Advancement. The vice president for university advancement is responsible for developing and maintaining institutional programs for alumni relations, public relations and development, and also serves as executive director of the UI Foundation. The vice president is specifically responsible for the effective functioning of university communications and marketing, alumni relations, and the development office including those at extended regional campuses, and specific program fundraising efforts. These departments are coordinated to support and enhance the university’s mission of teaching, scholarly activity and outreach. Among specific duties are to: formulate and recommend policies relating to the development, public relations, and volunteer activities of the university; formulate a strategic plan for the organization and progression of long-range development programs; design and implement strategies for a comprehensive public relations program; and promote fundraising activities. The vice president works closely with the Alumni Association and the Vandal Booster Board in association with their executive directors. The vice president serves as a member of the president’s cabinet. The vice president is expected to supervise, lead, and manage the advancement area and to participate in formulating strategic plans, directions, and policies for the institution as a whole. Acting for the president and within delegated authority and responsibility, this vice president develops and requires compliance with such administrative directives and instructions as are reasonable and necessary for the discharge of assigned responsibilities and duties.

B-3. Vice President for Research. The vice president for research is responsible for the research program of the university and the university’s several research institutes as well as the Idaho Geological Survey, and is responsible for coordinating with the Idaho Research Foundation. The vice president provides vision and leadership to the research institutes and the procurement of external research support. The vice president is expected to lead, and manage the research program as well as to participate in formulating strategic plans, directions, and policies for the institution as a whole. Acting for the president and the provost and within delegated authority and responsibility, the vice president develops and requires compliance with such administrative directives and instructions as are reasonable and necessary for the discharge of assigned responsibilities and duties. The vice president is a member of the president’s cabinet.

B-4. Associate Vice President for Northern Idaho. The associate vice president for Northern Idaho identifies innovative higher education programs to meet the higher education needs of the Coeur d’Alene, Post Falls, and Sandpoint regions.

B-5. Vice Provost for Student Affairs and Dean of Students. The vice provost for student affairs and dean of students is responsible for setting the tone for the quality of student life on campus, leadership in student development, and the general direction and oversight of student services. The vice provost leads UI’s statewide efforts pertaining to student life, including residence living, student counseling, multicultural affairs, student benefits, health and wellness, child care, campus recreation, and the dean of students’ office. The vice provost also works closely with student government and intercollegiate athletics. The vice provost serves as a member of the president’s cabinet, and is expected to supervise, lead, and manage student affairs and to participate in formulating strategic plans, directions, and policies for the institution as a whole. Acting for the president and the provost and within delegated authority and responsibility, this vice provost develops and requires compliance with such administrative directives and instructions as are reasonable and necessary for the discharge of assigned responsibilities and duties.

B-6. Vice Provost for Academic Affairs and Enrollment Management. The vice provost for academic affairs and enrollment management is responsible for the following academic support areas: admissions and financial aid, new student services, tutoring and academic assistance, the Center for Academic Advising, the College Assistance
Migrant Program, career and professional planning, Core, honors program, international programs office, independent study, summer programs and concurrent enrollment, registrar’s office, officer education programs, and the Center for Teaching Excellence, which includes general education, student retention, and faculty development. The vice provost is responsible for delegated responsibilities from the provost in general academic areas. The vice provost promotes articulation with other colleges and universities based on academic policies, and participates in formulating strategic plans, directions, and policies for the institution as a whole. Acting for the provost and within delegated authority and responsibility, the vice provost develops and requires compliance with such administrative directives and instructions as are reasonable and necessary for the discharge of assigned responsibilities and duties.

C. OTHER OFFICERS REPORTING DIRECTLY TO THE PRESIDENT.

C-1. General Counsel. The university’s general counsel is solely responsible for all legal matters pertaining to UI, including retaining outside legal counsel. The general counsel represents the university, including advising the president and all members of the central administration, and others designated by the president or other administrators. The general counsel is an ex officio member of the president’s cabinet.

C-2. Affirmative Action Officer. The affirmative action officer oversees the functioning of UI’s equal employment opportunities and affirmative action programs and advises the president on the full range of employment and educational practices concerning these matters within UI. [See also 1640.10, 3060, and 6010.]

C-3. Director of Athletics. The director of athletics supervises the intercollegiate athletic programs and ensures that they support UI’s educational objectives and comply with the regulations of the National Collegiate Athletic Association and the athletic conferences with which UI is affiliated. [See also 4320 and 4325.] The director is a member of the president’s cabinet.

C-4. Ombuds. The ombuds provides a voluntary, informal mechanism to facilitate communications between individuals in dispute, to help clarify issues involved, and to suggest avenues for dispute resolution. [See also 3820.]

C-5. Special Assistant to the President for Governmental Relations. The special assistant to the president for governmental relations is responsible for assisting members of the central administration in all matters involving the university’s relationship with congressional and legislative entities and elected officials at the state and federal levels. Located in Boise, the special assistant is a member of the president’s cabinet.

C-6. Internal Audit. The Department of Auditing Services, reporting directly to the president, is an independent appraisal activity established within the university as a service to university management and the Board of Regents. [See Governing Policies and Procedures Manual of the State Board of Education, Section V.H.4.] The department seeks to improve the management of the university’s resources and assets and provide the university’s management staff and the Board of Regents with an evaluation of the institution’s and various organizational unit’s operational functions. The scope of the audit function encompasses the examination and evaluation of the adequacy and effectiveness of the institution’s system of management controls as well as the quality of performance in carrying out assigned responsibilities.

D. COLLEGE DEANS.

D-1. APPOINTMENT.

a. Each college is administered by a dean who is appointed by the regents on recommendation of the president subsequent to following the provost’s hiring decision recommendation. Such recommendation is formulated through procedures that (a) solicit the advice and include the active participation of faculty members and students of the college and (b) are consistent with the bylaws of the college faculty. [See 1520 IV-7.]

b. When a vacancy in the position of dean occurs, the provost convenes a search committee to advise in the
selection of a new dean. The provost determines the size of the committee, including the number of members from outside UI, and appoints the members. The provost also names a person to chair the committee. To ensure adequate representation and participation of the college faculty in the search and selection process (see 1520 I-4-A), the following will be observed: (a) faculty members from the college concerned comprise at least 50 percent of the membership; and (b) these faculty representatives are selected by the provost from a pool of faculty members presented to him or her through procedures established in the college bylaws that provide for the representation of the major academic disciplines in the college. The pool must contain at least half again the number of members needed from the college for the committee. Additionally, search procedures must provide some means for the entire college faculty to participate in the interviewing of finalists; and for individual faculty members, staff, students, and/or external constituents to forward their comments and recommendations directly to the provost. The provost forwards a list of acceptable candidates to the provost who, in turn, forwards a recommendation from the list to the president. The provost makes the hiring decision.

The search committee shall be responsible to solicit a pool of candidates to be considered for the position, evaluate applicants from the pool of candidates in accordance with criteria specified in the position description, recommend finalists for further consideration by on-site interviewing, summarize the strengths and weaknesses of each finalist, and report on their acceptability for the position. The report of the process and recommendation is submitted to the provost.

c. The college faculty may request senate leadership (Faculty Senate Chair, Vice Chair and Faculty Secretary) to discuss the selection of a dean with the president or provost.

d. The college dean serves in his or her administrative position at the pleasure of the provost, and the regents receive annual recommendations from the president concerning the dean’s status.

e. The college dean may be granted tenure in an academic discipline in accordance with regular UI procedures for tenure, but may not be granted tenure as an administrator. [See 3520 F-4.]

DA-2. RESPONSIBILITIES.

a. The various colleges differ widely in size and organization. Consequently, this statement of responsibilities is intended to be general enough to allow for different procedures and different degrees of delegation of authority and responsibility within the colleges. These matters are dealt with specifically in the bylaws of the individual colleges. The principal variation lies in the responsibilities placed in the hands of administrators of intracollege academic units.

b. The college dean is the chair of the college faculty in the development of policies and priorities governing the academic program of the college. The dean is responsible both for the exercise of leadership in these matters and for the development of the leadership roles of other faculty members in the college decision-making process. The academic program of the college includes undergraduate and graduate instruction, research and creative activity, and extension services.

c. The college dean is the chief executive officer of the college in the implementation of policies defined by the college or university faculty and approved by appropriate authority. As such, it is the dean’s responsibility to:

1. Foster academic excellence in the college and each of its units.

2. Operate a system of academic advising and counseling for students [see 4310].

3. Present to the Faculty Senate or its committees matters that have been proposed by the college faculty and require approval by the Faculty Senate.
4. Present to the Provost Council Academic Leadership Council or to other bodies problems of policy implementation that need university-wide attention, including the implementation of interdisciplinary programs.

5. Develop budget proposals.

6. Control expenditures from approved budgets.

7. Develop recommendations concerning appointments, promotions, tenure, salaries, layoffs, and terminations of college personnel.

8. Assign duties to the faculty. [See also E-1 below and 3240.]

9. Define job responsibilities, assign duties, and supervise the activities of nonfaculty personnel.

10. Maintain contacts with the professions for which the college prepares graduates.

11. Supervise the use, maintenance, and security of property entrusted to the college (responsibility for security is shared with Facilities Management and Campus Security). [See 6140.]

12. Allocate space assigned to the college within limitations imposed by the Space Governance Group (see APM 40.10).

d. College deans, individually and as members of the Provost Council Senior Leadership Council, advise the president on such university-wide matters as: (a) admission, registration, advising, counseling, retention, and dismissal of students, (b) personnel policies, (c) institutional goals, (d) budgetary priorities, (e) university relations, and (f) day-to-day problems of institutional operation that require the attention of the president’s executive staff.

e. The dean is encouraged to organize his or her activities so as to provide time for personal involvement in teaching, research, or equivalent professional endeavors.

EB. ADMINISTRATORS OF SCHOOLS, DIVISIONS, AND DEPARTMENTS—UNIT ADMINISTRATORS

EB-1. RESPONSIBILITIES. The administrator of a school, division, or department (i.e., the first organizational unit below the college level) is responsible for interpreting university and college objectives and policies for the faculty of the unit and, through leadership, ensuring faculty participation in formulating and carrying out the unit’s policies within the framework of the objectives and policies of the college and university. The role may be defined more specifically by the bylaws of each college, but it is understood that the general responsibility for leadership includes: assisting higher administration in the assignment [3240 A] and in the evaluation [3320 and 3340] of the services of each member of the unit’s faculty and staff; promoting effective leadership of personnel and management of departmental resources; providing leadership in the development and implementation of unit plans; providing for open communication with faculty and staff; fostering excellence in teaching, scholarship and outreach for faculty, students, and staff in the department; effectively representing all constituents of the department; and continuing personal professional development in areas of leadership.

EB-2. TITLE.

a. The title of the administrator of a school or division (i.e., a division that is the first organizational unit below the college level) is “director.”

b. The title of a departmental administrator may be either “department chair” or “department head,” as determined by the bylaws of the individual colleges.
The title of an administrator for a non-academic program or function or an administrator that is the second organizational unit below the college level is "program director".

E-3. RANK AND TENURE.

a. Administrators of schools, divisions, or departments must hold an academic rank in a discipline.

b. Tenure, in the academic rank only, may be granted under the usual procedures; tenure is not granted in the administrative capacity. [See 3520 F-4.]

EB-34. SELECTION OF PERMANENT ADMINISTRATOR.

a. The responsibility for recommending unit administrators shall be shared between the voting faculty members (as defined by Article II, Section, 1 of the UI Constitution) of the unit and the dean of the unit’s college.

b. Administrators of schools, divisions, or departments are reviewed periodically as initiated by the dean. Each administrator is formally reviewed at least six months before the end of each appointment term, or, if there is not a fixed appointment term, at least every five years. The review will include the mechanisms of formal review as described in the approved bylaws of the individual colleges and be consistent with the procedures of E-6. The dean submits the review material and recommendations to the present who, in turn, makes a recommendation to the president regarding renewal or nonrenewal.

c. The college dean has the responsibility to initiate an earlier review at any time he or she judges such a review is needed. Likewise, the faculty of the particular unit may initiate an earlier review. A summary of conclusions and recommendations resulting from the review are submitted to the dean to the provost who, in turn, makes his or her review and forwards recommendations to the president.

db. When a vacancy occurs, it is the responsibility of the college dean to assemble a search committee. The search committee should represent a balance of interests including diversity, unit disciplines and specializations, and faculty rank. Appointment to the search committee shall be in accordance with the bylaws of the unit and the unit’s college, provided that the search committee shall be comprised as follows:

1. At least two-thirds of the members shall be voting faculty members of the unit who were nominated by the faculty.
2. At least one member shall be a UI faculty member from outside the college selected from three persons nominated by the faculty. (A role of this outside member is to assure compliance with the process for selecting administrators).
3. In consultation with the faculty of the unit, the dean will select the overall committee to represent a balance of interests including diversity, disciplines/specialization, and rank.

dc. As provided by the bylaws of either the unit or the college, the search committee may include student members, alumni, representatives of the unit’s constituents, and/or other UI faculty from outside the unit.

dd. Faculty members of the unit who are candidates for the administrative position may not serve on the search committee nor participate in any faculty voting regarding the position.

dg. Once the search committee has been formed, the dean of the college will select the chair after consultation with the committee.

fh. In accordance with the provisions of the bylaws of the unit and the college and with the recruitment policies and procedures of the UI, the search committee shall, in consultation with college and university administration:

1. Develop a position description.
2. Determine whether an external or internal search shall be conducted. (An external or internal search is determined by circumstances unique to each vacancy; e.g., availability of funds, departmental needs, and
The responsibilities of the search committee shall be to:

1. Solicit a pool of candidates to be considered for the position;
2. Evaluate applicants, from the pool of candidates, in accordance with criteria specified in the position description; and
3. Recommend finalists for further consideration by the unit’s faculty and administration.

All voting faculty members of the unit shall have the opportunity to participate in interviewing finalists for the position.

After the unit’s voting faculty members have completed interviewing the finalists, the chair of the search committee shall obtain, by secret ballot, the preferences of the unit’s voting faculty for the administrative position.

The chair of the search committee shall forward the name(s) of one or more candidates acceptable to the majority of the unit’s voting faculty and a report documenting the search process to the dean. The dean will then meet with the unit faculty members or the search committee to discuss the proposed candidates.

If, after subsequent rounds of voting, no candidate obtains a majority of votes of the unit’s faculty members, the chair of the search committee shall poll the voting faculty members for an appropriate course of action.

If the unit’s voting faculty is unable to determine a course of action for selecting a unit administrator, the matter shall be referred to the dean.

If the individual(s) selected by the voting faculty members are acceptable to the dean, the dean shall forward the recommendation to the provost.

If the dean and a majority of the unit’s faculty cannot agree on a candidate who will accept the administrative leadership, the dean prepares a written summary of the relevant issues, including the results of the faculty vote, for the provost. Faculty members are encouraged to forward their written comments to the provost. The provost shall make a reasonable attempt to achieve congruence between the dean and the majority of the faculty; and in any event, makes a recommendation to the president regarding an appointment or an alternate course of action.

In the case of a recommendation to appoint an individual not currently on the faculty, the dean must also receive the recommendation of at least the majority of the full professors (and where appropriate, of the associates) in the academic department for the academic faculty appointment and rank.
12 weeks but not longer than six months, the supervisor may assemble and consult with the voting faculty members of the unit and recommend an acceptable acting administrator.

a. Absence or vacancy in position of dean. When an absence or vacancy in the position of a dean is anticipated to or does in fact last longer than 12 weeks but not longer than six months, the provost shall select a faculty member, acceptable to both the provost and a majority of the college’s voting faculty, to serve as its acting dean for up to six months or until an interim, term, or permanent dean is selected, whichever occurs first. Preference shall be given to a member of the college; if no college member is acceptable to both the provost and the majority of the college’s voting faculty, a faculty member from outside the college may be appointed following the same procedure. If no candidate is acceptable to both the provost and the majority of the college faculty then the provost shall make the final hiring decision.

b. Absence or vacancy in position of unit administrator. When an absence or vacancy in the position of a unit administrator is anticipated to or does in fact last longer than 12 weeks but not longer than six months, the college dean will recommend to the provost a faculty member, acceptable to both the dean and a majority of the unit’s voting faculty, to serve as its acting administrator for up to six months or until an interim, term, or permanent administrator is selected, whichever occurs first. Preference shall be given to a member of the unit; if no unit member is acceptable to both the dean and a majority of the unit’s voting faculty, a faculty member from outside the unit may be appointed following the same procedure. If no candidate is acceptable to both the dean and the majority of the unit’s faculty then the provost shall make the final hiring decision.

D. SELECTION OF INTERIM OR TERM DEAN OR UNIT ADMINISTRATOR. When an absence or vacancy in the position of dean or unit administrator is anticipated to last longer than six months, an internal search shall be conducted according to section B above and APM 50.01.

D-1. Interim dean or unit administrator. When an absence or vacancy in the position of dean or unit administrator is anticipated to last at least six months but not longer than 23 months, the position shall be filled by an interim dean or unit administrator.

D-2. Term dean or unit administrator. When an absence or vacancy in the position of dean or unit administrator is anticipated to last a specific term of time typically not greater than 36 months, the position shall be filled by a term dean or unit administrator.

E. APPOINTMENT OF AN ACTING (OR TEMPORARY) AN INTERIM OR TERM ADMINISTRATOR. When a vacancy occurs, and it is anticipated that the position cannot be filled the college dean shall assemble and consult with the voting faculty members of the unit and recommend to the provost and president a member of the unit’s faculty, acceptable to both the dean and a majority of the unit’s faculty, to serve as its acting administrator until a permanent administrator is selected. If no candidate is acceptable to the dean and the majority of the unit’s faculty then the provost shall make the final hiring decision.

E-6. REVIEW AND EVALUATION. See FSH 3320 D. E. APPOINTMENT WITH RANK OF ACADEMIC ADMINISTRATOR OR SERVICE OFFICER. An academic administrator or service officer may be appointed with or without academic rank, except that an administrator of an academic department must hold academic rank in a discipline. The faculty of the department in which it is proposed to grant academic rank to an administrator is asked to evaluate the person as a potential colleague.

Commented [WD(9): Entire text of FSH 1567 (slightly edited) is moved to this policy. FSH 1567 will be deleted.
[See 1440 for chart of administrative organization.]

Version History

Amended July 2012. The selection of a dean was clarified.

Amended July 2011. A formal process was put in place to communicate presidential action taken on university policies.

Amended July 2010. Section E-6 was moved to FSH 3320 to consolidate the evaluation process into one policy.


Amended June 2009. Editorial changes.


Amended July 2006. Major revisions in subsections A, B, and C appeared to reflect reorganizations of the senior administration, and editorial changes.


Amended July 1999. Major revisions in subsections A, B, and C appeared to reflect reorganizations of the senior administration.

Amended July 1999. Section E was substantially revised.

Amended July 1998. Substantial revisions were made to the subsections dealing with the selection and tenure of departmental administrators (E).


Amended July 1995. Material concerning the presidential veto (A-1-c) was added.

Amended July 1992. Material concerning the ombuds (C-4) was added.

Adopted 1979. This section is original to the 1979 edition of the Handbook.
POLICY COVER SHEET

For instructions on policy creation and change, please see
https://www.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 X Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: FSH 1567 APPOINTMENT OF ADMINISTRATORS WITH ACADEMIC RANK

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: Chantal Vella, FAC

Policy Sponsor, if different from Originator: Diane Kelly-Riley, Vice Provost for Faculty

Reviewed by General Counsel     XYes ___No   Name & Date: Kim Rytter 4/18/22

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

   The content of this policy will be moved to FSH 1420 to resolve a partial redundancy.

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.

   FSH 1420

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.
APPOINTMENT OF ADMINISTRATORS WITH ACADEMIC RANK

OWNER:
Vice Provost for Faculty
Diane Kelly-Reilly
dkr@uidaho.edu

LAST REVISION: June 2009

An administrative or service officer may be appointed with or without academic rank, except that an administrator of an academic department must hold academic rank in a discipline. The faculty of the department in which it is proposed to grant academic rank to an administrator is asked to evaluate the person as a potential colleague.

Version History

Amended June 2009. Editorial changes.

Adopted 1979.
POLICY COVER SHEET
For instructions on policy creation and change, please see https://www.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 X Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: FSH 4120 CATALOG CHANGE PROCEDURE

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: Lindsey Brown

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

Reviewed by General Counsel ☒ Yes ☐ No Name & Date:

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

This revision is part of a reorganization of FSH 1420, 1460, 1520, 1540, and 4120, the goal of which is to consolidate all university faculty meeting procedure into FSH 1540 Standing Rules of the University Faculty, all catalog change procedure into FSH 4120 Catalog Change Procedures, and all university-wide policy change procedure into FSH 1460 University-wide Policy Process.

This revision moves catalog change procedure from FSH 1540 into this policy and streamlines and simplifies the curricular approval processes while maintaining appropriate levels of transparency and shared governance. These changes will reduce administrative workload and allow for more flexibility in approving curricular change and additions.

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.

FSH 1540

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.

July 1.
4120 - Catalog Change Procedures

Owner:

- Name: Lindsey Brown
- Position: University Registrar
- Email: lindseybrown@uidaho.edu

Last updated: July 01, 2001

PREAMBLE: This section outlines the process by which the catalog is changed. This section remains unchanged since its appearance in the 1979 Handbook. For further information, contact the Registrar's Office (208-885-6731). (ed. 7-00)

A. PURPOSE. The purpose of this policy is to provide for appropriate faculty review of catalog changes and to provide for timely processing of those changes so that students have access to accurate catalog information regarding curricular requirements and course offerings.

B. SCOPE. This policy applies to all faculty at the University of Idaho.

C. DEFINITIONS.

C-1. Routine curricular changes. Changes identified as Group A changes by the University Curriculum Committee.

C-2. Substantive curricular changes. Changes identified as Group B and C changes by the University Curriculum Committee.

C-3. UCC. University Curriculum Committee.

D. POLICY. Catalog changes shall be processed with appropriate faculty review in a timely manner in order to provide students with accurate catalog information regarding curricular requirements and course offerings. Students have, as a matter of principle, a right to find in the catalog the courses they are taking and a current statement of their curricular requirements; departmental administrators and college deans should make every effort to ensure that proposed changes are submitted in time to be included in the catalog.

B. Changes that are proposed to take effect in the interval between publication of catalog issues may be considered by the University Curriculum Committee for good and substantial reasons. Because of various requirements for routing of and action on such changes, they must reach the committee no later than four months before the beginning of the academic session in which the changes are expected to be effective. (See also 1540 C and 4110.) (ed. 7-01).

C. REFERRAL OF CATALOG-CHANGE PROPOSALS. When substantive catalog changes of a curricular nature that have not been considered by the University Curriculum Committee are
presented directly to the university faculty, such proposals are referred automatically to the University Curriculum Committee for study and recommendation.

DE. PROCEDURE.

E-1. Routine curricular changes.

a. Each routine curricular change proposal shall be submitted to the relevant unit and college for approval following all notice and approval procedure contained in unit or college bylaws.

b. Following unit and college approval, the college shall submit the proposal for review to the UCC. The UCC Secretary will distribute a list of all proposed curricular changes to all university faculty members at least 48 hours before each meeting.

c. If approved by the UCC, the UCC Faculty Secretary shall send the proposal to the provost for final approval. Office of the Registrar for implementation after a waiting period of at least seven days, provided that the UCC Faculty Secretary has not received a valid petition signed by at least five faculty members requesting Faculty Senate review.

d. If the Faculty timely receives a valid petition as described in E-1.c., the UCC Faculty Secretary shall refer the proposal to Faculty Senate for review, except that a petition concerning courses or curricula in the College of Letters, Arts, and Social Sciences signed by five members of the college faculty shall be returned to the college for further consideration rather than being sent to Faculty Senate.

e. If approved by Faculty Senate, the proposal will be forwarded to the provost for final approval. If disapproved by Faculty Senate or the provost, the proposal will be sent back to the unit for further consideration.

f. The Faculty Secretary shall forward all routine curricular changes approved by the provost to the Office of the Registrar for implementation.

E-2. Substantive curricular changes.

D-1. Routine curricular changes are those defined as Group A changes by the Registrar’s office (link).

a. Each substantive curricular change proposal shall be submitted to the relevant unit and college for approval, following all notice and approval procedure contained in unit or college bylaws.

b. Following unit and college approval, the college shall submit the proposal for review by all appropriate committees. Following such review, the college shall submit the proposal to the provost for approval. The provost shall submit approved proposals to the UCC and return disapproved proposals to the unit for further consideration.
e. The UCC Secretary shall distribute a list of all substantive curricular change proposals to all university faculty at least 48 hours prior to each meeting.

d. If approved by the UCC, the Faculty Secretary shall forward the proposal to the Faculty Senate for approval.

e. If approved by the Faculty Senate, the Faculty Secretary shall send the proposal to the provost for final approval after a waiting period of at least seven days, provided that the Faculty Secretary has not received a valid petition signed by at least 10 faculty members requesting review at a meeting of the university faculty.

f. If the Faculty Secretary timely receives a valid petition as described in E-2.e., the Faculty Secretary shall place the proposal on the agenda of the next university faculty meeting, except that a petition concerning courses or curricula in the College of Letters, Arts, and Social Sciences signed by five members of the college faculty shall be returned to the college for further consideration rather than being sent to the university faculty meeting.

g. If approved by university faculty, the proposal will be forwarded to the provost for final approval and implementation. If disapproved by university faculty or the provost, the proposal will be sent back to the unit for further consideration.

h. Any additional required approvals, such as approval by the Board of Regents, shall be managed by the Office of the Provost.

D-2. All routine curricular changes must be approved by the relevant unit and college according to the standards and processes of the unit and college bylaws before being submitted to the University Curriculum Committee (UCC). Colleges shall communicate all proposed curricular changes to all faculty in the college in advance of curriculum meetings or other approval processes.

E-3. Other catalog changes. Noncurricular catalog changes may be submitted directly to the most relevant standing committee of the university faculty and require approval by Faculty Senate and the university faculty before being forwarded to the provost for approval.

D-3. The UCC Secretary (or designee) will distribute a list of all curricular changes being considered at each University Curriculum Committee meeting to all faculty members at least 48 hours before each meeting.

E-F-41. Interim Catalog and Curricular Changes. The president may approve an interim catalog change (not including curricular changes) to address legal requirements or a significant institutional risk if there is insufficient time to complete the standard review and approval process. A timeline for completing the standard review and approval of the interim catalog change as soon as reasonably practicable must be included in the request to the president. If approved, the catalog change will go into effect immediately. The policy owner must complete the standard catalog change review and approval process during this approved interim period.
Faculty Staff Handbook (FSH)
☐ Addition Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title:

Administrative Procedures Manual (APM)
☐ Addition X Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: **60.02 -- Purchasing Criteria**

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

Originator: Julia McIlroy

Policy Sponsor, if different from Originator: Brian Foisy

Reviewed by General Counsel     X Yes ___No X    Name & Date:  Edith Pacillo, 4/17/22

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

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.
Effective 7/1/22
60.02 -- Purchasing General Policy and Criteria
April 25, 2011

A. General. These policies and procedures, guidelines, standards and responsibilities set forth in APM Chapter 60 are applicable to all University of Idaho purchasing activities pursuant to local, state, and federal laws and regulations.

B. Process Policy.

B-1. Compliance with Higher Governing Authority. Purchasing activities shall be administered in strict adherence with the procedures established by requirements of applicable local, state, and federal laws and regulations. [ed. 4-11]

B-21. Open and Fair Competition. Purchases shall be administered in a manner that provides maximum practicable open and free competition appropriate to the type of product goods or service to be provided. Where possible a solicitation of a minimum of three providers is required. [rev. 4-11]

B-32. Employee Ethics. All employees involved in purchasing activities must strictly adhere to the University of Idaho policy regarding ethics FSH 3170 University Ethics and FSH 3175 Financial Stewardship Responsibilities. All purchases must be made based on the best interests of the University. [rev. 4-11]

B-43. Efficiency and Effectiveness. Purchases shall support agency UI goals of cost efficiency and product/service quality of goods and services, and these objectives shall be given consideration in purchasing decisions. [ed. 4-11]

B-54. Proper Approval. No contract for the purchase of goods or services shall be made without proper supervisory and/or administrative approval as required by APM 60.20 Contracts and Agreements Approval Matrix. [See 60.20]. [ed. 4-11]

B-65. Prudent Procurement Practices. All procurement decisions must be made using sound and prudent business judgment and practices. [add. 4-11]

C. Competitive Bid Thresholds

<table>
<thead>
<tr>
<th>Competitive Bid Required</th>
<th>Competitive Bid Not Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase orders for goods and simple maintenance agreements greater than $105,000</td>
<td>Purchase orders for goods and simple maintenance agreements up to and including $5,000 less than $10,000 or less</td>
</tr>
<tr>
<td>Service agreements for consultants, speakers, performers, writers or artists greater than $25,000</td>
<td>Service agreements for consultants, speakers, performers, writers or artists up to and including less than $25,000 or less</td>
</tr>
<tr>
<td></td>
<td>Purchasing card holders are authorized to procure goods up to the limits of their individual cards</td>
</tr>
</tbody>
</table>

D. Purchase Orders. Units are authorized to issue purchase orders for goods in amounts below the competitive bid threshold without competitive bidding for goods and simple maintenance agreements against funds currently on deposit in budgets under their control and direction. These purchases may or may not utilize requests for quotation procedures based solely upon the unit’s discretion. Units have discretion as to whether to issue requests for quotations for these purchases, subject to the requirements of APM 60.10 Requests for Quotations. [add. 4-11]