I. Call to Order

II. Approval of Minutes (Vote)
   • Minutes of the 2022-2023 Faculty Senate Meeting #27 (April 18, 2023) **Attach. #1**

III. Chair’s Report
   • Our Shared Success Story – Kelly Quinnett, Theatre Arts

IV. Provost’s Report

V. Committee Reports (vote)
   • Committee on Committees
     o FSH 1620 University-Level Committees **Attach. #2**
     o FSH 1640 Committee Directory **Attach. #3**

VI. New Business

VII. Adjournment

Attachments:

- **Attach. #1** Minutes of the 2022-2023 Faculty Senate Meeting #27 (April 18, 2023)
- **Attach. #2** FSH 1620
- **Attach. #3** FSH 1640
2022 – 2023 Faculty Senate – Pending Approval
Meeting #27
Tuesday, April 18, 2023, 3:30 pm – 5:00 pm
Zoom only

Present: Call, Chapman (Vice Chair), Fairley, Gauthier, Haltinner, Hickman, Hunter, Justwan, Kolok, Torrey Lawrence (w/o vote), Long, Mittelstaedt, Murphy, Pfeifer, Quinnett (Chair), Raney, Reynolds, Rinker, Roberson, Sammarruca (w/o vote), Schiele, Schwarzlaender, Silsby, Tibbals, Thorne, Wargo
Absent: Walsh
Also present: Madison Powell (proxy for Ahmadzadeh)

Guests/Speakers: Jerry McMurtry

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

Approval of Minutes (vote):
The minutes of the 2022-23 Meeting #26 April 11, 2023 were approved with the following correction: Senators Kolok and Wargo were absent.

Chair’s Report:
• Our Shared Success Stories – Florian Justwan, Politics and Philosophy.
  Florian and his department are especially proud of the experiential learning opportunities they developed over the last few years. In 2019, they built a number of programs where students can experience politics on a first-hand basis. Students can go to Seattle for a model European conference. They pretend to be the government of a European country and negotiate a tricky global problem. Another opportunity is the McClure Scholars program, where students learn about policy issues in Idaho politics. At the end of the program, they make policy recommendations and present a full report to members of the Idaho Legislature. Most recently, they established a Study Abroad program. Florian co-led a Study Abroad to Germany, where students met with members of the legislative branch and scholars. This year, they met with German high school students. It was exciting to see Idaho students and German students mingle.

• Our Shared Success Stories – Ben Hunter, Dean of University Libraries.
  Our library is amazing. We are able to do many of the great things we do thanks to our grant activities. During the past few years, we obtained over one million dollars in grants, which is unusual for academic libraries. Funds came from several sources. Dean Hunter wishes to emphasize the Collection Builder platform, supported by different grants, such as the Institute for Museum and Library Services and the National Endowment for the Humanities. This digital collection requires minimal computing and little training. It is an important resource because it enables cultural heritage institutions easy access to this powerful digital collections tool. Comparable commercial solution cost tens of thousands of dollars per year. This platform is free and open-source and it doesn’t require a team of developers to keep it up and running. It’s becoming more and more popular nationally and internationally. More information at these sites:
  https://collectionbuilder.github.io/
  https://www.lib.uidaho.edu/queered/
Becca Scofield Support - [https://www.gofundme.com/f/scofield-support](https://www.gofundme.com/f/scofield-support)

To respect Becca’s privacy, please be careful about sharing this link on social media. Our friend and colleague Becca Scofield was targeted by a TikTok user spreading baseless and false claims linking her to the November murders of four UI students. Becca is a dedicated member of the University of Idaho faculty and the Moscow community. In her fight to stop irresponsible and harmful speculation through a federal defamation lawsuit, her legal fees are growing. Please consider donating.

**Discussion:**
A senator argued that Rebecca is in this situation because of her employment at the U of I. Is there a university policy to protect any of us in a similar situation? Provost Lawrence will get a more complete response from General Counsel. General Counsel works for the university and in this case the faculty is in her personal capacity. There are clear limitations on what we can or cannot do. Both the President and the Provost support this campaign and hope that all of Rebecca’s expenses can be covered.

Follow-up by another senator on the previous comment: this is happening to Rebecca in her capacity as a U of I faculty member. Something should be done to protect all of us in similar situations. (Link provided by Diane Whitney: [https://www.uidaho.edu/governance/policy/policies/apm/01/01](https://www.uidaho.edu/governance/policy/policies/apm/01/01))

A senator hopes that Senate will consider looking into policies addressing the protection of faculty. They are concerned about those who teach about race and gender, given the recent actions of the legislature.

- **APM 30.16:** Senator Fairley shared a letter based on last week motion regarding APM 30.16. Motion: “To ask President Green to suspend APM 30.16 and temporarily revert to the previous conditions until a resolution is found with faculty input.”
  The letter includes additional comments to put the motion in context and contains no inflammatory or critical remarks. The tone is positive and constructive.

  The Provost asked whether this is a replacement to the original motion since the letter contains additional language.

  Senator Fairley: the statement in the motion is very brief. In the meantime, he received feedback suggesting that some context would be helpful to motivate the motion.

  The Provost noted that President Green is aware of the situation. Conversation could be a productive way to pursue a solution. Provost Lawrence is confident that, after receiving (just) the statement of the motion, the President will want to talk about it.

  Secretary: the group who drafted the letter did not think that adding context would amount to a different action. The language was added to motivate the request and as a base for follow-up discussions. Furthermore, the planned procedure is to present the letter to the general faculty
at the upcoming UFM. With some exceptions, Senate actions must be approved by the faculty, especially a major one such as this. Except for special circumstances, faculty approval is the next step after a formal motion by Senate.

Provost Lawrence thinks that taking the matter to UFM is not our standard practice and could be lengthy and complicated.

Senator: context is important if this goes to UFM. Many faculty may not be up to date.

There is some concern about the narrow margin by which the motion passed (12 to 9).

A Senator argues that the discussion is out of order. This is a proposal for a new action and should be an item for next week.

The discussion seems to converge towards streamlining the letter and meet with the President. Senator Fairley would be happy with keeping only the first paragraph, although the first and second paragraphs are both consistent with the language in the motion.

Secretary: reiterates that the letter is faithful to the spirit of the memo and was crafted in the hope of a dialogue with President Green. She recalls that last week, before the motion was voted on, there was a brief discussion about an alternative path: instead of pursuing a formal request to the President, just ask for a dialogue. Are we now taking that path?

Chair Quinnett: we are doing both.

After some additional discussion, everybody was content with the following process:
Send the first paragraph to the President and request a meeting.

Provost Report:
- Vandal Giving Day was a great success, with a record $819,662! Also, the number of people who donated was a record high. The Healing Garden and Memorial for the victims of the November tragedy was strongly supported.

- For a summary of the legislative session, see the memo from April 13.

- For CEC distribution, see memo from yesterday.

- Jazz Festival: April 19 to April 22. The Hamp’s Gala, the traditional evening kick-off of the Lionel Hampton Jazz Festival, is on April 19, 7 – 9pm, in the Auditorium. The Thursday, Friday, and Saturday events take place at the ICCU Arena.

- Engineering Expo: April 28-29. It’s a great event that brings people to campus, and an opportunity to see excellent work by our students.

- Commencement: two ceremonies in Moscow on May 13, at 9:30am and 2pm, one in Boise on the 16th and one in Idaho Falls on the 17th.
Excellence awards (please see RSVP email from April 4):
https://www.uidaho.edu/governance/faculty-staff/university-awards

Discussion:
A senator conveyed disappointment from their constituents about the salary raises. Consumer prices in the past two years have gone up by 14% and we get a raise of $600. It would be good to have something to take back concerning how decisions are made. The Provost replied that many of the recommendations from the Staff Compensation Committee (SCC) were used. The process is restricted by what is available to us, which depends on the legislature and the State Board’s approval of tuition. We are followed a similar format as last year, with some differences, such as the flat amount for across-the-board raises. Also, the way the state funded it was new. Ultimately, it was the President’s decision, with consideration of the SCC recommendations. This year, we didn’t get the fund shift we got last year – approximately one half of the raise is funded. We hoped to get a lot more from the state, which has a large surplus, but we didn’t. The Provost will bring more information next time. The Senator understands the constraints but noted that some faculty are struggling. Can Senate help figuring out some strategy for next year? Provost Lawrence said that the leadership is open to suggestions, but there isn’t much to work with. They are trying to balance across-the-board, market-based goals, and merit raises.

Committee Reports (vote):
- University Curriculum Committee
  - UCC 77 Edit Regulation 0-10-b – Jerry McMurtry, Dean, College of Graduate Studies.
    - Attach. #2
      A new graduate certificate offered jointly with other Idaho Institutions has been proposed. To address admissions requirement for such a degree, Regulation O-10-b should be amended to include the following language (paragraph 3.1 was added):
      O-10-b. Graduate Academic Certificates
      1. A graduate academic certificate must include at least 12 credits of coursework. At least half of the credits completed towards a graduate academic certificate must be in graduate level coursework.
      2. All required coursework must be completed with a grade of 'B' or better unless the certificate specifies a higher grade requirement.
      3. A maximum of six credits of coursework which is either transferred from another regionally accredited institution or is more than five years old at the time of graduation may be used towards completion of an academic certificate.
      4. Certificates offered jointly with other Idaho institutions and with an established agreement approved by the Provost may allow additional transfer coursework, but must include at least one course from the University.
    - Vote: 22/22 yes; 0/22 no. Motion passes.

Other Policy Business (non-voting):
*APM 15.30 Capital Project Requests Attach. #3
  - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
**APM 40.09 Lost and Found Services Attach. #4
  - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
**APM 40.21 Building Services Attach. #5
Other Announcements and Communications:

- TA Concerns – Jerry McMurtry, Dean of the College of Graduate Studies
  There are 54 TA awards which are provided to masters level students in programs where there is a PhD program. If those awards were given to doctoral students, it would help doctoral productivity and thus the push to R1. It’s not easy to get Ph.D. students, especially in science and engineering. We will continue to award TAs to M.S. students – we could not deliver our General Education program without their contributions. The college deans will work with COGS to examine the TA awarding process and look toward changes for the Fall 2024 cohort.

Discussion:
A Senator conveyed a message from constituents: shifting the emphasis on Ph.D. students through mandates is a short-term gain for a short-term decline in student quality. The best Ph.D. students are attracted by RA awards (which, therefore, are the best way to get high-quality Ph.D. students). On the other hand, M.S. students can be enticed by TA awards. If we shift away from awarding TA positions to M.S. students, departments will have to accept weaker Ph.D. students, which is not good for R1, and in the end, will reflect poorly on the institution. Also, we may not be able to provide high-quality teaching, because Ph.D. students are less interested in teaching. The Ph.D. program is longer, and so weak Ph.D. students will occupy TA positions longer than M.S. students. In the long run, shifting can be counterproductive with regard to R1. Jerry McMurtry will convey these arguments when he meets with the deans.

A Senator wondered whether the 54 TAs will be shifted to departments where the majority of Ph.D. students are on RAs. In such cases, there is opportunity to award TAs to M.S. students. Jerry McMurtry does not have that information, which would require a detailed analysis. He provided the following data: we have 179 M.S. students with TA awards and 102 Ph.D. students with TA awards. As for RA awards, 132 are taken by M.S. students and 165 by Ph.D. students.

There was a question about the time commitment made to a new graduate student: is it for one year or for a number of years? Perhaps we could offer a one-year TA to a new graduate student with the condition that they identify a faculty mentor who can offer them an RA. Could this be useful as a recruitment tool? Dean McMurtry replied that these are full time (20 hours per week) annual awards for the academic year. The awards are given by COGS to the deans, who can use them strategically as they see fit.
A Senator argue that reaching R1 status can only happen with the faculty, but they have to want it. Imposing mandates on them is not the way. Dean McMurtry will take these considerations to the deans.

- **NTT Taskforce Update – Florian Justwan, Politics and Philosophy**
  Florian looks forward to the Taskforce continuing their work next academic year. He summarized the three main takeaways from the recent survey. Non-tenure-track (NTT) faculty are mostly concerned about: job security, pay, inability to switch academic roles (for instance, from clinical to tenure-track). Issues they identified for next year agenda include: 1. how the U of I discusses non-tenure-track (NTT) faculty in its messaging to the community and the public – changing the language is the first step to changing the culture; 2. NTT are not allowed to serve on some committees; 3. Existing policies for the protection of NTT faculty are often not apparent to them. It may be useful to put together a document with information on the rights of NTT faculty.

- Please remind your colleges that the 2023-24 senators need to be identified as soon as possible. Their first meeting is on April 25.

- **UFM #3 – Wednesday, May 3rd, 3:00 pm PT via Zoom.** There is an item from the Constitution, FSH 1520, which requires a quorum!
- **Earth Day 2023:** Friday and Saturday, 10am to 4pm, at the IRIC Atrium. Join the College of Science at the IRIC Building on Earth Day to learn about programs related to earth science, climate change, sustainability and more.

**Adjournment:**
Chair Quinnett adjourned the meeting at 4:41pm.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate
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 1620 University-Level Committees

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: Francesca Sammarruca, Faculty Secretary

Policy Sponsor, if different from Originator:

Reviewed by General Counsel  xYes  _No  Name & Date: Kim Rytter 4/19/23

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

   Comprehensive review. Revised to clarify procedures for university-level committees and to highlight that all faculty who have voting privileges and all board-appointed staff are welcome to serve on committees.

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 1640

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, 2023.
UI FACULTY-STAFF HANDBOOK
CHAPTER ONE:
HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1620
UNIVERSITY-LEVEL COMMITTEES

OWNER:
Faculty Secretary
Francesca Sammar
facsec@uidaho.edu

LAST REVISION: January 2018

CONTENTS:
A. Purpose—Function, Structure, and Membership of Committees
B. Scope—Regulations Governing Committees
C. Function, Structure, and Membership of University-Level Standing Committees
D. Regulations Governing University-Level Standing Committees—Guidelines for Committee Chairs
E. Guidelines for University-Level Committee Chairs

A. PURPOSE. This policy regulates university-level standing committees, including their establishment, discontinuance, responsibilities, appointment, and operation.

B. SCOPE. This policy applies to all university-level standing committees.

C. FUNCTION, STRUCTURE, AND MEMBERSHIP OF UNIVERSITY-LEVEL STANDING COMMITTEES. University-level standing committees comprise Senate Committees and Other University-Level Standing Committees. FSH 1640 identifies Senate Committees and Other University-Level Standing Committees, and sets forth the function, structure, and membership of each committee.

D. REGULATIONS GOVERNING COMMITTEES. The following is a codification of the general regulations governing university-level committees:

DB-1. Committee defined. As used here, “committee” is a general term denoting any university-level standing or special committee, subcommittee, council, board, senate or similar body.

DB-2. The establishment, discontinuance, or restructuring of, and the assignment of responsibilities to, Senate standing Committees as identified in FSH 1640 or the university faculty are policy actions that require approval by the Faculty Senate.

DB-3. Ad hoc committees to advise the president and university-level standing committees that are composed primarily of administrators (e.g., Publications Board) are appointed by the president.
University-Level Standing Committees as identified in FSH 1640 are appointed as specified in the description of each committee. Changes to Other University-Level Standing Committees are not policy actions that require approval by the Faculty Senate.

**DB-4.** The Committee on Committees appoints, subject to confirmation by the Faculty Senate, members of standing committees of the university faculty Senate Committees, other than those addressed in **DB-3.** The chair of Faculty Senate establishes special Faculty Senate committees and appoints their members.

**DB-5.** In selecting staff members to serve, the Committee on Committees receives names of those approved by the Staff Council. Staff Council recommends to the Committee on Committees the names of staff members to be appointed to Senate Committees, which recommendation shall be followed by the Committee on Committees, which considers expressions of interest and qualifications of employees to serve on standing committees. Approved service by staff members on university committees is considered a valuable service to UI, within the scope and course of employment. Provided the staff employee can be released from regular duties, time spent in committee service is not charged against the employee’s annual leave or compensatory time balances, and the employee is not expected to make up time away from normal duties for committee service. (In cases where staff employees are elected to serve, e.g., on Staff Council itself, it is expected that the employee will first secure the consent of his or her supervisor before becoming a candidate.)

**DB-6.** Ordinarily, no Senate Faculty Committee will be chaired by an officer who is substantially responsible for implementing the policies or recommendations developed by the committee.

**DB-7.** Unless otherwise noted within the structure of a committee in FSH 1640, chairs of Senate Committees are selected by the Committee on Committees. The chairs of faculty standing Senate Committees generally are rotated so that no committee comes to be identified with one person.

**DB-8.** The president of the university or the president’s designee is a member ex officio of all UI committees, regardless of how the committees may have been established or appointed. On committees under the jurisdiction of the university faculty or of the Faculty Senate, the president or the president’s designee serves without vote.

**DB-9.** The chair of the Faculty Senate is a member ex officio without vote of all committees under the jurisdiction of the university faculty or of the Faculty Senate.

**DB-10.** Students are to be represented, if they so desire, on faculty committees that deal with matters affecting them. Except for student members of the Faculty Senate, the Committee on Committees receives names of those approved by the ASUI, GPSA and SBA to fill positions established for student members of faculty committees. [See 1640.] If, 21 days after the first day of classes of the fall semester, nominations have not been submitted to fill student positions, the committees on which the vacancies exist are authorized to disregard the vacant student positions in determining a quorum.

**DB-11.** The membership of individual members of standing committees of the university faculty Senate Committees may not be terminated involuntarily except for cause and with the concurrence of the Committee on Committees with the possibility of appeal by the faculty member to the Faculty Senate.

**DB-12.** University-level committees meet on the call of the chair. Committees under the jurisdiction of the Faculty Senate, university faculty or any of its constituencies may be convened by at least 35 percent of the members of the committee with a three-day written notice to all members.

**DB-13.** A quorum for any committee under the jurisdiction of the university Faculty Senate or any of its constituencies consists of at least 50% of its voting members, unless otherwise stated in the committee.
Voting:

- Proxy votes are not permitted in committees under the jurisdiction of the university faculty or of the Faculty Senate.
- Email voting under some circumstances is allowable. However, it must be agreed to by all members at the meeting. There must be an explicit understanding that anyone can ask that voting be delayed until the next meeting as a group. Examples of email voting include: committee is nearing the end of a meeting and discussion has been sufficient for the secretary/chair to draft a recommendation, confirming nominees/appointments, etc.

Unless otherwise provided, assignments to faculty committees begin on the official opening date of the academic year, whichever is earlier.

Open Committee Meetings:

a. Meetings of university-level committees, committees of the colleges, divisions, subdivisions, and other UI units, and ad hoc committees, however created, are open to the public with the exception of those meetings, or those parts of meetings, that deal with confidential employee or student matters. [See B-16-a].

b. Observers may speak only by invitation of the chair.

c. Observers may use their own tape recorders or other recording devices. Also, they will be provided a copy of any recordings made by the committee, if they request a copy through regular channels and pay the full costs involved in making the copy.

d. An exception to the exception stated in B-16-a is permitted in hearings on appeals when the appellant demands in writing before the hearing board’s first meeting that the hearing be open to the public; nevertheless, the chair of the hearing board has the power to close the hearing to the public if, in the chair’s opinion, the atmosphere becomes detrimental to the orderly conduct of the proceeding. Moreover, the chair has the power to exclude prospective witnesses from the hearing until they have testified.

Senate Standing Committees are to keep minutes and to distribute them as provided in C-28.

Smoking is prohibited in official meetings and hearings of UI committees.

Rules of Order. [See FSH 1520 VI.]

GUIDELINES FOR COMMITTEE CHAIRS. These guidelines were developed by the Committee on Committees as suggestions for the effective handling of committee business and clarification of certain minimal requirements of these committees. The Committee on Committees recognized that not all items will apply equally to all committees and that some items will not be appropriate to some committees.

At the beginning of each semester, contact committee members about times they would be available for a set meeting (for committees that do not have set meeting times already established) so that the times that the committee members will be available to meet can be ascertained.

Hold an organizational meeting as early as possible in September to discuss and review the charge of the committee (see FSH 1640), its procedures, and possible agenda items, and if desirable select a
secretary.

EC-3. To ensure that committee business is not delayed when the semester begins, committee chairs are encouraged to recommend and submit names of faculty, staff and students for any vacant position to the Faculty Secretary’s Office for consideration and confirmation. All names that are recommended will be handled following the normal approval process.

EC-4. Establish the best means of getting in touch with each student member.

EC-5. Issue a standing invitation to members to submit appropriate agenda items. Call a meeting when enough agenda items have accumulated to warrant it or when a particular agenda item warrants immediate attention. Alternatively, contact committee members periodically to ask if there are problems that need to be considered.

EC-6. Send an agenda with the call of a meeting to all members at least one day (24 hours) in advance of the meeting, if possible.

EC-7. Read the minutes of each meeting carefully to make certain that the intent of the committee is accurately represented.

EC-8. Send agenda and approved minutes of each meeting of the committee to the Faculty Secretary’s Office at facsec@uidaho.edu and send copies to members of the committee. Committees that address matters with confidential employee or student matters, shall keep such minutes confidential. All materials for these committees will be forwarded to the Office of the Faculty Secretary for filing and archiving. Also, inform other officers who are directly concerned with the work of the committee. To assist with record keeping, number meetings of the committee consecutively; e.g., “minutes#1_mmddyy.”

EC-9. Hold hearings when substantive policy changes are proposed. When feasible, invite those who will be affected by the committee’s action to present their views to the committee.

EC-10. Inform those who are affected by the committee’s actions of such actions.

EC-11. Promptly submit reports of actions requiring approval by the Faculty Senate in care of the Office of the Faculty Secretary for placement on the Faculty Senate agenda. Be prepared to attend the Faculty Senate meeting to answer any questions that arise.

EC-12. Inform the Office of the Faculty Secretary of any resignations from the committee and any excessive absences. Excessive absences will be referred to Committee on Committees to determine whether cause exists to replace the member.

EC-13. Prepare a brief year-end report for submission to the Faculty Senate in care of the Office of the Faculty Secretary for distribution as needed.

EC-14. Prepare a transition file for next year’s chair highlighting past issues (year-end report could be used), issues that are in progress, or issues that still need to be addressed. Plan to attend one or two meetings of the new committee to ease transitioning.

EC-15. Call on the Office of the Faculty Secretary for information and assistance concerning points not fully covered in these guidelines.

Version History
Amended January 2018. Changes were made to empower staff and students with making final decisions on whom they appoint.

Amended July 2017. Editorial changes.

Amended January 2017. Minor edits to update processes, to enable committees to vote by email under specific conditions, and to ensure that committee business is not delayed due to staff and student groups who sometimes struggle in finding individuals early in the fall semester.

Amended July 2015. Edit to ensure any major changes go forward to the general faculty to ensure faculty governance.

Amended July 2014. Edits to conform to change in quorum requirements in University Judicial Council/Student Disciplinary Review Board which came about due to student code of conduct policy changes.

Amended January 2014. This edit brought 1620 B-10 into conformity with FSH 1640.93 C which states that “Five members, at least two of which must be students” constitutes a quorum for the University Judicial Council.

Amended July 2010. Faculty Council was changed to Faculty Senate and B-7 was revised to address chair appointments.

Amended July 2008. Minor changes were made to B-2, 13 and C-13.

Amended January 2007. This section was substantially revised to reflect current process.


Adopted: No adoption date is available for this policy.
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 X Revision* X Deletion* □ Emergency □ Minor Amendment

Policy Number & Title: **FSH 1640 I, FSH 1640.47, 1640.78, 1640.95**

**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:** Francesca Sammarruca, Faculty Secretary

**Policy Sponsor, if different from Originator:**

**Reviewed by General Counsel**

___Yes _X No Name & Date:

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
   - **FSH 1640 I** Committee directory: reorganized for clarity and consistency.
   - **FSH 1640.47** Fiscal Emergency Committee: deleted. (Non existing, checked with VP Brian Foisy.)
   - **FSH 1640.35** Disability Affairs Committee: deleted. (Non existing, checked with Lindsay Ewan, Interim Director, OCRI.)
   - **FSH 1640.78** Shared Leave Committee: deleted. (Non existing, checked with Brandi Terwilliger, Director, HR.)
   - **FSH 1640.94** Multi-Campus Communication Committee: deleted. Remote communication has become a standard way to communicate. This committee, as presently described and charged, is obsolete.

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 1620

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, 2023.
University-Level Standing Committees

LAST REVISION: July 2022

Subsections

I—List of Senate Committees (faculty members appointed by the Committee on Committees) Senate Committees

.02 Academic Hearing Board
.04 Academic Petitions Committee
.06 Administrative Hearing Board
.08 Admissions Committee
.10 Americans with Disabilities Act Advisory Committee
.12 Institutional Animal Care and Use Committee
.14 Institutional Biosafety Committee
.16 Borah Foundation Committee
.20 University Budget & Finance Committee
.22 Campus Planning Advisory Committee
.26 Commencement Committee
.28 Committee on Committees
.34 Provost Council
.36 Dismissal Hearings Committee
.40 Instructional Space Committee
.41 Faculty and Staff Policy Group
.42 Faculty Affairs Committee
.43 Faculty Appeals Hearing Board
.44 Faculty Senate
.46 Arts Committee
.53 Honors Program Committee
.48 Graduate Council
.50 Grievance Committee for Staff Employees
.51 Grievance Committee for Student Employees
.52 Honors Program Committee
.54 Institutional Review Board
.55 Information Technology Committee
.58 Ubuntu
.60 Library Affairs Committee
.64 Officer Education Committee
.66 Parking Committee
.69 Promotions Review Committee
.70 Publications Board
.71 Radiation Safety Committee
.72 Research Council
.74 Sabbatical Leave Evaluation Committee
.76 Safety and Loss-Control Committee
.77 Scientific Misconduct Committee
.80 Staff Council
.82 Student Financial Aid Committee
.83 Student Conduct Board
.84 Student Financial Aid Committee
.86 Teacher Education Coordinating Committee
.87 University Teaching Committee
.88 University Advising Committee
.89 University Committee for General Education
.90 University Assessment & Accreditation Committee
.91 University Curriculum Committee
.92 University Development Council
.94 University Multi-Campus Communications Committee
.95 University Security and Compliance Committee
ACADEMIC HEARING BOARD (AHB)

A. FUNCTION.

A-1. To act on requests for redress of academic grievances and to decide appeals from decisions made by college authorities.

   a. Grievances may concern, but are not limited to, such matters as: (1) eligibility for advanced placement or credit by examination; (2) objectivity or fairness in making, administering, and evaluating class assignments; (3) maintenance of standards for conscientious performance of teaching duties; and (4) scheduling of classes, field trips, and examinations.
   
   b. The AHB does not hear appeals concerning requirements or regulations of the College of Graduate Studies or the College of Law. Appeals from decisions of other college authorities are subject to the limitations specified in C-3.

A-2. To observe the effects of academic requirements, regulations, and policies, and to report its findings and recommendations to the Faculty Senate.

B. STRUCTURE. Five faculty members, at least one of whom holds an administrative position in a college. In selecting a chair, a tenured faculty member will receive priority.

C. PROCEDURES.

C-1. Generally the student who is dissatisfied with an institutional academic action should first request reconsideration by the appropriate academic authority. Normally, AHB should hear an appeal only after the student has exhausted the appellate procedures provided at the levels of the department and college. Nevertheless, AHB may grant a request for an earlier hearing if at least two of its members recommend an exception on the grounds that an immediate hearing is warranted.

C-2. When an appeal is to be heard, AHB summons the student concerned and a representative of the academic authority whose action is challenged. A UI student or employee who is summoned to a hearing has the same responsibility to respond as though directed by the president to do so.

C-3. AHB recommends reversal of a departmental or college decision as to the satisfaction or waiver of a requirement or regulation only when it finds that (a) regular procedures have not been followed, (b) the petitioner has been denied a fair hearing, or (c) the decision being appealed was discriminatory with respect to the petitioner.

C-4. Although AHB cannot change a grade or require that it be changed, it may order that the grade it considers appropriate also be recorded on the student’s academic records. (NOTE: Procedures for changing grades are outlined in the catalog.)

C-5. It is within the purview of the AHB to hear an appeal of a grade imposed by an instructor as a result of academic misconduct, e.g., cheating or plagiarism. Such a grade constitutes an evaluation and is not to be construed as a penalty. Penalties for academic misconduct are considered to be disciplinary in nature and must be imposed through the student judicial system. Appeals from penalties imposed through the student judicial system are directed to the Faculty Senate. [see 2200, 2300 II, and 2400.]

C-6. AHB reports its decisions and recommendations to the student, instructor, departmental administrator, and
dean concerned and to the registrar. The department, college, and registrar make such reports part of their permanent records for the student concerned.

C-7. AHB may devise additional procedures, consonant with the constitution of the university faculty [1520] and the “Statement of Student Rights” [2200], for the discharge of its functions.

C-8. Actions of the AHB may be appealed as stated in 2500.

1640.04
ACADEMIC PETITIONS COMMITTEE (APC)

A. FUNCTION.

A-1. To act on petitions for exceptions to the academic requirements and regulations printed in part 3 of the General Catalog and to the requirements of the SBOE core printed in part 2. APC is the body with original jurisdiction over such petitions.

A-2. To observe the effects of university-level academic requirements, regulations, and policies and to report its findings and recommendations to the Faculty Senate.

A-3. This committee traditionally meets on Thursdays at 2:30 p.m. and during the summer.

B. STRUCTURE. Five faculty members, at least one from the Counseling and Testing Center and include two assistant or associate deans, and (w/o vote) the registrar or that officer’s designee. To assure a quorum alternates are appointed for the dean and faculty positions by the chair of the APC from a list of those who have previously served on the committee.

C. ASSUMPTIONS AND PROCEDURES.

C-1. APC must be careful not to establish the petition process as an alternative to being governed by the faculty’s legislated academic requirements. There are not two sets of requirements--one for those petitioning and another for those following the catalog.

C-2. All academic work undertaken should be accurately reflected in the student’s record. The faculty expects APC to ensure that the record is faithful to the actual experience (cosmetic adjustments or “corrections” are not sanctioned) and that the record is properly interpreted in relation to academic requirements.

C-3. The responsibility for complying with deadlines specified in the academic calendar belongs to the student.

C-4. The decisions of APC should be focused on the academic consideration involved that caused the student to petition, rather than on the consequences, either real or imagined, that may face the student.

C-5. Petitions are presented to APC by a representative of the student’s college.

C-6. APC reports its decisions to the registrar and to the student via his or her dean.

C-7. Procedures for appeals from decisions of this committee are as provided in 2500.

1640.06
ADMINISTRATIVE HEARING BOARD (AdHB)

A. FUNCTION.

A-1. The AdHB, acting for the Faculty Senate, hears and decides:
a. Appeals by students and employees from administrative decisions in such matters as residence status for tuition purposes, granting of student financial aid, and assessment of fees or charges (except in connection with parking regulations, see 1640.66).

b. Disputes involving interpretation and application of policies concerning such matters as student records.

A-2. Disputes involving requests for accommodation for persons with disabilities will be handled under 3210.

A-3. The AdHB is directed to observe the effects of university-level requirements, regulations, and policies and to report its findings and recommendations to the Faculty Senate.

A-4. AdHB is empowered to call students and employees to hearings and any such person called has the same responsibility to respond as though summoned by the president. Decisions of AdHB are subject to review by the president and regents, and may be appealed to them when they consent to hear such appeals.

A-5. This committee meets during the summer.

B. STRUCTURE. Four members of the faculty (including one from the College of Law), one staff member, one student and the following ex officio members, or their designees: Registrar and Manager of Student Accounts. In selecting a chair, a tenured faculty member will receive priority.

1640.08
ADMISSIONS COMMITTEE

A. FUNCTION. To act on applications for admission to UI in the cases of undergraduate applicants who do not meet minimum requirements for admission but who request a review. The Admissions Committee also evaluates and acts on applications of undergraduate students to special UI programs requiring minimum qualifications lower than those for regular admission to the University of Idaho. The Admissions Committee also hears appeals from disenrollment when that disenrollment is the result of the presentation of incomplete or false information on initial application as an undergraduate at UI. Decisions of this committee may be appealed as stated in 2500. (Similar applications for admission to the College of Graduate Studies are acted on by the Graduate Council, and its decisions may be appealed as stated in 2500; those for admission to the College of Law are acted on by that college’s Committee on Admissions, and its decisions may be appealed, in order, to the full faculty of the college and, when they consent to hear the appeal, to the president of the university and the regents.)

A-1. This committee traditionally meets during the summer.

B. STRUCTURE. Five members of the faculty, director of counseling and testing center or designee, chair of Ubuntu or designee, a member of the American Language and Culture Program faculty, and the following without vote: director of admissions (or designee), a Student Support Services designee, a representative from the Office of Multicultural Affairs, a professional advisor, and up to two representatives from student support programs. To assure a quorum, alternates for the faculty positions are appointed by the chair of the Admissions Committee from a list of those who have previously served on the Committee.

1640.10
AMERICANS WITH DISABILITIES ACT ADVISORY COMMITTEE

A. FUNCTION.

A-1. To advise the Director of The Office of Civil Rights and Investigations on all matters relating to disability, including universal access and design of university facilities, websites, and programming; accommodation of students, faculty and staff with disabilities; full compliance with the Americans With Disabilities Act as amended, Idaho Human Rights Act, Rehabilitation Act of 1974, and Fair Housing Act; and to discharge such other functions as may be assigned by the Faculty Senate or by the president or the president’s designee.
A-2. To fulfill the major faculty responsibility for monitoring and advancing UI’s commitment to ensuring that its facilities, programs, activities and services are accessible to all persons with learning, sensory, physical and other disabilities, and to serve the needs of these members of the university community. The committee works closely with administrative offices in identifying and ensuring compliance with applicable laws, regulations and best practices, as well as regents’ policy.

A-3. To submit periodic reports on its activities to the Director of The Office of Civil Rights and Investigations, who will distribute them to the Faculty Senate along with recommendations for appropriate program or policy changes.

B. STRUCTURE AND MEMBERSHIP. Three (one from the library, one academic administrator, and the third should have experience and/or possess knowledge of persons with disabilities) all of whom are selected by the Committee on Committees, ITS Director (or designee), Facilities Director (or designee), Executive Director for Human Resources (or designee), Director of Center for Disability Access and Resources,, Director of Housing and Residence Life, Director of Counseling and Testing Center (or designee), Director of The Office of Civil Rights and Investigations, two staff members, two students (undergraduate and graduate), and the following without vote: Parking and Transportation Services, Center on Disabilities and Human Development, Public Safety & Security (or designee), and Office of General Counsel.

1640.12
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)
(See also APM 45.01)

A. FUNCTION. To perform the functions of the IACUC as defined in APM 45.01.

B. STRUCTURE.

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

B-2. The committee is composed of not less than five voting members including a chairperson, the Attending Veterinarian (ex-officio appointment a practicing scientist experienced in animal research, a non-scientist, and an individual not affiliated with the University. No more than three voting members may be from the same administrative unit.

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

B-4. The Office of Research Assurances Director serves as a non-voting, ex-officio member.

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

1640.14
INSTITIONAL BIOSAFETY COMMITTEE (IBC)

A. FUNCTION. On behalf of the University, the Institutional Biosafety Committee (IBC) is responsible for:

A-1. Reviewing and approving the use of potentially biohazardous material, select agents and toxins, and recombinant DNA in research or teaching activities conducted at or sponsored by the institution for 1) compliance with government agency requirements, including NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines) and regulations promulgated by the CDC and USDA related to select agents and toxins; and 2) alignment with best practices as provided in Biosafety in Microbiological and Biomedical Laboratories (BMBL) and other appropriate best practices. This review shall include: 1) independent
assessments of the containment levels appropriate for the proposed research, and 2) assessment of the facilities, procedures, practices, and training and expertise of personnel involved in work with these materials. Consultants may be utilized to assist the IBC. See NIH Guidelines section IV-B-2-b-1 and APM 35.11. Biohazard Safety

A-2. Notifying the Principal Investigator of the results of the IBC’s review and approval. See NIH Guidelines section IV-B-2-b-2.

A-3. Lowering containment levels for certain experiments as specified in NIH Guidelines section III-D-2-a. Experiments in which DNA from Risk Group 2, Risk Group 3, Risk Group 4, or Restricted Agents is Cloned into Nonpathogenic Prokaryotic or Lower Eukaryotic Host-Vector systems. See NIH Guidelines section IV-B-2-b-3.


A-5. Periodically reviewing recombinant DNA research and potentially infectious material research conducted at the institution to ensure compliance with NIH Guidelines and BMBL best practices. Reviews occur every three years, or more often as deemed necessary by the IBC. See NIH Guidelines section IV-B-2-b-5.

A-6. Adopting emergency plans covering accidental spills and personnel contamination resulting from potentially infectious material and recombinant DNA research. See NIH Guidelines section IV-B-2-b-6.

A-7. Serving as an advisory body to the Vice President for Research and Economic Development for biohazardous research activities.

B. STRUCTURE. The IBC is a faculty-chaired committee. In accordance with NIH Guidelines, the IBC must comprise no fewer than five members selected so that they collectively have experience and expertise in recombinant DNA technology, the capability to assess the safety of recombinant DNA research, and the capability to identify any potential risk to public health or the environment. Members are nominated by the Vice President for Research and Economic Development.

Two members of the committee serve as standing members of the committee as part of their job role: 1) Biosafety Officer and 2) Attending Veterinarian. At least two members shall not be affiliated with the University (apart from their membership on the IBC) and shall represent the interest of the surrounding community with respect to health and protection of the environment. The IBC shall include at least one individual with expertise in plant, plant pathogen, or plant pest containment principles when experiments utilizing the appendix associated with plant research in the NIH Guidelines require prior approval by the IBC. The IBC shall include at least one scientist with expertise in animal containment principles when experiments utilizing the appendix associated with animal research in the NIH Guidelines require IBC prior approval. When the institution conducts recombinant DNA research at BL3 or Large Scale (greater than 10 liters), a Biosafety Officer is mandatory and shall be a member of the IBC.

In order to ensure the competence necessary to review and approve research protocols, every effort is made to ensure that the committee also includes members with expertise in infectious materials, biological safety, physical containment, institutional commitments and policies, applicable law, standards of professional conduct and practice, and a member of the laboratory technical staff.

When changes in NIH guidelines require change in committee structure, such changes will become effective at the time required by federal law. See NIH Section IV-B-2-a. To provide the necessary expertise and continuity of operation, members may serve consecutive three-year terms. The Responsible Official (RO) who is the Vice President for Research and Economic Development may remove and replace a committee member at any time when the RO has determined that the member is unwilling or unable to perform committee member functions.

Reference: NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines) April 2019
1640.18
BORAH FOUNDATION COMMITTEE

A. FUNCTION. To outline and execute a continuing program to achieve the objectives of the foundation established at UI in memory of United States Senator William E. Borah. In accordance with those objectives, the Borah Foundation Committee will sponsor programs and projects focusing on understanding the causes of war and the conditions that contribute to peace.

B. STRUCTURE. Six faculty members, two staff, four students, and (without vote) the associate director of the Martin Institute for Peace Studies and Conflict Resolution. This committee requires a heavy time commitment; as such, elected members will serve two year terms. The Borah Foundation Committee meets weekly and elects its own chair. The Borah Foundation Committee members serve from April 1st of the year of appointment.

1640.20
UNIVERSITY BUDGET AND FINANCE COMMITTEE

A. FUNCTION. The function of the University Budget and Finance Committee is

A-1. To advise the president, provost and the vice president for finance on matters pertaining to operating and capital budgets. The Committee will periodically review policy matters regarding the use of state appropriated funds, university expenditures (e.g., salaries, benefits, operating costs, capital outlays, etc.), operating and strategic reserves, long and short term capital plans, and deferred maintenance plans.

A-2. To be involved strategically in the university budget process. The Committee may help define the budget process and goals, and participate in university budget hearings and meetings.

A-3. To initiate and/or respond to the study of budget and financial policies and issues.

A-4. To provide periodic reports to Faculty Senate and Staff Council on matters pertaining to university finances and budgets.

B. AGENDA. The agenda of each meeting will be set by the Chair of the committee in collaboration with the vice president for finance and/or the provost. The vice president for finance is the point of contact for the committee and is responsible for notifying the committee of relevant meetings dealing with university finances and budgets. The Senator on the Budget and Finance Committee is responsible for reporting activities of the committee to the Senate.

C. STRUCTURE AND MEMBERSHIP. The committee is composed of 19 voting members, plus 3 nonvoting members. The voting members will consist of ten faculty selected by Committee on Committees (preferably, one faculty member from each academic college and one representative from faculty-at-large), and one Senator elected from the Faculty Senate; five staff, (one from each vice presidential area nominated by Staff Council); and three students (selected by the Committee on Committees from nominations provided by the Associated Students of the University of Idaho, Graduate & Professional Student Association and the Student Bar Association). Ex Officio (w/o vote) members include: Provost and Executive Vice President, Vice President for Finance, and Budget Office representative.

The committee’s chair will be selected by the Committee on Committees from one of the faculty members.

1640.22
CAMPUS PLANNING ADVISORY COMMITTEE

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

a. To recommend projects that affect the campus environment and to review such projects that originate outside of the committee.
b. To encourage optimal use of UI’s human and physical resources in the planning of campus development.
c. To consider faculty and staff views concerning interrelationships between academic and support programs and their environment.
d. To be concerned with both short-term and long-term projects and with their immediate and future implications.
e. To be concerned with the coordination of campus and community planning: keeping informed on development planning in the community, taking such planning into consideration in campus planning, and informing community planners of projected campus developments.

A-2. To present annually to the Faculty Senate and the president a report on the campus plan. Because of the responsibility of the vice president for finance and administration for overseeing facility planning and maintenance [see 1420 B-1], this committee regularly reports to the president through that vice president.

B. STRUCTURE. Six faculty members, two of whom are elected by Faculty Senate. The committee’s chair will be selected from one of these six. The other members of the committee will include one student elected by ASUI, be the Vice President for Finance and Administration (or designee), the Assistant Vice President for Facilities, the CIO of Information Technology, one staff member, and the Coordinator for Student Disability Services (or designee).

1640.26 COMMENCEMENT COMMITTEE

A. FUNCTION.

A-1. To recommend policies applicable to the annual commencement exercises, to provide the president with a list of recommended speakers for the general ceremony, to consider and communicate the concerns of faculty members and colleges with regard to the entire commencement proceedings, and to provide advice to the registrar or president on any other business that pertains to the academic aspects of commencement. [See also 4980.]

A-2. To screen nominations for honorary degrees. [See Section 4930.]

A-3. To act for the faculty in recommending candidates for honorary degrees to the president. [See Section 4910.]

A-4. To review the guidelines and procedures concerning the awarding of honorary degrees and to recommend changes to the Faculty Senate.

B. STRUCTURE. Five faculty members (one of whom serves as chair), one honors student (nominated by ASUI in consultation with the director of the University Honors Program), and the registrar. The chair of this committee also serves as an ex-officio member of the administrative committee charged with production of the commencement activities.

1640.28 COMMITTEE ON COMMITTEES

A. FUNCTION.

A-1. To appoint members to and fill vacancies on all university-level faculty standing committees, subject to confirmation by the Faculty Senate. To ensure full membership when committees begin meeting each fall, authority is given to the Faculty Secretary, Faculty Senate Chair and Vice Chair (aka Committee on Committees Chair) to fill vacancies as they arise over the summer and early fall semester, subject to confirmation by the Committee on Committees and Faculty Senate.
A-2. To conduct a continuing study of UI’s committee structure and of the function and structure of individual standing committees, and to make recommendations to the Faculty Senate.

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

B. STRUCTURE. Six faculty members, vice chair of the Faculty Senate (chair), Faculty Secretary (w/o vote) a representative of staff council, and ASUI president, or designee.

1640.34
PROVOST COUNCIL

A. FUNCTION. [See also 1420 D.] To advise the provost and provide a communication forum for the following purposes:

A-1. Implementing academic policies and procedures.

A-2. Operating faculty personnel policies.


A-4. Developing academic budgetary priorities.

A-5. Implementing academic budgetary procedures.

B. STRUCTURE. Provost (chair), vice provosts for academic affairs and student affairs, vice president for research and economic development, dean of graduate studies, WWAMI director, library dean, center leadership and academic deans.

1640.35
DISABILITY AFFAIRS COMMITTEE

1640.36
DISMISSAL HEARINGS COMMITTEES

A. FUNCTION. This committee will conduct a hearing at the request of a faculty member who has been terminated to determine whether their termination was properly based on the grounds stated (see FSH 3910 D-3 and 3920 D.)

B. STRUCTURE AND MEMBERSHIP: The DHC is composed of four faculty members and one administrator at the departmental level or above, six faculty members and three administrators as alternates. Committee members, including alternates, are chosen on the basis of their objectivity and competence and the high regard in which they are held in the UI community. In appointing members the Committee on Committees should attempt to reflect the diversity of the UI faculty. Due to the possibility a case may be appealed to the Faculty Appeals Hearing Board care should be taken in appointing members to both Faculty Appeals Hearing Board and Dismissal Hearings Committee. The term of membership is three years.

C. SELECTION: The faculty member requesting a hearing has the right to substitute up to two members appointed with two others from the alternate list. The provost also has the right to substitute two members appointed with two others from the alternate list. If as a result of substitutions and conflicts of interest there are an insufficient number of faculty members or administrators on the alternate list, the Committee on Committees will be asked to appoint more members to the alternate list as needed. Once the panel for an individual hearing has been determined, it will meet at the direction
of the chair of the Dismissal Hearings Committee and elect its own panel chair. In selecting a chair, a tenured faculty member will receive priority.

**C-1. Panel Chair’s Role:** Once a panel chair has been selected, he/she will request a meeting with the Faculty Secretary at their earliest opportunity to discuss and review process. The panel chair may request assistance from the Faculty Secretary, Ombuds or General Counsel’s office throughout the hearing.

**C-2. Observers:** Both parties may have an advisor or counsel at the hearing.

---

### 1640.40

**INSTRUCTIONAL SPACE COMMITTEE**

[See also APM 40.10]

**A. FUNCTION.**

**A-1:** To develop and oversee a systematic approach for evaluating, building, and maintaining modern learning spaces on an ongoing basis.

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

**A-3:** To develop classroom and teaching lab renovation priorities; also develop design and technical standards in support of continuous learning space improvements and implementation of curriculum.

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

**A-5:** To make recommendations on prioritization of budgeted expenditures for any general or departmental classroom construction, renovation, major maintenance and/or equipment upgrade project.

**B. STRUCTURE.** The Registrar, or designee, shall serve as Chair and one additional member from the Registrar’s Office; two members from facilities selected by the assistant vice president of facilities; three faculty members; two ASUI representatives; one member selected by the senior executive director from each of the following areas: Information Technology, Center for Excellence in Teaching and Learning (CETL), Purchasing; and the Director of General Education, ex officio without vote.

**C. CONTEXT:** A systematic approach for evaluating the creation and/or maintenance of classroom environments that are acceptable, sustainable and which effectively facilitate the teaching and learning processes is essential. Numerous discussions with faculty, administration, and staff point to the lack of coordination among the many people who are involved with classrooms. This has contributed to classroom environments which no longer effectively facilitate the teaching and learning process. A coordinated strategic approach moving forward will ensure that classroom environments effectively support the instructional mission of the University and that policy and procedures are in place to facilitate equitable scheduling practices with good classroom utilization rates.

---

### FSH 1640.41

**FACULTY AND STAFF POLICY GROUP (FSPG)**

**A. FUNCTION.**

**A-1:** To review non-academic policies and procedures (other than minor amendments, see FSH 1460 B-2) that affect both faculty and staff and that reside in the Faculty-Staff Handbook and/or Administrative Procedures Manual.

**A-2:** To ensure that both Faculty Affairs and Staff Council are informed, the chair of FSPG will communicate
regularly with the chairs of Faculty Affairs and Staff Leadership.

**A-3.** To address and possibly resolve any perceived problems before forwarding proposed policies and procedures to Faculty Senate, the committee is encouraged to seek assistance from, or request meetings with the policy sponsor (see FSH 1460 B-6), general counsel, or others as necessary.

**B. STRUCTURE.** Three faculty, three staff, and the following as ex officio: Faculty Secretary, and the official responsible for coordinating policy, or designee. A broad representation of faculty and staff across the university is expected and who are seen as leaders among their peers. A current member of Faculty Affairs and Staff Council is desirable, if possible. The chair of this committee will be elected by the committee. An ex officio member may be elected as chair of the committee.

---

**1640.42**

**FACULTY AFFAIRS COMMITTEE (FAC)**

**A. FUNCTION.**

**A-1.** To conduct a continuing study of salaries, professional problems, welfare, retirement options and benefits (including 403b plans), and working conditions of faculty members.

**A-2.** To call the attention of the Faculty Senate or the president, as appropriate, to matters concerning faculty affairs in any college or other unit that the committee believes should be of concern.

**A-3.** To serve as a point of first contact involving questions of interpretation and application of policies affecting the welfare of faculty members such as promotion and tenure.

**B. STRUCTURE.** Nine faculty members, not more than two of whom are departmental administrators (administrators above the departmental level are not eligible for membership on this committee). The Vice Provost for Faculty and the Faculty Secretary serve as ex officio members without vote.

---

**1640.43**

**FACULTY APPEALS HEARING BOARD**

**A. FUNCTION.** This board will conduct a hearing at the request of a faculty member who wishes to appeal an institutional decision under FSH 3840 A. In each case referred to it, the board will review all documentary evidence submitted by the parties prior to the hearing and all evidence submitted by the parties at the hearing. The board may require the parties to submit evidence deemed relevant by the board. The board will make recommendations to the president (see FSH 3840 for further details).

**B. STRUCTURE AND MEMBERSHIP:** Five faculty members, one of whom is a departmental administrator, are principal members. In addition, five other faculty members, two other departmental administrators, and three off-campus faculty members are appointed as alternate members of the board. In appointing members, including alternates, the Committee on Committees must ensure that the majority of the members are tenured and each of them have been employed at the UI for longer than two years. Since a case for dismissal is appealable to the Faculty Appeals Hearing Board, care should be taken in appointing members to both Faculty Appeals Hearing Board and Dismissal Hearings Committee. The term of membership is three years, with initial terms staggered to form a rotation pattern. The off-campus alternates will serve, in place of principal faculty members chosen by lot, when an appeal by an off-campus faculty member is to be heard. The other alternate members will serve, as appropriate, when a principal member is deemed to have a conflict of interest. Once the panel for an individual hearing has been determined, it will meet at the direction of the chair of the Faculty Appeals Hearing Board and elect its own panel chair. In selecting a chair, a tenured faculty member will receive priority.

**B-1. Panel Chair’s Role:** Once a panel chair has been selected, he/she will request a meeting with the Faculty Secretary at their earliest opportunity to discuss and review process. The panel chair may request assistance from
the Faculty Secretary, Ombuds, or General Counsel’s office throughout the hearing.

**B-2. Observers:** Both parties may have an advisor or counsel at the hearing.

**C. SPECIAL CONSIDERATION:** Faculty members serving on the Faculty Appeals Hearing Board (FAHB) should take careful note of the following additional considerations and conditions for service: 1) appeals usually occur following tenure, promotion, and salary decisions in the middle of the Spring semester, 2) appeal hearings usually require a 2-4 hour time block which will require meeting on a weekday evening or Saturday to accommodate the schedules of all of the parties involved in a hearing, and 3) the term of office of a member of the FAHB ends when the last active case final report is submitted. Faculty members not willing to abide by these conditions should not apply for service on the Faculty Appeals Hearing Board.

**1640.44**

**FACULTY SENATE**

* [See 1520 V and 1580 for the function and structure of this senate.]

**1640.46**

**ARTS COMMITTEE**

**A. FUNCTION:**

**A-1.** To advise the University administration regarding the management of the University arts, including but not limited to acquisition, deaccession, maintenance, and display of works of visual and performing art at the University of Idaho.

**A-2.** To serve in an advisory capacity for future needs and developments regarding the arts, including but not limited to expenditures, inclusion of the arts in new construction, fundraising, and the direction of the arts on campus.

**A-3.** To serve as a liaison on arts issues between colleges, departments, faculty, staff, student body, local community and the University administration.

**A-4.** To advocate for the arts through endeavors that advance arts education on campus, and through community outreach and enrichment, to increase the University of Idaho's reputation as a leading cultural center in the Northwest.

**A-5.** To oversee the Student Arts Fee Grant program, including but not limited to soliciting and reviewing proposals and working with the Office of the Provost to ensure timely distribution of funds to successful applicants.

**B. STRUCTURE AND MEMBERSHIP.** The committee is composed of eight voting members consisting of five faculty members representing at least four units, one staff member, two students (including a representative from the ASUI Fine Arts Committee when possible), and seven ex-officio (non-voting) members to include two administrators designated by the president (representing separate colleges or schools), a University administrator in the arts, a representative from the UI Foundation, a representative from Facilities Management, a representative from Special Collections of the UI Library, and the City of Moscow Arts Program manager or designee.

**1640.47**

**FISCAL EMERGENCY COMMITTEE**

**1640.48**

Page 12 of 25
GRADUATE COUNCIL

[See 1700 V for the function and structure of this council.]

1640.50
GRIEVANCE COMMITTEE FOR STAFF EMPLOYEES

[See 3860 for the function and structure of this committee.]

1640.51
GRIEVANCE COMMITTEE FOR STUDENT EMPLOYEES

[See 3880 for the function and structure of this committee.]

1640.53
HONORS PROGRAM COMMITTEE

A. FUNCTION.

A-1. To recommend policies for the University Honors Program, including admission requirements.

A-2. To act on changes in the program.

A-3. To act on petitions for exceptions to the requirements of the program. (The committee’s actions on petitions may be appealed as stated in 2500.)

B. STRUCTURE. Six faculty members to represent a broad spectrum of the UI community, an academic dean from one of the six colleges representing the honors curriculum (college representation to rotate on an annual basis), President of the Honors Student Advisory Board or designee, and (w/o vote) director of the University Honors Program (UHP), program advisor of the UHP (staff). The latter serves as secretary. One of the six appointed faculty members serves as chair.

1640.54
INSTITUTIONAL REVIEW BOARD

A. FUNCTION. The federal government requires the University of Idaho (University) to designate an Institutional Review Board (IRB) to ensure that human subject research conducted under the auspices of the University meets federal requirements. Under the approved federal-wide assurance for the University, the IRB shall apply the regulations set forth by United States Department of Health and Human Services (HHS) at 45 CFR 46 to all federally funded human subject research, and shall be guided by the ethical principles set forth in The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research of the National Commission for the Protection of Human Subjects. All non-federally funded or unfunded human subject research shall comply with these regulations unless otherwise specified by University policy. The IRB shall also apply the human subject research regulations established by the Food and Drug Administration for clinical investigations involving drugs, biologics, medical devices, and other test articles. (21 CFR 50; 56; 312, and 812). The IRB shall not approve FDA-regulated human subject research without prior approval for such research from the Office of Research and Economic Development. The IRB shall act in conformance with other federal laws and regulations germane to human subject research and with applicable state and local law. [See FSH 5200]

A-1. Human subject research that has been approved by the IRB may be subject to further review and approval by University officials. However, a University official may not approve such research, or that portion of a research project that constitutes human subject research, if it has not been approved by the IRB.

A-2. The committee serves as an advisory body to the Vice President for Research and Economic Development.
for matters related to human subject research.

B. STRUCTURE AND MEMBERSHIP.

B-1. The IRB is composed of at least five (5) members with varying backgrounds to promote complete and adequate review of research activities commonly conducted at the University. The IRB is chaired by a faculty member.

B-2. The Director of Research Assurances serves as an ex officio non-voting member to assist in representing institutional commitments and regulations.

B-3. The IRB shall include at least one member whose primary concerns are in scientific areas and one member whose primary concerns are in nonscientific areas.

B-4. The IRB shall include one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person affiliated with the institution.

B-5. At its discretion, the IRB may invite individuals with competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB.

B-6. The Vice President for Research and Economic Development may remove and replace a committee member at any time the member is unwilling or unable to carry out committee functions.

B-7. Alternates. The IRB Chair, or designee, may select an alternate member to substitute for, with vote, an absent voting member at a convened meeting. The alternate member shall have similar expertise as the absent voting member for whom they are serving as a replacement.

B-8. The Vice President for Research and Economic Development appoints all members of the IRB, including the alternates.

1640.55
INFORMATION TECHNOLOGY COMMITTEE

A. FUNCTION. To advise and recommend university policies regarding the planning, implementation, and maintenance of information technology in the areas of teaching, research, outreach, and management.

A-1. To make recommendations to the Faculty Senate, the president, the provost, and other appropriate administrators concerning policies and procedures affecting university-wide information technology.

A-2. To solicit recommendations from the faculty, staff, students, and administration concerning present and proposed policies and procedures related to university-wide information technology.

A-3. To review, in an advisory capacity, short-term and long-term plans related to university-wide technology.

A-4. This committee traditionally meets on Mondays at 3:30 p.m.

B. STRUCTURE AND MEMBERSHIP. Six faculty members broadly representative of disciplines in the university including one from the library, the Vice-President for Research, or designee (w/o vote), the Vice President for Finance and Administration, or designee (w/o vote), the Vice Provost for Digital Learning Initiatives or designee (w/o vote), the Vice President for Information Technology or designee (w/o vote), the Registrar, or designee (w/o vote), the Director of the Center for Teaching Innovation, or designee, a representative of the off-campus faculty, the student chair of the Student Computing Advisory Committee, or designee. The voting members of the committee (including the committee chair but excluding the student member) are selected by the Committee on Committees, giving special
attention to appointing faculty members who are active in and have a great interest in the general area of information technology and its application to teaching, research, outreach, and management.

1640.58
UBUNTU

A. CONTEXT. Ubuntu, as explained by Desmond Tutu, is essential to the interconnectedness of being human and living in interdependent communities. Ubuntu is affirming and inclusive of others because we all belong to a larger whole which is diminished when any members are humiliated, disrespected or oppressed. People with Ubuntu enrich themselves but do so in ways that enable the community and all its members to also improve. In this spirit the Ubuntu committee is established to advance these ideals.

B. FUNCTION.

B-1. Ubuntu will promote the values of respect, understanding, and fairness within our diverse university experience; review university policies and programs affecting under-represented and/or under-served students, staff, and faculty in consultation with appropriate representatives as necessary across campus; recommend changes and additions in university policies and programs that enhance student/staff/faculty success and advancement. [See also 4340.]

B-2. Ubuntu will monitor and advance the university’s affirmative action and equal opportunity programs [see FSH 3060] being a strong and active voice ensuring that the university’s programs, activities and services are accessible to persons with learning, sensory, physical and other disabilities. The committee will also work closely with the Americans with Disabilities Act Advisory Committee (ADA) to identify relevant rules and regulations pertaining to specific affirmative action and equal opportunity problems at the university. Ubuntu also recommends policies and procedures to address specific disabled access challenges at the university, consistent with requirements of applicable regulations and regents’ policy ensuring that the ‘spirit of the law’ is followed.

B-3. This committee will advise the president on matters of equal opportunity, ensuring that UI’s programs, activities and services are available to persons with learning, sensory, physical and other disabilities, and identify avenues for ensuring the campus community creates a fair and inclusive environment for all.

B-4. This committee will also discharge such other functions as may be assigned by the Faculty Senate or by the president or the president’s designee. It will also submit periodic reports on its activities to the Faculty Senate including recommendations for appropriate program or policy changes (see FSH 1460).

C. STRUCTURE. Four faculty, one of whom serves as chair; two staff members (one from Staff Council); two students (one undergraduate (ASUI) and one graduate (GPSA or SBA), one of whom belongs to an under-represented and/or under-served student population and the following ex officio members without vote or their designees: the ASUI Director of Diversity Affairs, Coordinator of Student Support Services, the Director of Multicultural Affairs, the Director of the Women’s Center, a representative from Human Resources, the Director of Civil Rights and Investigations, the Director of Diversity and Community, the Coordinator for Disability Support Services, the Director of International Programs, the LGBTQA Coordinator, and the Director of the Native American Student Center or the Native American Tribal Liaison.

1640.60
LIBRARY AFFAIRS COMMITTEE

A. FUNCTION. To recommend policies and procedures concerning the needs, functions, and objectives of the University Library. [See also 6920.]

B. STRUCTURE. One faculty member plus one faculty member each from humanities, sciences, and social sciences;
one faculty from the library; one undergraduate student; one graduate student; and (w/o vote) dean of library services.

1640.64 OFFICER EDUCATION COMMITTEE

A. FUNCTION. [See also 1565 G.]

A-1. To be concerned with the academic integrity of the Officer Education Program (OEP).

A-2. To advise the president, the faculty, and the Departments of Aerospace Studies (WSU), Military Science, and Naval Science on academic matters concerning OEP.

A-3. To review and recommend to the University Curriculum Committee courses to be offered by the above-named departments.

A-4. To carefully review and evaluate the academic credentials of proposed OEP instructional appointments and to report these evaluations and recommendations to the vice provost of academic affairs.

A-5. To assist the OEP to integrate effectively within the UI community.

B. STRUCTURE. Heads of the Departments of Aerospace Studies (WSU), Military Science, and Naval Science, three other members of the faculty, (one of whom serves as chair), the Vice Provost for Academic Affairs, or designee (ex officio), and two students (one ROTC and one non-ROTC).

1640.66 PARKING COMMITTEE

A. FUNCTION. To hear and decide appeals concerning matters involving parking and to review and advise the university administration on campus parking conditions, policy, and regulations. Decisions of this committee regarding parking violations may be appealed to the assistant vice president for facilities.

B. STRUCTURE. Three members of the faculty, three members of the staff, two students, and (w/o vote) the parking coordinator.

1640.69 PROMOTIONS REVIEW COMMITTEE

[See 3560 H-2 for the function and structure of this faculty committee.]

1640.70 PUBLICATIONS BOARD

A. FUNCTION. To advise the UI administration on major publications, such as catalogs, viewbooks, magazine, faculty-staff newsletter, and annual reports; to consider communication options; and to recommend the most effective ways to reach targeted audiences. Specific responsibilities include:

A-1. Reviewing UI publications intended for general audiences, including public, civic, and governmental leaders and alumni, and, from time to time, recruiting and other outreach materials. These are evaluated as to purpose, content, type of message, and effectiveness.

A-2. Reviewing trends and proposing priorities, content, and means of reaching new audiences.

A-3. Reviewing policy related to use of UI’s corporate identity symbols and recommending policy changes.

B. STRUCTURE. Director of university communications (chair), vice provost for academic affairs, executive director of UI Foundation, director of alumni relations, director of New-Student Services, publication creative director,
publications editor, and secretary of the faculty.

1640.71
RADIATION SAFETY COMMITTEE

A. FUNCTION. To be responsible to the vice president for finance and administration for all aspects of UI’s radiation-safety program and consult with individual investigators concerning radiation safety procedures. The Radiation Safety Committee is responsible for all matters pertaining to the formation, administration and operation of a comprehensive radiation safety program. The Radiation Safety Committee reviews new applications and renewal applications to use radioactive materials, conducts audits and reviews of the radiation safety program, determines appropriate levels of radiation safety training and testing, maintains records of committee proceedings and actions, develops radiation safety manuals and safety practices, and ensures compliance with all applicable rules and regulations.

B. STRUCTURE. Radiation safety officer, director of Environmental Health and Safety or a representative of Division of Infrastructure, and an academic dean or department head and up to eight technical members. The academic administrator and the technical members are selected from the various areas of teaching and research where radioactive materials are used. These include, but are not limited to, agricultural sciences, forestry, life sciences, mining and metallurgical sciences, engineering, and physical sciences. A technical member must meet the requirements of an authorized user. To provide the necessary expertise and continuity of operation, technical members may serve two or more consecutive terms, but the membership may not include more than two technical members who have served continuously for more than two three-year terms. The chair and vice chair are elected each spring by the current members of the committee to serve for the next membership year. The term of the chair is one year but may serve two consecutive terms. A quorum shall consist of the chair, radiation safety officer, director of Environmental Health and Safety or a representative of Division of Infrastructure, and a minimum of four of the eight technical members. All requests for committee action are submitted to the radiation safety officer. When a sufficient number of items have been received, the radiation safety officer, with approval from the chair, will arrange a meeting of the Radiation Safety Committee. The Radiation Safety Committee shall meet as often as necessary but not less than quarterly.

1640.72
RESEARCH COUNCIL

A. FUNCTION. The Research Council is the faculty’s standing committee that oversees the implementation of discovery, creativity, and research policies [see 5100 and 5200] and resolves disagreements about the interpretation or implementation of those policies.

B. STRUCTURE. One faculty member from each of the colleges, four members appointed by the president to ensure adequate representation from faculty constituencies that are most active in discovery, creativity, and research policies while ensuring that faculty engaged in multidisciplinary activities are represented, and (w/o vote) vice president for research and economic development and dean of library services (or the latter’s designee). The representatives from the colleges are designated in accordance with procedures determined by their respective faculties. The vice president for research and economic development serves as chair of the Research Council.

1640.74
SABBATICAL LEAVE EVALUATION COMMITTEE

A. FUNCTION. To review applications for sabbatical leave, to make recommendations to the Faculty Senate for approval and referral to the president, to review the reports of those returning from sabbatical leave, and to evaluate annually the results of the program. [See also 3720.]

B. STRUCTURE. Five faculty members (with at least one representative each from the humanities, natural sciences, and social sciences) and vice provost of academic affairs, or designee (w/o vote).

1640.76
SAFETY AND LOSS-CONTROL COMMITTEE

A. FUNCTION. The responsibilities and purposes of the committee are as follows: a. to promote policies and programs that will provide a safe and healthy working and living environment for university students, employees, and members of the public, and that will protect public property from injury or damage; b. to promote the principles and
associated benefits of an effective Safety and Loss-Control Policy; e. to endorse and systematically promote university employee safety training; d. to encourage the campus community to identify, correct, and report potential hazards and/or unsafe work practices; e. to monitor and review University of Idaho accident and loss summarized reports and statistics; and; f. to report annually to Faculty Senate and the President's Executive Council on campus-wide safety initiatives and program development.

B. STRUCTURE. The committee is composed of 21 voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; a member from Information Technology Services, University Support Services, University Library, Office of Research and Economic Development; Director of University Residences or designee; Director of Student Health Services or designee; Assistant VP of Facilities, or designee; senior Human Resources executive, or designee; a Staff Council representative; one undergraduate student; one graduate student, and the Risk Manager, or designee; the three ex-officio non-voting members include the Commander, Moscow Police Department, campus subdivision; Occupational Safety Specialist; the Director, Environmental Health & Safety.

The Safety and Loss-Control Committee is governed by a chair and vice-chair, with the vice-chair assuming responsibilities of the chair after one-year rotation. The committee elects its own chair and vice-chair from among the voting members. Committee members representing colleges are appointed by the university's Committee on Committees and serve a three-year period. The faculty representatives are ex officio members of their college unit safety committees. Student members of the committee will serve terms as recommended by the ASUI and GPSA.

1640.77 SCIENTIFIC MISCONDUCT COMMITTEE

A. FUNCTION. An inquiry board (FSH 3230 E-3) formed from the members of this committee is charged with making a preliminary evaluation of the evidence and testimony of the respondent, complainant, and key witnesses to determine whether there is sufficient evidence of possible scientific misconduct to warrant an investigation. The purpose is not to determine whether scientific misconduct definitely occurred or who was responsible.

B. STRUCTURE AND MEMBERSHIP. The vice president for research and economic development will nominate, with appointment by the Committee on Committees and confirmation by the Faculty Senate, six principal and three alternate tenured faculty members to a Scientific Misconduct Committee (SMC) with one member appointed as chair. The vice president will initially nominate three tenured faculty members to one-year terms, three tenured faculty members to two-year terms, and three tenured faculty members to three-year terms. Thereafter, tenured faculty members will be nominated for three-year terms. A departmental administrator may not chair the SMC.

1640.78 SHARED LEAVE REVIEW COMMITTEE

1640.80 STAFF COUNCIL

[See 1800 for the function and structure of this committee.]

1640.81 UNIVERSITY STAFF COMPENSATION COMMITTEE

A. FUNCTION. The function of the University Staff Compensation Committee (USCC) is:

A-1. To advise the president, provost and the vice president for finance and administration on matters pertaining to staff compensation. The USCC will periodically review policy matters regarding annual change in employee compensation (CEC) allocations and annual market-based adjustment to staff salary based on College and University Professional Association (CUPA) and the Bureau of Labor Statistics (BLS);

A-2. To be involved strategically in the university annual CEC process. The USCC will advise on the CEC process and staff compensation goals, and participate in university hearings and meetings;
A-3. To initiate and/or respond to the study of staff compensation policies and issues; and,

A-4. To provide periodic reports to Staff Council and Faculty Senate on matters pertaining to staff compensation.

B. AGENDA. The agenda of each meeting will be set by the chair of the committee in collaboration with the senior human resources executive and/or the vice president for finance and administration, or designee. The senior human resources executive is the point of contact for the committee and is responsible for notifying the committee of relevant matters pertaining to staff salaries.

C. STRUCTURE AND MEMBERSHIP. The committee is composed of eleven members as follows: voting members will consist of nine staff. Ex officio (w/o vote) members include the vice president for finance and administration and the senior human resources executive. The committee’s chair will be selected by Staff Council. The membership is appointed by Staff Council and will consist of a broad representation of staff located university-wide with a minimum of two off-campus members.

FSH 1640.83
STUDENT CONDUCT BOARD

A. FUNCTION. UI’s process for reviewing alleged violations of the Student Code of Conduct (FSH 2300) is set forth in FSH 2400. The SCB is the reviewing body involved in the conduct process set out in FSH 2400 D., E. and F.

B. STRUCTURE AND MEMBERSHIP. The SCB is broadly representative of the UI community and is composed of 21 voting members: seven faculty, seven staff, and seven students. The student members should include at least one graduate student and at least one law student. Hearing panels will be drawn from these committee members. Given the nature of responsibility of the Chair of SCB, Committee on Committees shall first consider a tenured faculty member. Pursuant to FSH 2400 the chair will appoint the three person panels.

C. SPECIAL CONSIDERATION. Each committee member shall be required to participate in Title IX training and other training as needed. Members of the SCB should be aware that federal regulations governing the handling of disciplinary matters recommend a specific hearing time schedule. Therefore, SCB members may need to be available on short notice and during the summer months. Outgoing committee members should be aware that their appointment will continue until their replacement is confirmed and has received the required Title IX training (typically by early fall).

1640.84
STUDENT FINANCIAL AID COMMITTEE

A. FUNCTION. [See also 2900.]

A-1. To recommend policies and procedures for the administration of all student financial aids under UI’s jurisdiction, i.e., scholarships, grants-in-aid, loans, work-study programs, and educational opportunity grants.

A-2. To advise the director of student financial aid.

A-3. To hear and decide appeals from students in matters concerning student financial aid.

A-4. To ensure that all pertinent documents are forwarded to the Administrative Hearing Board [see 1640.06] when students appeal decisions or procedures of this committee to that body.

A-5. To promote the increase of funds for student financial aid.

B. STRUCTURE. Five faculty members, two students, and (w/o vote) director of student financial aid, a member of the Student Support Services staff, and an additional person designated by the director.

1640.86
TEACHER EDUCATION COORDINATING COMMITTEE

A. FUNCTION. [See also 4300]

A-1. To conduct a continuing review of teacher-education policies and to promote quality teacher preparation.

A-2. To act on and submit to the respective college committees proposed changes in programs leading to teacher education certifications and endorsements.

A-3. To provide updates on state and national issues pertaining to the preparation of educators.

A-4. Will meet three times per year prior to UCC deadlines, to facilitate curriculum changes. Meeting dates/times will be posted annually by the first week of September.

B. STRUCTURE AND MEMBERSHIP. The members of the committee are appointed by the College of Education, Health & Human Sciences (CEHHS) as follows:

- Four faculty members from the Department of Curriculum and Instruction with representation from elementary, secondary, career and technical education, and special education programs;
- One faculty member from the Department of Movement Science physical education teacher education program;
- One faculty member from the Department of Leadership and Counseling educational leadership program;
- One faculty member from each of the following programs -- early childhood, agricultural education, music education, English education, mathematics education, social sciences, natural sciences and business;
- Two junior or senior level students (one from CEHHS and the second annually rotating between early childhood education, agricultural education and music education);
- Three P-12 school personnel including a superintendent, principal and teacher from multiple districts representing both elementary and secondary education;
- The Director of Teacher Education, who serves as chair; and
- The CEHHS Director of Assessment and the Dean of CEHHS, or designee, both without vote.

1640.87 UNIVERSITY TEACHING COMMITTEE

Preamble: In March 2020, FSH 1640.87 Teaching and Advising Committee was split into two committees: FSH 1640.87 University Teaching Committee and FSH 1640.88 University Advising Committee.

A. FUNCTION.

A-1. To promote a faculty and administrative culture dedicated to the enhancement of teaching and learning across all instructional modalities.

A-2. To review and make recommendations concerning policies and procedures that affect teaching and the assessment of student, program and institutional learning outcomes.

A-3. To monitor and advise on matters relating to student teaching evaluations and student learning outcomes, and to advise on the design and content of reports to the Vice Provost for Academic Initiatives, Faculty Senate, Institutional Assessment and Effectiveness, deans, unit leaders, and faculty.

A-4. To serve as an advisory resource for the Director of the Center for Excellence in Teaching and Learning to promote effective teaching.

B. STRUCTURE. Six faculty members, preferably some of whom have received university-level teaching awards; an associate dean; the director of general education; an undergraduate or graduate student; a representative from the Office of Institutional Effectiveness and Accreditation (without vote); and the Director of the Center for Excellence in Teaching and Learning, or designee (without vote).
1640.88
UNIVERSITY ADVISING COMMITTEE

Preamble: In March 2020, FSH 1640.87 Teaching and Advising Committee was split into two committees: FSH 1640.87 University Teaching Committee and FSH 1640.88 University Advising Committee.

A. FUNCTION. For the purposes of this policy, advising includes mentoring and retention activities.
   A-1. To promote a faculty and administrative culture dedicated to effective student advising.
   A-2. To review and make recommendations concerning policies and procedures that affect student advising.
   A-3. To monitor the student advising program and to advise on the design and content of reports to the Vice Provost for Academic Initiatives, Faculty Senate, deans, unit leaders, and faculty.
   A-4. To serve as an advisory resource for Executive Director of Student Success Initiatives to promote effective student advising.

B. STRUCTURE. Five faculty members, preferably some of whom have received university-level or college-level advising awards; an associate dean; a professional academic advisor; a University Advising Services associate director; two undergraduate students; and the Executive Director of Student Success Initiatives, or designee (without vote).

1640.89
UNIVERSITY COMMITTEE FOR GENERAL EDUCATION

A. FUNCTION.
   A-1. University Committee for General Education serves as the curriculum body for general education by soliciting and approving proposals and courses to be included in the University’s general education and general education courses eligible for transfer to other state institutions (SBOE general education matriculation “GEM” courses). The UCGE committee also engages in program review and assessment and then makes recommendations for the continuous refinement of general education in conjunction with the Director of General Education and the Assistant Director of Institutional Research and. Recommendations for change will be forwarded to UCC, Faculty Senate, and the university faculty.
   A-2. The committee reports periodically (at least once a year) to the Faculty Senate on the status of general education.
   A-3. This committee traditionally meets on Thursdays at 3:30 p.m.

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

B. STRUCTURE AND MEMBERSHIP. At least one member from each of the six GEM areas who also serve as institutional representatives to SBOE on statewide general education, one of whom serves as chair, selected by Committee on Committees in consultation with the Director of General Education, and one each from the colleges of Agricultural and Life Sciences, Art and Architecture, Business and Economics, Education, Engineering, Natural Resources and Library; two undergraduate students appointed by ASUI and chosen to represent two different colleges; and the following without vote: Director of General Education, College of Letters, Arts and Social Sciences Dean, or designee, College of Science Dean, or designee, Registrar, or designee, Assistant Director of Institutional Research and Assessment, or designee, Director of Academic Advising, or designee.

1640.90
UNIVERSITY ASSESSMENT & ACCREDITATION COMMITTEE (UAAC)

A. FUNCTION

A-1. Facilitate communication on the development and implementation of the program review process, student learning outcomes assessment, and university-wide student achievement and satisfaction surveys in respective departments and colleges. The UAAC will support the development of assessment activities that assess university-wide student learning outcomes to ensure a quality education and co-curricular experience, continuous program improvement, and compliance with accreditation standards.

A-2. Facilitate communication between Institutional Assessment and Accreditation (IAA) and faculty.

A-3. Develop and implement program and learning outcomes assessment guidelines based on SBOE and NWCCU expectations.

A-4. Recognize those who are actively engaged in assessment work.

A-5. Review and comment on results from university-wide assessment plans and individual program assessment plans and processes and recommend ways for improvement.

A-6. Provide input and feedback on the online UI student learning outcomes reporting system as requested.

A-7. Serve as subject matter experts from colleges and units on student learning outcomes assessment and continuous program improvement.

A-8. Review Annual Program Reviews (APR) and specialized accreditation reports and assist with feedback to programs and the Provost’s Office.

A-9. Review NWCCU reports and recommendations and provide input or feedback.

A-10. Assist with special projects pertaining to accreditation or APRs, as appropriate.

A-11. Advise on matters related to ongoing collection of data and evidence for accreditation standards.

A-12. Maintain a timeline for accreditation reporting.

A-13. Advise IAA on accreditation issues, as requested.

B. STRUCTURE AND MEMBERSHIP. Eleven faculty representatives, comprising one from Library and one from each of the following colleges: Agricultural and Life Sciences; Art and Architecture; Business and Economics; Education, Health and Human Sciences; Engineering; Graduate Studies; Law; Letters, Arts, and Social Sciences; Natural Resources; and Science. The representative from the College of Graduate Studies shall be named by their Dean. Preference shall be given to faculty members with expertise and experience in assessment and accreditation, and a chair shall be chosen by the Committee on Committees from among the faculty representatives, preferably a tenured faculty member. The following positions shall serve on the committee as ex officio members (without vote): the Vice Provost of Academic Initiatives or designee, Associate Director of Assessment & Accreditation, a recorder from the office of Assessment & Accreditation, a representative from the office of Equity, Diversity & Inclusion, a representative from the Division of Student Affairs, and a representative from Strategic Enrollment management.
UNIVERSITY CURRICULUM COMMITTEE

A. FUNCTION. [See 1540 B and C and also 4110 and 4120.]

A-1. To act on catalog changes involving the curriculum, including changes in the general requirements and academic procedures, and to coordinate curricular matters among UI’s major academic divisions.

A-2. To recommend policies and procedures concerning the matriculation, advising, and registration of students.

A-3. This committee traditionally meets on Mondays at 3:30 p.m.

B. STRUCTURE. One faculty member from each college except Graduate Studies, of whom at least one must be a member of the graduate faculty and at least one of whom must have experience in an interdisciplinary area; one faculty member at large, one faculty member from the library, two upper-division undergraduate students; one graduate student; and the following without vote: vice provost of academic affairs, registrar, secretary of the faculty (or their designees), and the director of general education as a non-voting member of the University Curriculum Committee. To assure a quorum alternates for the faculty positions are appointed by the chair of the University Curriculum Committee from a list of those who have previously served on the Committee from that college. If there should be no such alternates available from a particular college, the chair of that college’s curriculum committee is the designated alternate.

1640.92
UNIVERSITY DEVELOPMENT COUNCIL

A. FUNCTION. To plan and coordinate the fund-raising activities of the university and its units.

B. STRUCTURE. Vice president for university advancement (chair), financial vice president, provost, academic deans, executive director of the UI Foundation, director of athletics, director of alumni relations, trust and investment officer, and executive director of development.

1640.94
UNIVERSITY MULTI-CAMPUS COMMUNICATIONS COMMITTEE

A. FUNCTION.

A-1. To coordinate the orderly conduct of General Faculty Meetings at multiple sites across the state.

A-2. To design, review and recommend for approval by Faculty Senate, operating protocols with respect to conducting faculty meetings with active participation of faculty across the state. Focus points include methods of recording and reporting of votes, recognition of members and other logistical issues.

A-3. To work in collaboration with the Information Technology Committee (see 1640.55) to review and make recommendations to Faculty Senate on appropriate communication technologies to maintain high-quality faculty meetings.

A-4. To report annually to the Faculty Senate on faculty satisfaction with communications during faculty meetings.

B. STRUCTURE AND MEMBERSHIP. Secretary of the Faculty who serves as chair, one faculty member who resides at the Moscow campus, the Chief Information Officer (CIO) Technology or designee (w/o vote), and one faculty member from each designated remote site (see FSH 1540 A.1) who serves as the secretary’s delegate at faculty meetings. One alternate faculty member from each designated site will be selected. Committee members are appointed by the university’s Committee on Committees and serve a three-year period.
1640.95
UNIVERSITY SECURITY AND COMPLIANCE COMMITTEE (USCC)

A. FUNCTION.

A-1. The USCC is charged with ensuring the University’s compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and planning and facilitating activities that support a safe and secure living, learning and working experience. USCC will focus on accurate disclosure (reporting of Clery crime statistics) and implementation of best practices regarding safety policies and procedures. The USCC will conduct an annual review of all reportable crimes prior to submitting crime statistics to the U.S. Department of Education. The committee will also perform a thorough review of the Annual Security and Fire Safety Report (ASFR) prior to its publication.

A-2. The USCC shall meet a minimum of three times each year. Topics will include, but not be limited to, the following:

- Review updates to the law, policies and procedures related to security and Clery Act compliance
- Ensure timely collection of Clery crime statistics from applicable jurisdictions
- Recommend enhancements to security policies
- Identify programming efforts and recommend improvements
- Review crime and disciplinary data to avoid report duplication
- Conduct a final review of the data elements for the ASFR and recommend policy changes
- Confirm procedures for distributing the ASFR.

B. STRUCTURE. Executive Director, Office of Public Safety & Security who serves as Chair, one member from each of the following: Staff Council, Dean of Students, Moscow Police Department, Title IX Coordinator, Environmental Health & Safety Fire Safety Specialist, two faculty members, one off-site representative (faculty/staff), two undergraduate students and one graduate student; and one member from General Counsel without vote.

Version History

Amended July 2022. Updated structure of Arts Committee and Scientific Misconduct Committee, extensively revised description of Biosafety Committee, and deleted the Intellectual Property Committee.

Amended January 2022. Updated structure of Information Technology Committee.

Amended July 2021. Editorial changes.

Amended July 2020. Updated the Admissions Committee to clarify its purpose and to increase the number of faculty members to provide additional capacity for processing student petitions. A member of the American Language and Culture Program faculty was added.

Amended January 2020. Revised to split the roles of the Teaching and Advising Committee to two separate groups. In addition, it was thought that the work on teaching and advising award selection would be best taken up by Center for Excellence in Teaching and Learning and UI ACADA, respectively.

Amended July 2019. Revised B of the Admissions Committee, B-2 and B-4 of the Institutional Animal Care and Use Committee, A-1, A-2, and B of the Campus Planning Advisory Committee, B of the Committee on Committees, B of the Faculty and Staff Policy Ground, B of the Faculty Affairs Committee, B of the Arts Committee, and B of the
University Curriculum Committee. Added A-3 to the Committee on Committees. Substantially revised the Instructional Space Committee.

Amended January 2019. The Safety and Loss-Control Committee voted to have the Risk Manager as a permanent voting member. Removed “the Executive Director of Public Safety” from FSH 1640.76 section B. and replaced the wording with “Risk Management.”

Amended July 2018. Revised B of the Americans with Disabilities Act Advisory Committee, A of the Faculty Appeals Hearing Board, A and B-1 of the Institutional Review Board, C of Ubuntu, A of the Research Council, B of the Sabbatical Leave Evaluation Committee, and B of the Safety and Loss-Control Committee. Editorial changes were made to A-1 and A-3 of the Americans with Disabilities Act Advisory Committee, A-4 and C of the University Budget and Finance Committee, B-2, B-3, B-4, B-5, and B-6 of the Institution Review Board, and B of the University Security and Compliance Committee. Added B-7 and B-8 to the Institutional Review Board. Created the University Staff Compensation Committee.

Amended January 2018. Revised B of the Faculty and Staff Policy Ground, the Institutional Review Board, A-4, and B of the Teacher Education Coordinating Committee, and B of the University Teaching Committee. Editorial changes were made to A-2 of the Teacher Education Coordinating Committee.

Amended July 2017. Revised B of Academic Hearing Board, B of the Administrative Hearing Board, B and C of the University Budget and Finance Committee, C of the Dismissal Hearings Committees, A-3 of the Faculty Affairs Committee, and B of the Faculty Appeals Hearing Board. Created the Faculty and Staff Policy Group and the Student Conduct Board.

Amended January 2017. Editorial changes were made to A-2 and B of the Campus Planning Advisory Committee.

Amended July 2016. Revised C of the University Budget and Finance Committee and B of the Sabbatical Leave Evaluation Committee.

Amended January 2016. Revised B of the University Multi-Campus Communications Committee. Editorial changes were made to B of the Campus Planning Advisory Committee, B of the Information Technology Committee, B of the Radiation Safety Committee.


Amended January 2015. Revised A-1 and B of the University Committee for General Education and A-1 of the Committee on Committees.


Amended July 2013. Revised A-4 and A-5 of the Administrative Hearing Board. Added A-3 to the Administrative Hearing Board.

Amended January 2013. Revised A-1, A-2, A-3, and B of the University Committee for General Education, and B of the University Multi-Campus Communications Committee. Editorial changes were made to B of the Americans with Disabilities Act Advisory Committee, A of the Parking Committee, B of the University Teaching Committee, B of the University Committee for General Education, and B of the University Curriculum Committee,
Amended July 2012. Revised B of the Intellectual Property Committee. Editorial changes were made to B of the Admissions Committee. Created the Americans with Disabilities Act Advisory Committee, and Ubuntu.

Amended January 2012. Editorial changes were made to A-3 of the University Committee for General Education.

Amended July 2011. Revised to take into consideration the possibility that both of the Dismissal Hearings and Faculty Appeals Hearings Committees could affect the other, and thus care should be taken in the appointment of members to both of these committees due to a potential conflict.

Amended January 2011. Revisions were made in committee reporting structure. Revised to give oversight of radiation safety to Finance and Administration. The NRC requires a representative of the University’s administration to serve a committee member to assist in financial matters of the radiation safety program. This change replaced the Budget Officer with the director of Environmental Health and Safety or a representative of Finance and Administration to better align the source of financial support of the committee. The University’s radioactive materials license was amended to no longer require NRC approval of the committee chair.

Amended July 2010. Revisions were made to allow committees to more efficiently conduct business.

Amended January 2010. Editorial changes were made to B of the Provost Council, B of the Radiation Safety Committee, B of the Research Council, and B of the Scientific Misconduct Committee.

Amended July 2009. Revised A-4 of the Officer Education Committee and B of the Sabbatical Leave Evaluation Committee. Editorial changes were made to A-2 and C-5 of the Academic Hearing Board, A-2 of the Academic Petitions Committee, A-1 of the Administration Hearing Board, A-4 and C of the University Budget and Finance Committee, A-1, A-2, and B of the Campus Planning Advisory Committee, A-4 of the Commencement Committee, A-1, A-2, and B of the Committee on Committees, A-2 of the Faculty Affairs Committee, to the Faculty Senate, A-1 of the Information Technology Committee, A-2 of the Intellectual Property Committee, A of the Sabbatical Leave Evaluation Committee, A of the Safety and Loss-Control Committee, B of the Scientific Misconduct Committee, Staff Affairs, A-3 of the University Teaching Committee, and A-2 of the University Committee for General Education. Created the University Multi-Campus Communications Committee.

Amended January 2009. Revisions were made to allow committees to more efficiently conduct business.

Amended July 2008. Revised to provide clarification, publish established meeting times, consolidate committee structures found elsewhere in the FSH into this main committee directory, and make minor edits. Restrictive language was removed from the Faculty Affairs committee section and now allows more flexibility in selecting a chair. There was a complete restructure and renaming of the Fine Arts Committee. Quorum and alternate issues were addressed for the UCC. Revisions were made to address the difficulty in appointing 3 faculty council reps and a desire by other faculty to serve on the Campus Planning Advisory Committee. Additional diversity groups were added to Juntura.


Amended January 2005. Created the University Budget and Finance Committee.

Amended July 2004. Editorial changes were made to B of the Campus Planning Advisory Committee, and A-2 of the Commencement Committee.

Amended July 2003. Revised B of the Provost Council, B of the Honors Program Committee, and A-4 and B of the Officer Education Committee. Editorial changes were made to B of the Academic Petitions Committee and A of the Parking Committee.


Amended July 2002. Added C to the Faculty Appeals Hearing Board.

Amended July 2000. Editorial changes were made to A of the Admissions Committee, A-2 of the Commencement Committee, to the Promotions Review Committee, and to A of the Sabbatical Leave Evaluation Committee. Created the Information Technology Committee and the Safety and Loss-Control Committee.

Amended July 1999. Revised B of Campus Planning Advisory Committee, B of the Faculty Appeals Hearing Board, and the Arts Committee. Editorial changes were made to A of the Parking Committee, and B of the Publications Board.

Amended July 1998. Revised C-5 of the Academic Hearing Board, and A-1, A-3, and B of the Commencement Committee. Editorial changes were made to B of the Honors Program Committee, and A and B of the University Curriculum Committee. Added A-2 and A-4 of the Commencement Committee.

Amended July 1997. Revised B of the Admissions Committee, B of the Borah Foundation Committee, B of the Honors Program Committee, and B of the Student Financial Aid Committee. Editorial changes were made to B of the Research Council.

Adopted 1979.