University of Idaho

2020 – 2021 University Faculty Meeting Agenda

Meeting #4

Wednesday, May 5, 2021 at 2:30pm (PT) / 3:30pm (MT)
Zoom only

President Scott Green Presiding

I. Call to Order – President Green

II. In Memoriam – President Green

III. Meeting Logistics – Faculty Secretary Francesca Sammarruca

IV. Quorum – Faculty Secretary Francesca Sammarruca

V. Approval of Minutes (vote) – President Green
   • Minutes of the 2020-2021 University Faculty Meeting #3 (February 25, 2021) Attach. #1

VI. Special Orders–Faculty Senate Chair Barb Kirchmeier
   • Consent Agendas – 2021-22 Committee Appointments Attach. #2
   • Proposed Changes/Additions to Faculty-Staff Handbook (vote)
     o UP-21-13 FSH 1640.90 University Assessment and Accreditation Committee Attach. #3
     o UP-21-16 FSH 3500 Promotion and Tenure Attach. #4
     o UP-21-14 FSH 1640.24 Classified Position Appeal Board Attach. #5
     o UP-21-15 FSH 1640.08 Admissions Committee Attach. #6 (pending approval Mtg #29)
   • Proposed Changes to the University of Idaho Catalog (vote)
     o UCC-21-036 Additions and Deletions to J-3-f Attach. #7A
     o UCC-21-036 Additions to J-3-e Attach. #7B
     o UCC-21-036 Additions to J-3-g Attach. #7C
     o UCC-21-034 COGS Language Change Attach. #8
     o UCC-21-037 M.S. in Groundwater Hydrology Attach. #9
   • Proposed Changes/Additions to Faculty-Staff Handbook (no vote)
     o FSH 3360 Probation, Promotion, Demotion, & Transfer of Classified Employees Attach. #10
   • Administrative Procedures Manual (Informational Item – no vote)
     o APM 05.12 Protecting Minors Attach. #11
     o APM 20.14 General (Non-Grant) Cost Transfers Attach. #12
     o APM 70.23 University International Travel Attach. #13
• Other Informational Items – no vote
  o Senate Adoption of Statement of Faculty Values Attach. #14
  o Senate Endorsement of University Staff Compensation Committee Attach. #15

VII. Announcements and Remarks – President Green

VIII. Adjournments

Attachments:

• Attach. #1 Minutes of the 2020-2021 University Faculty Meeting #3 (February 25, 2021)
• Attach. #2 Consent agenda: Committee on Committee new appointments
• Attach. #3 FSH 1640.90
• Attach. #4 FSH 3500
• Attach. #5 FSH 1640.24
• Attach. #6 FSH 1640.08
• Attach. #7A UCC-21-036 – J-3-f
• Attach. #7B UCC-21-036 – J-3-e
• Attach. #7C UCC-21-036 – J-3-g
• Attach. #8 UCC-21-034
• Attach. #9 UCC-21-037
• Attach. #10 FSH 3360
• Attach. #11 APM 05.12
• Attach. #12 APM 20.14
• Attach. #13 APM 70.23
• Attach. #14 Senate adoption of statement of faculty values
• Attach. #15 Senate endorsement of Unv. Staff Comp. Committee
University of Idaho
2020 – 2021 University Faculty Meeting Minutes – Pending Approval

Meeting #3

Wednesday, February 25, 2021, at 2:30pm (PT) / 3:30pm (MT)

Zoom only

President Scott Green Presiding

- President Green called the meeting to order at 2:30pm (PT).

- President Green read the names of those who died, based on information received by the Provost Office from December 2, 2020 through February 12, 2021:

  James Edward Calvert Jr.
  Professor Emeritus of Mathematics and Department Chair Emeritus
  January 2021

  Robert D Carver
  Extension
  Professor Emeritus of Agricultural Economics
  December 2020

  John Ehrenreich
  Professor Emeritus of Range Resources and
  Dean Emeritus of the College of Forestry, Wildlife and Range Sciences
  January 2020

  John Gallian
  Extension Professor Emeritus of Crop Management and Sugar Beet Specialist
  October 2020
John Henry
Extension Professor Emeritus of Agriculture
November 2020

John Holup
Professor Emeritus of Marketing Education
December 2020

Ivan Hopkins
Extension Professor Emeritus
January 2021

Valerie Kennedy
Professor Emerita of Geology
September 2020

Stephen Peebles
Extension Professor Emeritus
November 2020

Jean Showell
Extension Professor Emeritus
October 2020

• President Green requested a moment of silence in honor of the colleagues who passed away.

• Meeting Logistics – Faculty Secretary Sammarruca
  University Faculty meetings are open to anyone wishing to attend and the Zoom link has been broadly distributed. However, only eligible faculty can vote. We will be using the polling function in Zoom to conduct the votes. The first vote will be to determine a quorum. Eligibility criteria are found in FSH 1520 II.1. Quorum is determined by a one-question survey for people to identify themselves as eligible voters. Voting items will be on separate surveys. Zoom will tabulate the responses and,
after the meeting, we will verify that the votes came from eligible voters. People will be able to ask questions by using the raise-hand function in Zoom and the monitor will call on them. The chat function is on, but we ask that you wait for the Q&A period to raise your Zoom hand. Priority will be given to raised hands over questions in the chat. This meeting is being recorded and will be available to watch on the Faculty Senate website.

- **Quorum count:** Faculty Secretary Sammarruca
  98 voting members of the faculty were required for a quorum. 107 eligible voters were counted and thus a quorum was present.

- **Approval of minutes – President Green**
  President Green asked if there were any corrections to the minutes of the 2020-2021 University Faculty Meeting #2 (December 9, 2020). There were none. The minutes of Meeting #2 were approved as distributed.

- **Special Orders – Faculty Senate Chair Barbara Kirchmeier**
  - **Proposed Changes/Additions to Faculty-Staff Handbook (vote)**
    - UP-21-10: Removal of FSH 1440 – Administrative Organization Policy
      This is actually just a link to organizational charts. It is being removed for cleanup.
      *Vote* – approved with 91% in favor.
    - UP-21-12: Edits to FSH 1640.42 – Faculty Affairs Committee
      Removing one word to clarify roll of the committee.
      *Vote* – approved with 94% in favor.
  
  - **Proposed Changes to the University of Idaho Catalog (vote)**
    - UCC-21-030: Change of CIP code for the Master’s in Architecture
      The purpose is to enable the Master’s program to be listed as a STEM program – it will be more competitive and attract more international students. Senate was satisfied that the program has a sufficient level of rigor to be a STEM program.
      *Vote* – approved with 89% in favor.
    - UCC-21-025: Discontinuation of the B.S. in Natural Resource Conservation
      This degree is being discontinued because its content will be rolled into the B.S. in Environmental Science. Rationale: The Environmental Science B.S. degree, especially the Social Science Option, and the Natural Resources Conservation B.S. degree have considerable overlap.
      *Vote* – approved with 95% in favor.
    - UCC-21-025: Change of emphases in the B.S. in Environmental Science
      Making these changes will result in more delineated career options and thus increased marketability. The changes to the Environmental Science curriculum are proposed concurrently with the discontinuation of the B.S. in Natural Resources Conservation presented above.
      *Vote* – approved with 94% in favor.
- **UCC-21-025**: Change of CIP code for the M.S. and the Ph.D. in Natural Resources
  Incorrect CIP codes were assigned to these degrees initially. These changes will correct the mistake.
  *Vote* – approved with 93% in favor.

- **UCC-21-030**: Move the B.S. in Ecology & Conservation Biology to the Department of Fish and Wildlife Sciences
  The College of Natural Resources requests that the B.S. in Ecology & Conservation Biology be moved to the Department of Fish and Wildlife Science, which, since a long time, has provided most of the teaching and advising efforts to support this degree. A department of Natural Resources actually does not exist – an oddity that needed to be corrected.
  *Vote* – approved with 94% in favor.

- **UCC-21-030**: New undergraduate certificate in Natural Resource Management
  Adding this new certificate will help non-degree students and address the demand for continuing education of current federal employees.
  *Vote* – approved with 96% in favor.

- **UCC-21-030**: Add an option to the Master in Natural Resources
  It is proposed to add a Fish and Wildlife Science and Management Option to the existing degree, and to change curricular requirements for the Fire Ecology and Management Option and the Integrated Natural Resources Option. This new option focuses on the online market, thus it is expected to increase enrollment in that sector.
  *Vote* – approved with 96% in favor.

- **UCC-21-026**: Change of name of the Department of Agriculture & Extension Education
  The name change is to better reflect the content of the programs and to clarify that Extension is another part of CALS.
  *Vote* – approved with 89% in favor.

- **UCC-21-028**: New minor in Human and Community Engagement
  This minor combines classroom instruction on human and community development theories and models with opportunities for engagement in the local community. It will benefit students who are interested in community-based leadership positions.
  *Vote* – approved with 87% in favor.

- **UCC-21-028**: New undergraduate certificate in Precision Agriculture
  The certificate covers the basics of precision agriculture. It is expected to be popular not only in Agriculture, but also in Engineering and Natural Resources. It will be offered both online and in person.
  *Vote* – approved with 94% in favor.

- **UCC-21-028**: New minor in Sustainable Food Systems
  This minor is being proposed together with the next item to give students the opportunity to enhance their base knowledge of agriculture and sustainability.
  *Vote* – approved with 94% in favor.

- **UCC-21-028**: New minor in Water Science and Management
A new minor in Water Science and Management is needed. Exposure to basic Water Science may be useful for other disciplines as well. Vote – approved with 94% in favor.

- **UCC-21-029: Add an online component to the Master’s in Music**
  This is to provide an online option to the in-person option for this degree. Vote – approved with 90% in favor.

- **UCC-21-029: Add online component to the M.S. in Movement and Leisure Science and to the B.S. in Recreation, Sports, and Tourism Management**
  This is to provide online options to the in-person options for these degrees. Vote – approved with 88% in favor.

- **UCC-21-030: Change the name of math emphasis, Applied Quantitative Modeling**
  The name change – from “Applied Quantitative Modeling” to “Applied Modeling and Data Science” – and accompanying revisions to the curriculum, intend to refocus the current Quantitative Modeling Option to include process-driven and data-driven modeling. Students will be more competitive in the data-driven world. Vote – approved with 92% in favor.

- **UCC-21-030: Change the name of the certificate in Data Analytics**
  This is to better reflect the current content of the program. Vote – approved with 90% in favor.

- **UCC-21-030: New minor in Groundwater Hydrology**
  The proposed program will support and align with the new Environmental Science curriculum. It could also be of interest to students in Civil Engineering who are considering a career in hydrology. There is no overlap with existing programs, such as Water and Soil. This minor is technically very narrow and specific to groundwater (traditionally under the purview of Geological Sciences), not water resources. Vote – approved with 94% in favor.

- **UCC-21-028: Change of name of the B.S. in Operations Management**
  This is a minor name change to better reflect the degree. Vote – approved with 92% in favor.

- **UCC-21-028: New undergraduate certificate in Business Analytics**
  This can be used by Business majors to increase their job skills. It complements, but is not in competition with, other certificates, such as the one offered by Statistics. Students majoring in Operations and Supply Chain Management can add this certificate to their degree and gain those skills in less time than it would take for the minor. Vote – approved with 88% in favor.

- **UCC-21-029: Move the Professional Science Master (P.S.M.) to the College of Graduate Studies and change the emphases**
  The P.S.M. has not been taught in CNR for several years. It is being moved to COGS with changed emphases to encourage enrollment and interdisciplinary work. Vote – Approved with 81% in favor.
• Additional proposed changes to the Catalog are being distributed in a General Policy Report (GPR), available to view on the Senate website. Also, the GPR will appear on the Daily Register tomorrow.

  o Administrative Procedures Manual (Informational Items – no vote)
    ▪ APM 90.53 – UI Photo Services Communications and/or Computers
    ▪ APM 90.54 – Printing and Design
    ▪ APM 90.55 – Video Production
      All are being removed because they should not be in policy in the first place.

This concluded the Special Orders part of the meeting. Faculty Senate Chair Barbara Kirchmeier expressed gratitude to everyone for their support and work during a challenging semester.

• President’s Remarks and Discussion

President Green acknowledged all the faculty and staff who have worked hard over the past year to keep us open to live instruction. It hasn’t been easy, but together we made it happen.

Last summer, President Green asked the university community to support him through a path which, although narrow, would help us avoid substantial financial deficits and related job losses. We are now close to our goal. We should be proud of how we have overcome obstacles and helped keep the university on a sustainable financial track. We have all helped the university not just survive, but also to thrive once we are through the pandemic.

Heroes among our colleagues helped get our lab open, executed on our testing protocols, and put themselves at personal risk to care for our students. These brave individuals remained engaged under incredible pressure and enabled us to safely open and avoid financial exigency, which would have cost us staff, as well as both tenured and untenured faculty jobs. Their work has saved lives. President Green said he looks forward to celebrating our accomplishments and many successes once this pandemic is behind us.

Spring semester is off to a good start. We continue to see COVID test results under 2% positivity since the beginning of the year. The number of positive cases remains in the single digits on most weeks. We are aggressively working to eliminate the few clusters we have seen this week. Importantly, through the efforts of faculty and staff, Public Health reports that not a single case of COVID-19 has been traced back to a classroom. While our community is beginning to receive vaccinations, we intend to remain vigilant until Public Health tells us the risk has subsided. We will continue testing throughout the semester and we will conduct a campus-wide re-test of our students after Spring Break. The Student Recreation Center will be Gritman Medical Center’s primary site when the quantity of vaccines to administer is larger than their facility can handle. The current group includes the general population age 65 and older.

Together with other institutions, our university is advocating for moving front-line employees into a priority list for the vaccine in Group 3 – the next group. If the proposal is successful, our faculty and staff could begin receiving vaccines in early April. Students would be part of the general population in Group 4 unless they were eligible to be in Groups 1-3.
One big change starting this weekend is the return of more in-person events. Football kicks off Saturday in the Kibbie Dome, the first of three home games over the next month. We are planning six in-person May Commencement ceremonies in Moscow. Additional in-person ceremonies will honor graduates in Boise and Idaho Falls. Each will be smaller and follow state restrictions and Healthy Vandal protocols. Final announcements will come in mid-March.

COVID protocols are having an impact on recruitment efforts. High school students filling out the Common Idaho Application are down over 20%, which is seriously impacting our four-year institutions. This is because the K-12 system is experiencing a much higher percentage of failing students due to the interruptions brought on by the pandemic. This means that those seniors who normally would qualify may be questioning whether to attend a four-year institution and may be outside of our qualified pool. The situation is even more serious for the U of I than the others as we are a destination campus and students who would normally entertain coming to Moscow may elect to stay home. Additionally, many of our students come from rural areas, which are especially hard-hit due to lack of resources. Finally, those students who do come to our campus will need additional support. Our preliminary numbers are not too bad given the environment SEM is operating in. Overall applications are down about 4% compared to last year. The good news is that, while resident admissions are down 5%, overall admissions are up 7% thanks to strong interest from out-of-state students. Strategic Enrollment Management continues to recruit students here in Idaho, as well as California and other WUE states. We’re marketing our Best Value rankings and using the “We’re Closer Than You Think” headline with WUE students. We had a 21% increase in WUE students last fall, the second year in a row of double-digit gains for that group. There are indications that this pattern may continue. Non-resident applications are up about 27% compared to last year and non-resident admissions are up 38%, indicating a higher quality pool. President Green encouraged everyone to be recruiters by showing their support for the university. Something as simple as wearing Vandal gear can send a message to potential students that we are a close-knit Vandal family and proud of our university. Let’s encourage the students in our life to visit campus, and tell them about the return on investment that comes with a Vandal degree.

Obviously, our enrollment teams have had to pivot as state restrictions continue to change. The first three UIdaho Bound recruitment events – in March, April and May – will be online. Strategic Enrollment Management will then allow prospective students on campus for 10 additional UIdaho Bound events held under Healthy Vandal protocols. We had to change the way we engage with students in high schools. Very few schools are open to recruitment, but President Green did visit with a group on Friday at Bishop Kelly High School in Boise. In-person visits are very important to support our efforts at recruiting Idaho students. It was refreshing to see the enthusiasm and excitement these students have about attending college.

The President moved on to the governor’s funding proposal in the Idaho Legislature. The governor’s budget certainly is not rich, but unlike last year, it includes a few items that will be beneficial to the university. First, it brings back the 5% we lost in FY21. That’s the 5% holdback we primarily covered through mandatory furlough. The governor also included $3M in matching funds to update the Idaho Center for Plant and Soil Health at Parma. The money will be combined with $3M from eight different commodity groups, plus $1M from CALS, to replace aging structures. The researchers at Parma do important work for the state, including identifying airborne plant pathogens, important nematode research, and plant health research that together improve yields and protect against crop loss. In addition, $700K in state money is included for industry-requested greenhouses to expand tree seedling production to about 500,000 annually at the Pitkin Forest Nursery. This expansion
allows a return of some seedling production to Idaho currently delivered from Canada. If the governor’s higher education budget is approved, we will join ISU and BSU in freezing in-state tuition for a second year in a row this spring. We should know more about our state funding in the coming weeks.

President Green spoke to both JFAC and the House and Senate committees during Higher Education Week in January. The committees did recognize and commend the university for the hard work we have done to eliminate our deficits. President Green took the opportunity to explain how our faculty and staff not only met the financial targets we put out there – but exceeded them.

The university is doing relatively well financially given the pandemic. Our expenses are down considerably, but so are our revenues. We have lost programmatic revenues in some of our colleges, including programs like MOSS in CNR and the Energy Executive Program in the College of Business that could not happen during a pandemic. We have seen decreases in our auxiliary revenues from the student rec center, housing, and dining among many other areas. On the other side of the ledger we have also seen a drop-off in F&A revenues. We will be reporting a fiscal year-to-date loss as of the end of December to the SBOE of approximately $4 million. Despite this, President Green explained that we are in better shape than that number implies. This loss is an improvement of $3 million over last year. We have also received a new round of relief funding that, unlike the previous round, can be used to offset revenue loss. Unfortunately, we cannot go back to use it to cover losses last semester, but it can be used going forward. This should help us remain on a stable financial path through the end of the fiscal year. We will have a better picture of where we will end up once we have some more clarity on how and when we can use those funds.

We continue to move forward on the recommendations coming out of the various university working groups. As a reminder, the white papers generated from these working groups are available on our website. We will begin implementing the Vandal Hybrid budget model for this coming fiscal year. We are starting modest, tying only 10% of a college’s funding to performance against metrics for the first year, and we will also keep a small amount in a fund to address any unintended consequences we encounter. As we continue to revise the model over the coming year, and our colleges and support departments adjust to it, we expect those percentages to increase over time. The outcome will be a much more stable funding model for the university that creates the right incentives, directing funds to colleges that increase enrollment, credit hours taught and efficiency, and helps prevent the huge operating deficits we have experienced in recent years.

We are also moving forward with the recommendation of the online education working group. The working group’s recommendation calls for keeping a mix of the digital and in-person elements we’ve been utilizing for the past year, improving the delivery of programs in our areas of strength and where there is demand in the marketplace. Importantly, there have been four previous online education white papers produced by our university, none of which were executed. One of the primary reasons for this was there was no senior administrator brought in to oversee the program. The working group found that this is a key success factor for the high-quality programs they studied, so we are going to hire a Vice Provost to lead this charge. By properly organizing and funding distance learning, we will attract students who cannot afford to come to Moscow for their education. Faculty will have additional opportunities to develop curriculum and, frankly, make more money by delivering courses and programs in this growing space. If we don’t make this investment we can expect the same outcome as the prior four attempts that all failed. We have already lost
valuable time and ground to our competitors. This investment is good for the university, faculty, and students and thus we intend to move quickly.

The final working group that has completed its work addresses our path to R-1 recognition. We will be investing in post-docs and graduate students to help our faculty accomplish their research objectives. Given that we are due for a review this coming year, and the reviews are on a 3-year cycle, we expect it will take four years of investment to receive this recognition. The benefit to the university will be a larger share of federal research dollars, higher quality research programs enjoyed by those universities with R-1 recognition, and a greater ability to attract quality faculty and students. All of these investments are being funded by P3 proceeds rather than Gen Ed or F&A budgets, so there is no financial downside of these investments for our colleges or departments.

The President reiterated that we can be proud of what we have accomplished together over the past year. Not only have we navigated a budget crisis and a pandemic, but we have also positioned ourselves to achieve great things once this pandemic has passed. We are a university on the rise because of everyone’s hard work and commitment to our university. Before opening the floor for questions, President Green expressed gratitude for everyone’s support and continued dedication to our university over the past year.

Discussion:
A faculty, who was on the online working group, suggested that Dean Panttaja would be the right person for the task. President Green replied that Dean Panttaja is already quite busy. Furthermore, the key factor for success is empowering someone to take leadership so that we can move quickly.

The discussion moved to student evaluations of faculty. A faculty noted that we should train students to write helpful evaluations – sometimes, they are even offensive. Another faculty suggested that perhaps student evaluations should be eliminated, because they are sexist and discriminatory – we, as an institution, should lead the way with some alternative means of evaluation, which is more accurate and more equitable than the current model. Provost Lawrence responded that it is a large project, requiring a few years of trying new tools. In the meantime, we are required by SBOE to have an evaluation process. The faculty asked whether we are required to use the current evaluations in promotion and tenure. The Provost replied that the recent changes to the P&T policy have opened the door to additional evidence for the purpose of evaluating teaching – this year, we have seen some new materials in the P&T packets, a trend that is increasing. Another faculty agreed on the discriminatory nature of the current evaluation system – we must reject discrimination and refocus ourselves on diversity. There should be a way to delete offensive words from the evaluations.

A faculty expressed appreciation to President Green for his commitment to make preferred names possible in online space. The President noted that it was a team effort. Thanks to Dan Ewart, we are almost there.

Concerns were expressed about the Idaho Freedom Foundation (IFF) rhetoric targeted against Boise State and our university, and recent attacks on higher education. President Green responded that we are watching and we are prepared to respond if we have to do so. He hopes the upcoming report from people affiliated with IFF will get no traction. Yolanda Bisbee added that she appreciates the effort spent dealing with this rhetoric. It is difficult to see these attacks on all the good work we are doing.
We are getting to the point where diversity is more integrated, through the efforts of diversity teams in every college.

Referring to the President’s remarks about a loss of $4M, a faculty asked about possible consequences, such as furlough or program cuts. The President said that $4M is an interim number as of the end of December, and doesn’t fully reflect our position. We are in a better situation than last year, when that number was larger by $3M. He does not expect more cuts but he is concerned about the fall enrollment and its possible impact. We are working hard with SEM to address the problem of in-state students who are failing and don’t feel confident enough to apply for college. President Green said that, overall, he is comfortable with the way we navigated through the pandemic. We will be able to do some reinvestments and hopefully fill some vacant positions. Almost all colleges have operated below the budgets that were set last year, which is remarkable. The Provost noted that this year there will be no academic program prioritization (APP), which is required every five years. Program prioritization (PP) for non-academic units is also required and will probably be done next year – it will tie directly with the new budget model.

There was a question on diversity guidelines and training for search committees. President Green said that members of search committees are required to go through training. Resources are available on the AAEEO website on how to do fair and equitable searches and advertising. Yolanda Bisbee added that Elissa Keim, Director of the Office of Workforce Diversity, is happy to meet with individuals who want to go beyond the basic training.

There were no more questions or comments.

- Adjournments
  The agenda being completed, President Green adjourned the meeting at 3:45pm.

Respectfully Submitted

Francesca Sammarruca

Secretary of the University Faculty
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CALS, CALS, CBE, Class, CTC, COS, DEE, ENGR, JAMM, Library, CEHHS, CLASS, CAA
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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)
- X Addition
- Revision*
- □ Deletion*
- □ Emergency
- □ Minor Amendment
Policy Number & Title: FSH 1640.90 University Assessment and Accreditation Committee

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: Committee on Committees (Chair: Russ Meeuf)
Policy Sponsor, if different from Originator: Dean Panttaja

Reviewed by General Counsel Yes ___No x Name & Date:

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

   The addition of this new FSH committee formalizes the work of two existing ad hoc committees into a single standing committee to advise on issues of assessment and accreditation.

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.

   Per FSH 1520.IV.11, this new committee will be maintained by Faculty Senate and its members appointed by Faculty Senate via the Committee on Committees (FSH 1640.28).

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

   Effective July 1, 2021.
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.
POLICY COVER SHEET
For instructions on policy creation and change, please see https://sitecore.uidaho.edu/governance/policy.

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

**Faculty Staff Handbook (FSH)**
- □ Addition  ☑ Revision*  □ Deletion  □ Emergency  □ Minor Amendment
- Policy Number & Title: **FSH 3500 Promotion and Tenure**

**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:** Richard Seamon, Chair (2020-2021), Faculty Affairs Committee

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

**Reviewed by General Counsel**
- X Yes  ___No  Name & Date: Kim Rytter, 4/22/21

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

Last year—in January 2020—the UI’s promotion and tenure provisions were revised and, as revised, codified in FSH 3500. Now approval is sought for a set of revisions to FSH 3500 that are based on the experience of implementing them since then. The most important proposed revisions:

   1. revised **A-2** (“Faculty Promotion”) to express the purpose of academic rank and the criteria for promotion;
   2. clarify in **D-2.e.4** that external reviewers should be provided with the college and unit criteria for promotion or tenure; and
   3. revise **F-1** to require the dean to consider representational balance in selecting nominees for appointment to the college-level promotion and tenure committee.

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

   The fiscal impact is likely to be negligible.

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

   Not applicable.

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.
FSH 3500
PROMOTION AND TENURE

PREAMBLE: In January 2020, the university’s promotion and tenure policies were comprehensively revised in order to unify all provisions regarding procedure in the Faculty Staff Handbook and to help faculty and reviewers by clarifying the procedure. The following changes were approved: Deletion of FSH 3520, 3560, and 3570; revision of FSH 3530; and addition of new FSH 3500 and 3510. New policy FSH 3500 Promotion and Tenure will become effective April 1, 2020, and thereafter will govern all promotion and tenure procedure. Faculty hired before January 2, 2020, may elect not to be governed by the provisions of FSH 3500 C and instead be subject to the corresponding policies regarding the timing of promotion and tenure in place immediately prior to the approval of FSH 3500, specifically those in FSH 3520 and FSH 3560. Written notice of election not to be governed by FSH 3500 C must be provided to the unit administrator, dean and provost prior to April 1, 2020. See FSH 3500 C. After April 1, 2020, the text of FSH 3520 and FSH 3560 will continue to be available on the website of the Office of the Provost. For further information, contact the Office of the Provost.

A. INTRODUCTION.

A-1. Definitions.

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

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

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

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

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

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

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

A-2. Faculty Promotion.
a. **General Purpose.** Academic rank represents and rewards the individual’s performance as a scholar, teacher, and faculty member. Promotion to a higher rank is not automatic but is a decision made on an individual basis subject to university, college, and unit criteria. Promotion to a rank requires the faculty member to meet the requirements for that rank. Responsibility for the effective functioning of promotion procedures rests with faculty and administrators. Decisions are based on thorough and uniform evaluation of the faculty member’s performance in relation to the expectations listed in his or her position description and the criteria for promotion established in the unit and college bylaws.

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

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

### A-3. Faculty Tenure

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

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

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

d. **Tenurable Ranks.** The tenurable ranks are senior instructor, assistant professor, associate professor, and professor. Senior instructors, research professors, extension faculty, psychologists, and licensed psychologists can be either tenure track or non-tenure track. See FSH 1565.
A-4. Consideration of Promotion or Tenure Alone. The procedures in this policy apply to all cases including applications for only tenure or only promotion. As used in this policy, “promotion or tenure” means promotion or tenure or both.

B. ROLE OF THE PROVOST

GENERAL PROVISIONS.

B-1. Delegation. The provost may delegate any of his or her responsibilities in this policy to a designee.

B-2. Provost’s Administrative Guidance. The process of promotion and tenure is administered by the provost. The provost shall publish guidance necessary for the administration of the promotion and tenure system that is consistent with the Faculty Staff Handbook (FSH) and the Regents of the University of Idaho Governing Policies and Procedures (RGP). This guidance shall be mandatory. The provost’s administrative guidance shall include:

a. Deadlines for the promotion and tenure process;

b. The forms required to document the promotion and tenure process (e.g. dossier submission form, unit voting forms, etc.);

c. Procedures for requesting early consideration for promotion;

d. Requirements for curriculum vitae;

e. Requirements regarding the submission of promotion and tenure dossiers including format, order of materials, page limits for materials, etc.;

f. Requirements for the selection of external reviews for scholarly work;

g. Procedures for collecting feedback from faculty, staff, and students to be used by committees in this process;

h. The timing of appointments and relative representation of faculty on the university promotion & tenure committee pursuant to section G-1 herein; and

i. Other matters necessary to ensure the appropriate administration of the promotion and tenure process.

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

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

C. SCHEDULE FOR PROMOTION AND TENURE CONSIDERATION.

C-1. Promotion.

a. Timing of Promotion. A faculty member shall apply and be considered for promotion according to the schedule below.
1. **Instructors.** Full-time instructors shall be considered for promotion to senior instructor during their sixth year of continuous, full-time service as an instructor. Part-time instructors are not eligible for promotion.

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

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

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

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

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

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C-2. **Tenure.**

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

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

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C-3. **Special Circumstances.**

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

b. **Transfer between Units.**

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

   2. **Impact on Time to Promotion and Tenure.** The extent to which service in the first unit counts toward promotion or tenure at the new unit in the new unit must be communicated to the faculty member in writing by the provost at the time of the transfer. (RGP II.G.6.1.i.i.)

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

   c. **Effect of Lapse in Service.** A non-tenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years may have his or her prior service counted toward eligibility for the award of tenure. Eligibility for the award of tenure must be
clarified in writing before reappointment. A tenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years must have tenure status clarified in writing by the president before appointment. The faculty member may be reappointed with tenure, or may be required to serve additional years before being reviewed for tenure status. (RGP II.G.6.i.1)

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

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

e. Appointment with Tenure. Appointment with tenure may be offered under the following circumstances:

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

f. Administrative Appointment.

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

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

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

C-4. Extensions.
a. Childbirth or Adoption: A faculty member who becomes the parent of a child by birth or adoption, may request an automatic one-year extension of the timeline for promotion or tenure or both. (RGP II.G.6.d.iv.2.)

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

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

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

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

f. Procedure for Requesting an Extension:

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

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

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

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

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

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

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

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

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

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

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

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

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

   1. Annual review process and annual performance criteria.

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

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

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

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

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

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

   2. Selection. The reviewers to be solicited shall be chosen by the unit administrator, but at least two reviewers shall come from a list of at least eight qualified reviewers provided by the candidate in writing to the unit administrator by the deadline provided in B-2 herein. If the unit administrator cannot obtain letters from two reviewers on the candidate’s list, the unit administrator shall ask the


candidate to identify further potential reviewers. The candidate may also provide the unit administrator with the names of up to two individuals who shall be excluded from consideration as an external reviewer. If the candidate fails to submit either list, the unit administrator shall select reviewers without that input from the candidate. These lists shall not be included in the dossier but shall be kept on record by the unit administrator.

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

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

5. Criteria for External Review.
   a) The review shall be limited to the candidate’s scholarly and creative activity in relation to the applicable tenure and/or promotion criteria and the faculty member’s position description(s).
   b) Reviewers may not be asked to evaluate the candidate pursuant to external criteria such as those at the reviewer’s institution or other professional organizations.
   c) The university shall make every effort to keep the names of the reviewers confidential from the candidate. The candidate may request to view the external reviewers’ anonymized evaluations after the final institutional decision is made. Such requests shall be directed to the provost.

   1. In the case of interdisciplinary appointments, administrators of units holding the minority of the candidate’s appointment (see A-1.-d herein) may provide an additional review letter.
   2. In the case of a candidate based at a UI center, the center executive officer may provide an additional review letter.

   a. Deadline for Submission. A candidate’s dossier in support of tenure and/or promotion, containing all of the materials described in section A, must be submitted to the unit administrator either prior to the beginning of the semester in which the review is scheduled to begin or prior to the submission of the candidate’s materials to the external reviewers, whichever is earlier. In the event a unit administrator fails to provide materials within the timeline referenced in D-2 above, the candidate’s deadline for submission shall extend to ten days after the provision of materials by the unit administrator.
      1. External peer reviews need not be submitted as part of the dossier prior to the deadline, but must be received, if required, prior to any consideration of the dossier.
      2. The dossier may be supplemented with scholarship or creative accomplishments occurring after submission. Supplementation must be made pursuant to the provost’s administrative guidance.
   b. Finalization of Dossier. Submission is final when the faculty member candidate has signed a dossier submission form and provided the signed form to the unit administrator. Other than supplementation provided in D-3.-a herein, the dossier is final when submitted and may not be supplemented or altered after submission.
E. UNIT LEVEL REVIEW.

E-1. Unit Promotion and Tenure Committee.

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

1. The committee shall be composed of five faculty members. At least three members shall be tenured faculty members in the unit. At least one member shall be a tenured faculty member from outside the unit.

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

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

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

5. Neither the unit administrator nor the dean may serve as a member of a unit promotion and tenure committee.

6. If there are not three tenured faculty members available to serve on the committee, the unit administrator, in consultation with the dean, shall designate tenured faculty members from other units whose areas of expertise are closely related to the work of faculty in the unit. One such member may chair the committee if there is not a tenured member from the unit available to serve as chair.

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

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

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

E-2. Unit Faculty Voting.

a. General.

1. The dossier must be made available at least two weeks prior to any voting.

2. Faculty who are eligible to vote may assemble to deliberate prior to voting.
3. Voting shall occur using a signed, written ballot in a format provided in the provost’s administrative guidance in B-2 herein.

4. Faculty members may submit evaluative comments as part of their ballot to the unit administrator.

5. Unit faculty voting results shall not be shared with the candidate’s promotion and tenure committee.

6. Faculty are not required to vote but are encouraged to do so.

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

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

E-3. Unit Administrator.

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

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

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

F. COLLEGE LEVEL REVIEW.

F-1. College Promotion and Tenure Committee. Each college having more than one unit shall have a standing promotion and tenure committee. The members shall be tenured and shall serve staggered three-year terms. Each unit shall have one representative elected by the unit faculty. Each unit within the college shall be represented by one faculty member, to be selected as follows: Each unit shall nominate two faculty members, from which the dean shall select one, giving consideration to representational balance in the makeup of the committee. The committee shall elect its chair from among its members or may elect the dean or associate dean to serve as chair without vote. For the College of Business and Economics each major area shall serve as a “unit” for purposes of section F. Names of committee members shall be provided to the candidate upon request to the dean.

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

Commented [WD(3): This change made to promote representational balance in committee; as previously drafted, committee members were chosen by each unit without awareness of overall composition.]
F-3. Dean’s Report. The dean shall evaluate the candidate in light of the unit, college and university criteria for tenure and/or promotion and make a written recommendation as to whether each candidate should be promoted and/or tenured after considering the materials presented in the dossier (including all reports, responses and polling information), and advice of the college committee. The dean may also confer individually or collectively with unit administrators about the qualifications of the candidate.

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

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

G. UNIVERSITY LEVEL REVIEW.

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

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

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

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

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

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

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

G-2. University Promotion and Tenure Committee Vote. The committee shall not meet until the dossier has been available to all members for at least two weeks. The committee shall deliberate and vote for or against tenure and/or promotion of each candidate in light of the unit, college and university criteria for tenure and/or promotion. Abstentions are not allowed.

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

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

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

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

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

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

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

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

I. IMPLEMENTATION.

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


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

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

c. Faculty who elect not to be governed by the provisions of section C herein are subject to the corresponding policies regarding the timing of promotion and tenure in place immediately prior to the adoption of this policy, specifically those in FSH 3520 and FSH 3560. These previous policies shall remain available on the provost’s web page.
### POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: [www.webs.uidaho.edu/uipolicy](http://www.webs.uidaho.edu/uipolicy))

**Faculty/Staff Handbook [FSH]**
- □ Addition
- □ Revision
- □ Deletion
- □ Emergency

**Chapter & Title:** FSH1640.24 Classified Position Appeal Board (CPAB)

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

**Chapter & Title:**

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

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

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**Originator(s):**
- Name: Brandi Terwilliger
- Telephone: 885-3008
- Email: brandit@uidaho.edu

**Policy Sponsor:**
- Name: Brian Foisy
- Telephone: 885-7590
- Email: brianfoisy@uidaho.edu

**Reviewed by General Counsel:**
- Yes [X] No
- Name & Date: n/a

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

FSH1640.24 Removal of the Classified Position Appeal Board (CPAB) With the implementation of the market based system, the employee classification and compensation are not combined. With this separation, the committee is no longer needed. The classification appeal committee reviewed classification decisions that impact employee pay. This is no longer the catalyst that determines pay.

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

None

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

None

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

If not a minor amendment forward to:

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**APM**
- F&A Appr.
  - [Office Use Only]

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

**Track #**
- [Office Use Only]
- Date Rec.: [Office Use Only]
- Posted: t-sheet: h/c: web: [Office Use Only]
- Register: [Office Use Only]
A. FUNCTION. To hear, on referral from the vice president for finance and administration, appeals from decisions of Human Resources (HR) regarding position classifications; to make recommendations to the vice president as to disposition of such appeals; and to advise the vice president on problems and procedures concerning position classification. [ed. 7-06]

B. STRUCTURE. Four members of the classified staff, at least one of whom holds a supervisory position; two faculty members, each of whom holds or has held an administrative position at UI; and, without vote, the director of employment services. The staff members are nominated by the Staff Council and the faculty members are nominated by the Committee on Committees. Members are appointed by the president and serve for three years, with one-third taking office each year. The board elects its own chair. [ed. 7-05, 7-18]

C. PROCEDURES.

C-1. Appeals of classification decisions made by HR are submitted directly to the vice president for finance. A Notice of Appeal form must be filed with the vice president, with a copy to the CPAB chair, within 30 days of the notification to the supervisor by HR of its decision. [ed. 7-06, 9-15]

C-2. The vice president will notify the director of employment services that a Notice of Appeal form has been received and that an advisory opinion is being requested from the CPAB. The vice president will request that HR supply seven copies of available documentation to the CPAB chair within 10 working days. CPAB will schedule a hearing at the earliest time convenient for all parties. [ed. 7-06]

C-3. The director of employment services, the employee, and his or her supervisor will be notified of the date, time, and place of the hearing. The format is as follows: The analyst from HR will present the basis for the decision that was made; the employee or supervisor, or both, will present reasons for disagreement; the human resources analyst will be given time for closing comments as will the employee and the supervisor. The board may ask questions for further clarification after the presentation. The board will then meet in closed session for deliberation. [ed. 7-06]

C-4. The CPAB will forward its recommendation to the vice president. The vice president will notify the employee, the employee’s supervisor, the director of employment services, and the CPAB chair of the final decision. [ed. 7-06]
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* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: 1640-08

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: Committee on Committees (chair: Russ Meeuf)

Policy Sponsor, if different from Originator:

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

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

   These revisions add two new members to the Admissions Committee in order to assist the committee in its review processes: a representative from the Office of Multicultural Affairs, and a representative from the Vandal Gateway program. These new representatives will serve in an advisory role to help the committee process admissions appeals.

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.

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, 2021
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.) [ed. 7-00, rev. 7-20]

A-1. This committee traditionally meets during the summer. [add. 7-08]

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, the director of the Vandal Gateway Program, a representative from the Office of Multicultural Affairs, and a professional advisor. 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. [rev. 7-97, 7-06, 7-08, 7-19, 7-20 ed. 7-05, 4-12]
Miscellaneous Change Request

In Workflow
1. Registrar's Office
2. UCC
3. Post-UCC Registrar
4. Faculty Senate Chair
5. UFM
6. President's Office
7. State Approval
8. NWCCU

Approval Path
1. 02/25/21 1:29 pm
   Amy Kingston (amykingston): Approved for Registrar's Office
2. 03/01/21 4:22 pm
   Rebecca Frost (rfrost): Approved for UCC
3. 03/17/21 1:52 pm
   Amy Kingston (amykingston): Approved for Post-UCC Registrar

New Proposal

Date Submitted: 02/17/21 10:03 am

Viewing: Additions and Deletions to J-3-f

Last edit: 02/17/21 10:03 am
Changes proposed by: Rebecca Frost

Faculty Contact

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Email</th>
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<tbody>
<tr>
<td>Dean Panttaja</td>
<td><a href="mailto:panttaja@uidaho.edu">panttaja@uidaho.edu</a></td>
</tr>
</tbody>
</table>

Request Type
Add/Drop/Change an academic regulation
Effective Catalog Year
2021-2022
Title
Additions and Deletions to J-3-f
Request Details
Add the following courses to the list of American Diversity Courses:
JAMM 441
MUSH 104
MUSH 106

Delete the following courses from the list of American Diversity Courses:
HIST 315
LAS 306
SPAN 306

Add the following courses to the list of International Courses:
FTV 200
MUSH 111
RSTM 380

Delete the following courses from the list of International Courses:
HIST 414
SPAN 411
SPAN 413

Attach State Form
Supporting Documents
J-3-f.pdf
Reviewer Comments
Miscellaneous Change Request

In Workflow
1. Registrar's Office
2. UCC
3. Post-UCC Registrar
4. Faculty Senate Chair
5. UFM
6. President's Office
7. State Approval
8. NWCCU

Approval Path
1. 02/25/21 1:29 pm
   Amy Kingston (amykingston): Approved for Registrar's Office
2. 03/01/21 4:21 pm
   Rebecca Frost (rfrost): Approved for UCC
3. 03/17/21 1:52 pm
   Amy Kingston (amykingston): Approved for Post-UCC Registrar

New Proposal

Date Submitted: 02/17/21 9:56 am

Viewing: Additions to J-3-e

Last edit: 02/17/21 9:56 am
Changes proposed by: Rebecca Frost

Faculty Contact

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<tbody>
<tr>
<td>Dean Panttaja</td>
<td><a href="mailto:panttaja@uidaho.edu">panttaja@uidaho.edu</a></td>
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</tbody>
</table>

Request Type
Add/Drop/Change an academic regulation
Effective Catalog Year
2021-2022

Title
Additions to J-3-e

Request Details
Add to Humanistic and Artistic Ways of Knowing:
AGED 263
FTV 100
MUSH 104
MUSH 106
Add to Social and Behavioral Ways of Knowing:
JAMM 100
MKTG 321
RSTM 104
Attach State Form
Supporting Documents
J-3-e.pdf
Reviewer Comments
Miscellaneous Change Request

In Workflow
1. Registrar's Office
2. UCC
3. Post-UCC Registrar
4. Faculty Senate Chair
5. UFM
6. President's Office
7. State Approval
8. NWCCU

Approval Path
1. 02/25/21 1:29 pm
   Amy Kingston (amykingston): Approved for Registrar's Office
2. 03/01/21 4:23 pm
   Rebecca Frost (rfrost): Approved for UCC
3. 03/17/21 1:53 pm
   Amy Kingston (amykingston): Approved for Post-UCC Registrar

New Proposal

Date Submitted: 02/17/21 10:06 am

Viewing: Additions to J-3-g

Last edit: 02/17/21 10:06 am
Changes proposed by: Rebecca Frost

Faculty Contact

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<tr>
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<tr>
<td>Dean Panttaja</td>
<td><a href="mailto:panttaja@uidaho.edu">panttaja@uidaho.edu</a></td>
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</table>

Request Type
Add/Drop/Change an academic regulation

Effective Catalog Year
2021-2022

Title
Additions to J-3-g

Request Details
Add the following as Senior Experience Courses:
ANTH 455
DAN 490
INTR 440
INTR 454
MATH 437
STAT 436
Attach State Form
Supporting Documents
J-3-g.pdf
Reviewer Comments
Miscellaneous Change Request

In Workflow

1. Graduate Council Chair
2. Registrar's Office
3. UCC
4. Post-UCC Registrar
5. Faculty Senate Chair
6. UFM
7. President's Office
8. State Approval
9. NWCCU

Approval Path

1. 01/29/21 4:58 pm
   Lauren Perkinson (perkinson): Approved for Graduate Council Chair
2. 02/03/21 12:27 pm
   Amy Kingston (amykingston): Approved for Registrar's Office
3. 02/08/21 3:52 pm
   Rebecca Frost (rfrost): Approved for UCC
4. 03/17/21 1:51 pm
   Amy Kingston (amykingston): Approved for Post-UCC Registrar

New Proposal

Date Submitted: 01/26/21 4:05 pm

Viewing: Change COGS Language in Catalog

Last edit: 01/26/21 4:21 pm
Changes proposed by: Amy Kingston

Faculty Contact

<table>
<thead>
<tr>
<th>Faculty Name</th>
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<tbody>
<tr>
<td>Jerry McMurtry</td>
<td><a href="mailto:mcmurtry@uidaho.edu">mcmurtry@uidaho.edu</a></td>
</tr>
</tbody>
</table>

Request Type
Other
Effective Catalog Year
2021-2022
Title
Change COGS Language in Catalog

Request Details
Change the catalog language found at the following link, which is under the "Assistantships and Research Fellowships" tab on the College of Graduate Studies' page. The attached document shows the new, proposed text (both with and without mark-up).
https://catalog.uidaho.edu/colleges-related-units/graduate-studies/#assistantshipsandresearchfellowshipstext
Attach State Form
Supporting Documents
COGS Catalog Language - With Mark-Up.docx
COGS Catalog Language - Original vs Proposed - No Mark-Up.docx
Reviewer Comments
New Program Proposal

Date Submitted: 10/21/20 3:33 pm

Viewing: 429 : Groundwater Hydrology (MS)

Last edit: 03/30/21 1:40 pm

Changes proposed by: Joana Espinoza

Faculty Contact

<table>
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<tr>
<th>Faculty Name</th>
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<tbody>
<tr>
<td>Ginger Carney</td>
<td><a href="mailto:gingercarney@uidaho.edu">gingercarney@uidaho.edu</a></td>
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</table>

Academic Level
Graduate
College
Science
Department/Unit:
Geography & Geological Sciences
Effective Catalog Year
2022-2023
Program Title
Groundwater Hydrology (MS)
Degree Type
Major

*Please note: Majors and Certificates over 30 credits need to have a state form approved before the program can be created in Curriculum.*

Program Credits
30

Attach Program Change

**COS Master in Hydro w Budgetpdf.pdf**

CIP Code

Emphasis/Option CIP Code(s)

Will the program be Self-Support?
No

Will the program have a Professional Fee?
No

Will the program have an Online Program Fee?
No

Will program be Regional or Statewide Responsibility?
Regional
**Financial Information**

What is the financial impact of the request?

Less than $250,000 per FY

Note: If financial impact is greater than $250,000, you must complete a Program Proposal Form

Describe the financial impact

Curriculum:

**Non-thesis Professional Option**

This program is designed for individuals who wish to place less emphasis upon research in their plan of study, but want to gain experience in applying their knowledge to a substantial project of an applied nature. Projects may be aligned with internships or other work experiences. The student’s advisory committee will consist of two faculty members from the Department. Projects must be documented and presented according to guidelines in the department handbook and approved by the student’s committee.

**Thesis Option**

Each student's training and research plan is developed by the student and the major professor with the advisory committee's approval. Admission is based on the compatibility of the student’s research interests with the areas of concentration offered by the department and the availability of a faculty member to serve as the student’s mentor. A written thesis is required, but the thesis may be comprised of a manuscript in a form acceptable for publication in a refereed journal, while otherwise fulfilling the requirements of the Graduate College.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENVS 450</td>
<td>Environmental Hydrology</td>
<td>3</td>
</tr>
<tr>
<td>or SOIL 450</td>
<td>Environmental Hydrology</td>
<td></td>
</tr>
<tr>
<td>GEOL 534</td>
<td>Geostatistics</td>
<td>3</td>
</tr>
<tr>
<td>HYDR 509</td>
<td>Quantitative Hydrogeology</td>
<td>3</td>
</tr>
<tr>
<td>HYDR 512</td>
<td>Environmental Hydrogeology</td>
<td>3</td>
</tr>
<tr>
<td>HYDR 576</td>
<td>Fundamentals of Modeling Hydrogeologic Systems</td>
<td>3</td>
</tr>
<tr>
<td>TM 482</td>
<td>Project Engineering</td>
<td>3</td>
</tr>
</tbody>
</table>
**Choose Thesis on Non-Thesis Option from Below:**

### Thesis Option:

Advisor-approved electives (3-6 credits)
- **GEOL 500** Master's Research and Thesis (3-6 credits)
- or **HYDR 500** Master's Research and Thesis

### Non-Thesis Option:

Advisor-approved electives (6 credits)
- **GEOL 599** Research (3 credits)
- or **HYDR 599** Research

**Total Hours**

Course List

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM 510</td>
<td>Technology Management Fundamentals</td>
<td>3</td>
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**Student Learning Outcomes**

The objective of this degree is to introduce students to concepts and professional practices used in the environmental and groundwater industry. After completing the required coursework, students will be able to:

- Understand fundamental concepts of groundwater hydrology (e.g., hydraulic conductivity, porosity, hydraulic head, Darcy's law), and apply these concepts to the solution of groundwater problems;
- Make and understand common measurements used in groundwater investigations, such as depth to water in wells, water pH and temperature, and well discharge, and interpret the
results with a level of understanding expected of a groundwater professional;
- Plan, execute, and interpret data from groundwater tests commonly used in industry (i.e.,
aquifer slug and pumping tests);
- Understand groundwater quality issues and the fate and transport of groundwater
constituents (contaminants and naturally-occurring substances) as they apply to site
assessment, site characterization, and remediation;
- Have received an introduction to the basics of groundwater modeling using standard industry
tools (i.e., MODFLOW), and be able to assess the application of groundwater simulations to
consulting-type problems in work done by others;
- Have experience writing consulting-style reports, keeping legal-standard field notes, and an
understanding of the process of planning for fieldwork in a professional setting, including such
factors as logistics, budgeting, and the development of safety plans;
- An in-depth knowledge of some area of specialization, chosen by the student and relevant to
the student’s professional interests, within the broader field of groundwater hydrology. This
knowledge is gained during the preparation of the professional paper required for completion
of the degree requirements.

Describe the assessment process that will be used to evaluate how well students are achieving
the intended learning outcomes of the program component.

Program assessment will be carried out primarily using student work products from HYDR 509
Quantitative Hydrogeology and GEOL 509 Techniques of Groundwater Study, the most
advanced required courses in the degree. GEOL 509, in particular, is the capstone course that
integrates the learning objectives of all the other classes. The ability of the students to use the
skills and knowledge gained from previous courses, understand project planning and logistics,
and synthesize their understanding to field a complex hydrologic test (a 24-hour aquifer
pumping test), analyze the data, and prepare a professional report, is a comprehensive test of
the students’ mastery of the expected learning outcomes.

Student learning will be assessed on an on-going basis during the semester by performance on
writing assignments, problem sets, oral presentations, and quizzes/exams. On the timescale of
a student progressing through the program, student learning will be assessed on the basis of
performance in the projects of the capstone course, GEOL 509. We also anticipate conducting
exit interviews with graduating students to evaluate their holistic experience with the program.
As mentioned in the previous question (12c), we expect to assess student learning at intervals
throughout each semester, annually, and at the scale of time-to-degree. We also anticipate on-
going assessment on longer timescales, through feedback from graduates and employers.

How will you ensure that the assessment findings will be used to improve the program?

Still needed
What direct and indirect measures will be used to assess student learning?

Still needed
When will assessment activities occur and at what frequency?

Still needed
The objective of this degree is to introduce students to concepts and professional practices used in the environmental and groundwater industry. After completing the required coursework, students will be able to:

- Understand fundamental concepts of groundwater hydrology (e.g., hydraulic conductivity, porosity, hydraulic head, Darcy's law), and apply these concepts to the solution of groundwater problems;
- Make and understand common measurements used in groundwater investigations, such as depth to water in wells, water pH and temperature, and well discharge, and interpret the results with a level of understanding expected of a groundwater professional;
- Plan, execute, and interpret data from groundwater tests commonly used in industry (i.e., aquifer slug and pumping tests);
- Understand groundwater quality issues and the fate and transport of groundwater constituents (contaminants and naturally-occurring substances) as they apply to site assessment, site characterization, and remediation;
- Have received an introduction to the basics of groundwater modeling using standard industry tools (i.e., MODFLOW), and be able to assess the application of groundwater simulations to consulting-type problems in work done by others;
- Have experience writing consulting-style reports, keeping legal-standard field notes, and an understanding of the process of planning for fieldwork in a professional setting, including such factors as logistics, budgeting, and the development of safety plans;
- Have an in-depth knowledge of some area of specialization, chosen by the student and relevant to the student’s professional interests, within the broader field of groundwater hydrology. This knowledge is gained during the preparation of the professional paper required for completion of the degree requirements.

Rationale for the proposed change. Include an explanation of how the department will manage the added workload, if any.

The Department of Geological Sciences proposes a new Masters in Groundwater Hydrology. This will be a new program, added in addition to the existing graduate degrees in Geology, and targeted towards a specific employment track in groundwater modeling and groundwater
resources.

The proposed program will leverage existing classes that are offered regularly by the department.

Supporting Documents

Reviewer Comments

**Joana Espinoza (jespinoza) (10/21/20 4:05 pm):** Mark and Ginger, sorry to return this but the new CIM system asks additional Learning outcome questions that the state form that you filled out does not. I will need you to fill these out because we need them for our catalog and internal accreditation requirements.

**Joana Espinoza (jespinoza) (10/21/20 4:06 pm):** Rollback: See edited comments. We need all the learning outcome fields filled out. This form asks additional questions that the state form does not.

**Mark Nielsen (markn) (10/21/20 4:09 pm):** Rollback: See the noted information needed on assessment and learning outcomes.

**Rebecca Frost (rfrost) (01/05/21 12:07 pm):** GEOL 515 was not available, so GEOL 509 was used. I updated the paperwork to reflect the new number. GEOL 509 was submitted as a 3 credit course so the requirements only total 29 credits. Something will need to be added in order to meet the 30 credit requirement.

**Amy Kingston (amykingston) (02/04/21 1:33 pm):** Rollback: See my email on 2/4/21 for a detailed explanation of what needs to be adjusted/clarified moving forward. Thanks! Amy K
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

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

Chapter & Title: FSH3360 Probation, Promotion, Demotion, & Transfer of Classified Employees

Minor Amendment □

Chapter & Title: ____________________________

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

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

Originator(s):
(Please see FSH 1460 C)

Name
Brandi Terwilliger

Date
1/13/2020

Telephone & Email:
885-3008 brandit@uidaho.edu

Policy Sponsor: (If different than originator.)

Name
Brian Foisy

Date
885-7590 brianfoisy@uidaho.edu

Reviewed by General Counsel X Yes  No Name & Date: Kim Rytter 2/18/20

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual. Update policy to properly align with current procedures, SBOE requirements, DOL guidance and be clear what each area entails. Changes will assist with AA/EEO reporting requirements and compliance.

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

None

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

Noted in this policy are 3340, 3860, 3930 and APM50.02 but won’t change the content

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

As soon as possible

If not a minor amendment forward to: ____________________________

Policy Coordinator
Appr. & Date: ____________________________
[Office Use Only]

FSH

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

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

Track # ____________
Date Rec.: ____________
Posted: t-sheet ____________ h/c ____________
web ____________
Register: __________________
[Office Use Only]
PREAMBLE: An original part of the 1979 Handbook, this section underwent a full revision in 2003 to bring it in line with Regents policy. In 2009 a definitions section was added, APM 50.15 was incorporated into this policy and various minor edits were made. For further information, contact Human Resources (208-885-3638). [ed 7-97, 7-03, rev. 7-09]

CONTENTS:
A. Definitions
B. Probation
C. Promotion
D. Demotion
E. Transfer
F. Reporting

A. DEFINITIONS.

A-1. Certification to Permanent Status/Certified Status. In this section and related policy statements, reference to "certified status" means that the employee who has successfully completed the probationary period, as required herein is certified to permanent (subject to removal only as provided for by Board of Regents and University of Idaho policy) status, also referred to as "certified."

A-2. Demotion. Any personnel action reassignment of an employee from his or her present position to a new position (that one that is in a lower pay grade and in which uses a different position control number, which is a reduction of an employee from a position which the employee occupies in one classification to a position in another classification with a lower market rate calls for decreased responsibility or decreased skill level; results in a decreased market rate range; and results in either a decreased salary or ineligibility for a salary increase.

The employee must have previously held certified status or for which he or she meet has the minimum qualifications for the new position.

A-3. Permanent Status. Subject to removal only as provided for by Board of Regents and University of Idaho policy.
A-43. Probation. A working test period to provide unit administrators with an opportunity to evaluate a person's work performance and suitability for the position. The probationary period for classified employees beginning a new position is six months.

A-54. Promotion. Any personnel action that involves changing an employee from his or her present position to a new position that creates a change in job title, responsibilities, and market rate range. Promotions are not intended to be used where duties are changed on a temporary basis. A promotion is distinct from a reclassification in that it moves the employee into a different position, retaining little, if any, of the responsibilities of his or her previous position, as long as the employee meets the minimum qualifications of the position.

A-55. Reclassification. An employee retains the majority of his/her original responsibilities while accepting duties requiring a higher level of knowledge, skills or abilities.

A-66. Transfer. An opportunity for an employee to move to a different unit at the university with the same classification, level of responsibilities, and market rate range, and title.

B. PROBATION.

B-1. Required Probationary Period. Each employee, following initial appointment or promotion to a classified position, must successfully complete a probationary period of at least six full months. The probationary period in a given classification must be completed within a single unit and not be interrupted by resignation, termination or dismissal. An employee who satisfactorily completes the probationary period becomes certified to permanent status, and thus received certified status. An employee who has been separated during the probationary period (not certified), other than by layoff (see FSH 3930.01-B), is not certified and must begin a new probationary period upon rehire or promotion to that classification and must meet the minimum qualifications for the position. An employee who previously held certified status in a given classification is not required to complete a subsequent probationary period.

[ed. 7-03, 7-09]
B-2. **Evaluation.** The unit administrator/supervisor is encouraged to complete an employee performance development plan available on the Human Resources Development website at http://www.uidaho.edu/human-resources, and a three-month and six-month evaluation. Before the probationary period ends, the supervisor must complete a six-month evaluation and discuss it with the employee, and the second-level supervisor must review the evaluation. The supervisor is required to complete a six-month evaluation must be completed, discussed with the probationary employee, and reviewed by the second-level supervisor before the probationary period ends. A probationary employee may be dismissed, demoted, or in the case of promotion, returned to his or her former classification, without cause being assigned, upon the recommendation of the unit administrator at any time before the completion of the probationary period with prior approval of the executive director for human resources or designee. Normally, a probationary employee whose appointment is to be terminated will be given two weeks’ notice. Dismissal under these circumstances is not a basis for recourse to the grievance procedures described in FSH 3860. [rev. 7-02, 7-03, 7-09, ed. 7-10]

C. **PROMOTION.**

C-1. **Eligibility for Promotion.**

- An employee may be considered for promotion on the basis of his or her past record, length of service, performance in the present position, and qualification to perform the duties of the higher positions. The employee must meet the minimum qualifications of the new position. A supervisor may promote an employee into a vacant position in the unit if the employee has demonstrated exceptional competency and skill for that position. [See also 3380 D] [ren. 7-09]

C-2. A supervisor may promote an employee into a vacant position in the unit if the employee has demonstrated exceptional competency and skill for that position. [rev. & ren. 7-09]

C-3. A promotion may occur in a unit that is undergoing reorganization. In this case, the supervisor must provide to Human Resources written explanation of the nature of the office or unit changes and the reasons why the employee is qualified for the promotion. [rev. & ren. 7-09]

C-24. **Probationary Period.** If the employee is promoted into a classification in which they are not certified, a six-month probationary period is required (see FSH 3360, B-1). [rev. 7-03, ed. 7-09]
C-5. When there is more than one internal candidate who meets the minimum qualifications for the position within the unit, the hiring administrator must, at a minimum, conduct a UI-only search to document the candidate's qualifications and identify the most qualified individual. The hiring administrator must send an email to the Director of Human Rights, Access and Inclusion at eo-aareview@uidaho.edu requesting a UI-only internal search stating that there is one promotional opportunity and more than one qualified internal candidate. [add. 7-03, rev. 7-09, ed. 7-10]

C-36. Procedure ss. The Director of Employee Development and Workforce Diversity/Affirmative Action/Equal Opportunity officer is the approving authority for all promotions of classified employees. [add. 7-03, ed. 7-09, 7-10]

a. When there is more than one internal candidate who meets the minimum qualifications for the position within the unit, the hiring administrator must, at a minimum, conduct a UI internal search to document the candidate's qualifications and identify the most qualified individual. The hiring administrator must send an email to the Affirmative Action/Equal Opportunity officer at eo-aareview@uidaho.edu requesting a UI internal search, stating that there is one promotional opportunity and more than one qualified internal candidate. [add. 7-03, rev. 7-09, ed. 7-10]

b. If more than one qualified internal candidate exists, to promote an employee, the unit must follow all affirmative action and equal employment opportunity policies by posting the position for the required recruitment period in the Applicant Tracking online applicant tracking system (ATS) and evaluating all the applicants. To be considered for the promotional position, the employee must apply for the position using the ATS online applicant tracking system. See APM 50.02. [add. 7-09]

bc. Exceptions to the requirement for posting internal promotional opportunities require the review and approval of the Director of Human Rights, Access and Inclusion/Affirmative Action/Equal Opportunity officer/Director of Employee Development and Workforce Diversity or designee. The unit administrator must work with the Human Resources Workforce Diversity office at e-mail the Director of Human Rights, Access and Inclusion at hrai@uidaho.edu to request an internal promotion without a search, stating the justification for waiver of a search. Information on the search waiver process and forms can be found at https://www.uidaho.edu/human-resources/equal-employment-opportunity-affirmative-action/recruitment-and-hiring/waivers. The unit must provide:

1. A current Results Oriented Job Description (ROJD), reviewed and approved by the classification and compensation analyst in Human Resources;
2. A resume from the promotion candidate;
3. The plans for the "to be vacant" position;
4. A salary recommendation (optional).

C-7d. The unit must complete and/or upload the required forms and supplemental documentation within the online applicant tracking system standard Position
Authorization Form, and the forms which must then be processed through regular approval channels. This includes any processes unique to the unit. [add. 7-09]

C-8g. The Affirmative Action/Equal Opportunity officer, Director of Human Rights, Access and Inclusion, Employee Development and Workforce Diversity, or designee will review and provide a written response to the request for promotion. The unit CANNOT offer the position until it receives approval from the Human Resources, Affirmative Action/Equal Opportunity officer, Workforce Diversity, Director of Human Rights, Access and Inclusion. For additional information email eo-aareview hrai@uidaho.edu call (208) 885-4285. [add. 7-09, ed. 7-10]

D. DEMOTION.

D-1. Reasons for Demotion. An employee may be demoted, subject to the approval of the unit administrator in consultation with the executive director for human resources, senior HR officer, Human Resources executive, or designee. The unit administrator may recommend the demotion of an employee for any of the following reasons: [ed. 7-02, ren. & ed. 7-09]

a. The reallocation or reclassification of a class or position to a lower pay grade.

b. The restructuring of a position or unit.

c. The elimination of the employee's position because of lack of work or lack of funds.

d. Expiration of a temporary promotional assignment. [add. 7-03]

e. The failure of the employee to complete successfully the probationary requirements of a higher position.

f. Disciplinary action for causes stated in FSH 3930 C-1 but not of a degree of severity that would sufficiently severe to warrant suspension or dismissal. [rev. 7-02]

D-23. Procedure. The unit administrator, supervisor shall submit their recommendation that an employee be demoted to the dean or equivalent administrator to Human Resources. Following consultation with HR, Concurrently, the unit administrator shall give written notice for demotion to the employee and to the executive director for human resources, senior HR officer, Human Resources executive, or designee. An employee with certified status must be given notice of demotion at least 15 calendar days before its effective date and must be given the reasons for the demotion. For circumstances where the demotion is not for disciplinary reasons, the provisions of FSH 3930 do not apply. [ed. 7-03, ren. & ed. 7-09]

D-34. Effect of Demotion on Salary. When an employee is demoted, his or her new salary is based on the market rate range and target salary of the new position reduced to a step in the lower pay grade as recommended by the unit administrator in consultation with the executive
E. TRANSFER.

E-1. **Voluntary Transfer.** An employee may voluntarily transfer from one unit to another in the exact same position title, classification, job duties and market rate range and pay grade.

E-2. **Voluntary Transfer Procedure.**

a. A transfer request can only be made by an employee who is beyond their initial or any performance probationary period, and cannot be requested if an employee has documented performance concerns within six months of the transfer request.

b. An employee who wishes to be transferred should notify their current supervisor and make a written request to the unit administrator and Employment Services. The employee must also provide a current resume and other requested materials through Employment Services before a transfer request will be considered.

c. A transfer is made without reduction in hourly wage unless such reduction is agreed to by the employee.

E-2. **Involuntary Transfer.** UI may transfer an employee involuntarily as long as there is no loss of compensation. The employee will be notified in writing by the unit administrator of an involuntary transfer.

E-3. An employee-requested transfer between units also requires the written approval of the unit administrators concerned, the employee involved, and the director of employment services.

E-4. A transfer is made without reduction in hourly wage unless such reduction is agreed to by the employee and the unit administrator.

E-35. **Effect of Transfer.** The transfer of an employee does not affect his or her prior earned credited state service. However, the transfer may affect the employee's leave accrual rate, which
is based on years of service, hours worked, and percentage of appointment. [rev. 7-02, 7-03, ren. 7-03, 7-09]

E.6. A transfer request can only be made by an employee who is beyond their initial or any performance probationary period, and cannot be requested if an employee has documented performance concerns within six months of the transfer request.

F. REPORTING.

F-1. Human Resources maintains records for new hires, promotions/demotions, transfers and terminations. This information-Affirmative Action data is reported annually in the University of Idaho’s Affirmative Action Plan, available by request at eo-aareview@uidaho.edu.
POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: [www.webs.uidaho.edu/uipolicy](http://www.webs.uidaho.edu/uipolicy))

<table>
<thead>
<tr>
<th>Faculty/Staff Handbook [FSH]</th>
<th>Addition</th>
<th>Revision*</th>
<th>Deletion*</th>
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<tr>
<td>Chapter &amp; Title:</td>
<td>APM 05.12 – Protecting Minors</td>
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</table>

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

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

Originator(s): Nancy Spink 2/19/21
(Please see FSH 1460 C)

Telephone & Email: 885-6177 nspink@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Reviewed by General Counsel X Yes No Name & Date: Jim Craig 2/26/21

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

Revision of policy to meet best practices from national experts, provide clear program guidance and training.

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

Fiscal impact would be limited to time spent training personnel. UI Risk has arranged for training at no cost to the units or individuals.

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

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

If not a minor amendment forward to: _____________________________

Track # ____________ Date Rec.: ____________

Posted: t-sheet ____________ h/c ____________

Register: ________________ (Office Use Only)

[Office Use Only]

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

FSH Appr. ____________ FC ____________ GFM ____________ Pres./Prov. ____________  [Office Use Only]
05.12 - Protecting Minors

Created/updated: TBD

Preamble: This policy adopts requirements to help ensure that the university meets its legal and ethical obligations to protect minors participating in university programs and visiting the university’s campuses.

A. Definitions
B. Policy
C. References – Idaho Child Protective Act

A. Definitions.

Definitions are included in the Protection of Minors Standards, on file at UI Risk.

A-1. Adult: A person aged 18 years or older.

A-2. Minor: A person under the age of 18 years.

A-3. Protection of Minors Standards: The document containing procedures, guidelines, and forms for implementation of this policy, on file at UI Risk. See C-1 herein.

A-4. Youth-Serving Program: Any program, activity, lab or research sponsored, controlled or funded by the University of Idaho that includes minors, except for official University courses not intended specifically for minors.

B. Policy.

B-1. All University of Idaho (“UI”) programs involving minors shall operate their programs in a safe and secure manner. UI has zero-tolerance for abuse. UI Youth-Serving Programs must implement the requirements of comply with the Protection of Minors Standards on file at UI Risk, which address in detail the following requirements:

a. Reporting of abuse, abandonment or neglect as mandated by the all incidents and concerns of Idaho Child Protective Act. Failure to report is a misdemeanor.

b. Registration of all Youth-Serving Programs.

c. Selection and screening of all adults involved in Youth-Serving Programs.

d. Required training for all adults involved in Youth-Serving Programs.

e. Adherence to the Required code of behavior standards for adults working in Youth-Serving Programs.

f. Contractors, Facility Use Agreements and Non UI Events. Adherence to protection of minors provisions in facilities use agreements.

Commented [WD(1)]: With a shortened policy, many of the previous definitions can be deleted, but terms used in this APM should be defined in it. The Standards, of course, can continue to define terms used in that document.

Commented [WD(2)]: This change made because Standards apply this requirement only to Authorized and Supervised adults.

Commented [WD(3)]: This change made because Standards apply this requirement only to Authorized and Supervised adults.
B-2. UI employees and students working in public or private schools shall follow the operational guidelines of the school.

Failure to report abuse to legal authorities is a misdemeanor.

B-3. Any exemption from compliance with this policy must be submitted requested in writing to, and approved by, the UI Risk Manager.

C. References. The State of Idaho Child Protective Act mandates reporting. For information, see

C-1. University of Idaho Protection of Minors Standards, on file at UI Risk.


Failure to report is a misdemeanor. This is a personal responsibility imposed on any person who fails to report.
POLICY COVER SHEET

For instructions on policy creation and change, please see https://sitecore.uidaho.edu/governance/policy.

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

Faculty Staff Handbook (FSH)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title:

Administrative Procedures Manual (APM)
☐ Addition ☒ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: 20.14 – General (Non-grant) Cost Transfers

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

Originator: Ron Town, University Controller

Policy Sponsor, if different from Originator: Linda Campos, AVP Finance

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

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
   To update and clarify the policy to the current practices as identified by internal audit.

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
   None, cost transfers are a correction to the posting of cost that have occurred. No additional cost associated to moving to correct funding.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
   45.07 - Cost Transfers on Sponsored Projects. No changes or impact. 45.07 clarifies additional information required for grant fund cost transfers.

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, 2021**
20.14 – General (Non-Grant) Cost Transfers
February 3, 2010March 8, 2021

Contents:

A. General
B. Significance of Cost Transfers
C. Procedures
CD. Contact Information

A. General. It is the responsibility of management to ensure that expenses are posted to the correct FOAPAL (Fund, Organization, Account, Program, Activity, Location) when the cost originally occurs. Cost transfers are necessary to correct an error, but fiscal units should implement internal controls (e.g., interoffice communications, training, supervisor review) to prevent errors and the frequent use of cost transfers correcting entries and should be avoided. When an expense is incorrectly posted, a cost transfer is required to move the expense to the correct FOAPAL. If multiple cost transfers per year are occurring, actions must be taken to correct the underlying issue(s). If assistance is needed please contact General Accounting at gnrlacctg@uidaho.edu.

B. Significance of Cost Transfers. Cost transfers are perhaps the most sensitive area in financial management. They are an indication that something unusual happened and that further investigation may be required. Cost transfers may not be used as a means to transfer income from one account to another.

C. Procedures. The following guidelines are provided to ensure cost transfers are appropriate and authorized.

CB-1. Proper Use of Cost Transfers. Cost transfers are to be used to correct an error. The only valid reason to use a cost transfer is to correct an error. Invalid uses of cost transfers include but are not limited to:
- Clearing budget deficits by moving expenses
- Effecting a transfer of funds
- Spending down remaining balances
- Incurring charges against a fund with the intent of later cost transfers to move to the correct fund

B-2. Cost Transfer Entry. All non-payroll cost transfers are entered in the Banner Journal Voucher form. Specific field requirements are:
- Journal Type – CT
- Document Reference – Document code of the document posted in error
- Document Text
  - Cost Transfer document - A full explanation of the conditions that require the cost transfer. Insufficient document text will result in a dis-approved document with a request for additional text. Additional text requirements are:
    - Date of original transaction
    - Name

B-3. **Timely Corrections.** In no case will a cost transfer be authorized after the close of the fiscal year. The University of Idaho requires that a corrective cost transfer be completed within 90 days after the original incorrect transaction was posted to the account. In very limited circumstances, a cost transfer requested more than 90 days after the original transaction may be authorized if additional documentation, including an explanation of the internal control weakness that prevented a timely correction, is submitted with the request. The request must also identify the corrective action taken to prevent a recurrence. However, at the end of a budget or project period a shorter time to effect the correction will be required. Cost transfers substantially over 90 days after the original transaction date may require additional documentation. Cost transfers requested for a closed fiscal year will not be authorized.

C-2. **Proper Explanation Required.** Units must justify each cost transfer. The reason for the transfer must state in detail how the error occurred and why the transfer is necessary. See Paragraph B-1 for additional requirements if the transfer is entered more than 90 days after the month closed. Statements such as ‘to correct error’ or ‘clerical error’ are insufficient. Document numbers (JVs, IDs, TRs, etc.) must be referenced. Cross-referencing text (cost transfer number, date, explanation, and name of person entering cost transfer) must be added to the original document on which the error occurred.

C-34. **Payroll Cost Transfers.** For payroll cost transfers (non-K-accounts), refer to APM 55.02. For grants and contracts-related payroll cost transfers, refer to APM 45.07.

D.C. **Contact Information.** Questions about cost transfers should be referred to Business Systems and Accounting Services/General Accounting, (208) 885-2130, gnrlacctg@uidaho.edu. For grants- and contracts-related cost transfers, questions should be referred to the Office of Sponsored Programs, (208) 885-6689.
POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Chapter & Title: ________________________________________________

Administrative Procedures Manual (APM)
☐ Addition ☒ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Chapter & Title: ________________________________________________

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

Originator (see FSH 1460 C)  Kate Wray Chettri  12/19/2019
Name  Date
Telephone & Email:  208-885-8475  kwraychettri@uidaho.edu

Policy Sponsor, if different from Originator: Dean Kahler

Reviewed by General Counsel  ☒ Yes ☐ No  Name & Date: Jim Craig, 4/5/21

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

   Following conversations with Linda Campos, Controller, Risk Management, Export Control analysts, the Executive Director of International Programs, and full review of major changes by the US State Department’s system for international travel advisory levels, the international travel policy editing began to reflect updates, remove language around procedure, and clarify travel approval as it relates to Travel policy 70.05.

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

   Revisions have no fiscal impact but are related to fiscal implications of Travel policy 70.05

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

   Travel policy 70.05

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.

If not a minor amendment forward to: _______________________________
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(Office Use Only)
A. Definitions.

A-1. Authorized Third Party. Any person not a University faculty, staff, employee or student, who is authorized to travel for University business, programs or other purposes, including, without limitation, volunteers, contractors, alumni, community members, guests, or public officials.

A-2. Faculty/Staff-Led University International Travel (FSIT). University International Travel led by a UI employee involving UI undergraduate or graduate students, faculty, staff employees, authorized third parties, alumni, or the public. This FSIT may include but is not limited to travel for study, research, field work, service, internship, or volunteer work.

A-3. International Travel. Travel outside the 50 states of the U.S. Because travel to U.S. territories requires similar review in regard to risk, liability, and pre-departure assistance, for the purposes of this policy it is included in the definition of international travel.

A-4. Non-University International Travel. Travel outside the United States International travel that is 1) not related to University business, programs, or other purposes; 2) not within the course and scope of University employment or responsibilities of a faculty or staff member or Authorized Third Party; or 23) not approved pursuant to the procedure outlined in B-1. for which the University assumes no control or responsibility, and provides no credit or funding. Individuals are not entitled to any international travel-related benefits during Non-University Travel. The following are some examples of Non-University International Travel: Examples include personal travel, such as spring break or vacation travel, and travel that is not approved by the University. For purposes of this definition, travel to United States territories and associated states is considered “travel outside the United States.”

A-5. University International Travel. Travel outside the United States International travel that: 1) is related to University business, programs, or other purposes, or that is within the course and scope of University employment or responsibilities of a faculty or staff member or Authorized Third Party, and 2) meets the conditions of and has been reviewed and approved consistent with the requirements set forth in this procedure. For purposes of this definition, travel to United States territories and associated states is considered “travel outside the United States.”

A-6. Travel Warning Advisory. Issued by the U.S. Department of State, Travel Advisories are issued on a 4-point scale of increasing concern and describe the risks of travel to each country in the world. Advisory Levels are as follows: Level 1: Exercise normal precautions; Level 2: Exercise increased caution; Level 3: Reconsider travel; Level 4: Do not travel. An advisory level of 3 or 4 imply reconsideration of travel and/or do not travel recommendations as they indicate is also issued when the U.S. government’s ability to assist American citizens is constrained, due to the closure of an embassy or consulate or because of a drawdown of its staff. A current list of countries with a U.S. Department of State Travel Warning can be found through the International Programs website. The travel advisory and explanation of the advisory level assigned for each country of the world can be found at Further
information on the Travel Advisory system and current Travel Advisories can be found at: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html.

A-76. University International Emergency Management Team ("UIEMT"). An ad hoc group committee consisting of University administrators who support and assist faculty, staff employees and students who are participating in University travel or are otherwise on University business abroad to address emergencies, such as outbreaks of violence, political unrest, or medical emergencies. The UIEMT also considers requests for exceptions to this policy prior to international travel. The UIEMT is composed of the Director of the International Programs Office, the Study Abroad Director, the Vice Provost for Student Affairs or representative, Office of Risk Management (Risk) representative(s), Legal Counsel (as needed), and other faculty/administrators as needed.

Note: Other University support services are available to support travelers when they return or to support the UIEMT, as necessary. These services include but are not limited to the Counseling and Testing Center, Student Health, and the Student Health Insurance Program.

B. International Travel Procedure for Approval, Reimbursement and University Travel Support.

B-1. Faculty/Staff Employee International Travel. In keeping with its commitment to compliance with federal law and to the safety of its employees and students, the University of Idaho will not authorize international travel by faculty, staff employees, authorized third parties, or students on behalf of or under the auspices of the University, only when the following has occurred at least 30 days prior to travel, unless permission for a shorter timeframe is explicitly granted by IPO, unless that travel has been reviewed and approved consistent with the procedures set forth herein and procedures supplemented by this section, including the University Administrative Procedures Manual ("APM") Section 45.19, U.S. Export Controls; APM Chapter 70, Travel Management; and APM Chapter 05, Risk Management.

a. Advance Approval in advance through the use of a travel authorization (see APM 70.05); and

b. Registration of travel with the International Programs Office ("IPO") through its online international travel registration system available at: https://uidaho-sa.terradotta.com/index.cfm?FuseAction=Abroad.Home, which shall include

Re Approval in advance through the use of a travel authorization (see APM 70.05); Reviewed for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, the Office of Research and Economic Development ("ORED")-(initiated within the international travel registry; APM 45.19).

Travel by employees to a country or region with a Level 3 Advisory is permitted, but discouraged, especially if alternative venues for projects and research are available. Travel by employees to a country or region with a Level 4 Advisory is highly discouraged. Employees are required to register their travel with IPO prior to departure.
Any international travel undertaken without prior review and approval required shall be considered Non-University International Travel, except under extraordinary circumstances, and will not be paid for or reimbursed by the University, including but not limited to charging of costs associated with Non-University International Travel to research grants or contracts. This exception shall not apply to travel to OFAC-sanctioned countries undertaken without such prior review and approval shall always be considered Non-University International Travel, and will not be paid for or reimbursed to the traveler by the University, including but not limited to charging of costs associated with Non-University International Travel to research grants and contracts. In addition, any traveler on Non-University International Travel will not be eligible for the University's coverage and insurance policies while travelling, and damages and the defense of any legal matters arising from the travel will be solely the individual's responsibility. While abroad on Non-University International Travel, University faculty, staff, authorized third parties or students on Non-University International Travel shall not represent that they are acting on behalf of or with the authorization of the University of Idaho. Nor shall University faculty, staff, authorized third parties, or students take University equipment or resources on Non-University International Travel. University-imposed sanctions may apply for non-compliance with this policy.

a.—In order for international travel by University faculty, staff, or authorized third parties to be considered University International Travel, such travel must, prior to departure, be:
   (i) Registered with the International Programs Office ("IPO") through its online international travel registration system available at: http://www.uidaho.edu/international/ui-faculty-staff-opportunities/international-travel/international-travel-registration;
   (ii) Reviewed by IPO and Risk for insurance or waivers that may be required under University policy and/or by UIEMT for travel to Travel Warning countries (see Section B-4, below.)
   (iii) Approved in advance through the use of a travel authorization (see APM 70.05);
   (iv) Reviewed for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, Office of Research and Economic Development ("ORED") (see Section B-3 below; APM 45.19).

To ensure adequate time for any review or approval required under Section B-1(a), all required information and materials should be submitted not later than thirty (30) days prior to departure. Responsible units may be unable to timely complete the necessary reviews and approvals when information or materials is supplied less than thirty (30) days prior to departure; the University does not, in these circumstances, guarantee completion of such approvals or reviews.

Responsible units receiving timely submitted materials for review under Section B-1(a) should complete review and/or provide approval or should communicate the reason for the denial or delay within twenty-one (21) days from receipt of the materials.

B-2. Faculty /Staff-Led International Travel—International Travel with Students. /LIT.

Faculty and/or staff Employees leading students abroad must submit a proposal and be approved for such travel through IPO’s online international travel system by the specified deadlines: https://www.uidaho.edu/academics/ipo/study-abroad/information-for-faculty-advisors

b.—In order for faculty and/or staff-led international travel to be considered FSIT (see definition in A-2 above), such travel must be:
Approved by IPO by the deadlines listed below. Faculty/Staff leaders can submit a proposal for such travel through its online international travel system available at: http://www.uidaho.edu/international/ui-faculty-staff-opportunities/taking-students-abroad.

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<td>Spring, Spring Break,</td>
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Reviewed by IPO and Risk for insurance or waivers that may be required under University policy and/or by UIEMT for travel to Travel Warning countries (see APM 05.05 and Section B-4 below.)

Reviewed by IPO for adherence to University policies regarding risk management, FSIT program budget, student fee creation, and contracts.

Approved in advance through the use of a travel authorization (see APM 70.05);

Reviewed for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, ORED (see Section B-3 below; APM 45.19).

B-3. Student International Travel

International Travel by University students.

In keeping with its commitment to compliance with federal law and to the safety of its employees and students, the University will authorize international travel by faculty, staff, authorized third parties, or students on behalf of or under the auspices of the University only when the following has occurred by the deadlines required in the specific circumstances, but at least 30 days prior to travel, unless permission for a shorter timeframe is explicitly granted by IPO: 30 days prior to travel:

- a. Advance approval through the use of a travel authorization, if applicable (see APM 70.05);

- b. Registration of travel with the International Programs Office (“IPO”) through its online international travel registration system available at: https://www.uidaho.edu/academics/ipo/study-abroad, which shall include:

- c. Review for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, Office of Research and Economic Development (“ORED”), initiated within the international travel registration system; APM 45.19.

International Travel must be approved by IPO by the deadlines specified in the online application system: https://www.uidaho.edu/academics/ipo/study-abroad/students. Travel by students to a country or region with a Level 3 Advisory warrants further review and approval. If there is a compelling academic or other reason why a student must travel to a country or region with a Level 3 Advisory, the student must petition the UIEMT for approval by contacting abroad@uidaho.edu. Travel by students to a country or region with a Level 4 Advisory in place is prohibited.

- c. In order for international travel by University students to be considered University International Travel, such travel must be:
Approved by IPO by the deadlines listed below. Students can apply through its online international travel system available at: http://www.uidaho.edu/international/study-abroad/steps-to-studying-abroad/step-2-apply.

Term Abroad — Deadline

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<td>Fall</td>
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<td>Fall Break</td>
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<td>Academic Year</td>
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<td>Winter Intersession</td>
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<td>Spring</td>
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<td>Non-Study Abroad Travel</td>
<td>30 Days Prior to Departure</td>
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</table>

(ii) Reviewed by IPO and Risk for insurance or waivers that may be required under University policy and/or by UIEMT for travel to Travel Warning countries (see APM 05.05 and Section B-4 below).

(iii) Reviewed for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, ORED (see Section B-3 below; APM 45.19).

Failure by a student to receive review and/or approval required under Section B-1 (c) may result in the student (i) not receiving academic credit, (ii) not being eligible to receive any financial aid, and/or (iii) having to reimburse the University for any University monies disbursed.

Timely registration and submission of required information for review under Section B-1 (a), (b) or (c) does not guarantee that the University can approve travel by the anticipated travel date (see e.g. Section B-2 below).

Any international travel undertaken without prior review and approval required under Section B-1 shall be considered Non-University International Travel, except under extraordinary circumstances, and will not be paid for or reimbursed by the University, including but not limited to charging of costs associated with Non-University International Travel to research grants or contracts. However, even under extraordinary circumstances, travel to OFAC-sanctioned countries undertaken without such prior review and approval shall always be considered, without exception, Non-University International Travel, and will not be paid for or reimbursed to the traveler by the University, including but not limited to charging of costs associated with Non-University International Travel to research grants and contracts. In addition, any traveler on Non-University International Travel will not be eligible for coverage under the University’s insurance policy while travelling, and the defense of any legal matters arising from the travel will be solely the individual’s responsibility. While abroad on Non-University International Travel, University faculty, staff, authorized third parties or students on Non-University International Travel shall not represent that they are acting on behalf of or with the authorization of the University of Idaho. Nor shall University faculty, staff, authorized third parties, or students take University equipment or resources on Non-University International Travel. University-imposed sanctions may apply for non-compliance with this policy.

B-2. Export Control and Trade Sanctions Review. The University, and University faculty, staff, authorized third parties, and students traveling abroad, must consider the effect of U.S. export
control and trade sanction and embargo laws and regulations on any proposed international travel to ensure that the University and the traveler(s) are in compliance with U.S. law. Violation of these complex laws and regulations can result in severe criminal and civil penalties to both the individual traveler and the University. University faculty, staff, authorized third parties, or students traveling abroad may become “exporters” through taking controlled technology or other controlled information (including, for example, information in papers or stored on laptop computers to a foreign country and/or disclosing such information to non-U.S. persons or through taking or shipping controlled tangible items (including, for example, laptops, sensors, test instrumentation, biological materials or other similar tangible goods) to a foreign country or non-U.S. person. Similarly, University personnel and students may engage in regulated transactions through engaging in financial transactions with, or providing goods or services to, countries or designated nationals of countries subject to trade sanctions or embargoes. In the case of Cuba, travel to the country itself is regulated and cannot be undertaken without appropriate federal authorization.

The University of Idaho’s export control analyst in the Office of Research and Economic Development will assist personnel in determining the applicability of export control and trade sanction and embargo regulations and obtaining any necessary licenses: (208) 885-6651 or ored-export@uidaho.edu. Should the analyst determine that a license is required, please note that it may take several months to receive a federal license determination, and, if granted, a license. It may take seven or more months for a license determination involving nations with OFAC-enforced sanctions. University personnel requesting travel must plan accordingly. Please see the University website for information about OFAC and other export regulations: http://www.uidaho.edu/research/export-control. For information regarding OFAC sanctions program countries, please see http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx.

B-3. Role of the International Programs Office in University International Travel. IPO provides reasonable services to assist in University International Travel, including, but not limited to, securing necessary insurance coverage for students, advising regarding insurance coverage for staff, faculty, and affiliate participants, providing and collecting necessary University waivers, student disciplinary and medical histories, and the monitoring of government and international sources for the latest information affecting the safety and security of regions where the travel is to take place. IPO also facilitates communications and acts as liaison between the University and all foreign centers and affiliated foreign universities. IPO services include:

a. Student Travel. Programmatic, pre-departure, and risk management oversight.

b. Faculty/Staff University International Travel without Students or Others. Traveler tracking and travel insurance advisement responsibilities.

c. Faculty/Staff-Led University International Travel (FSIT) with Students or Others. Programmatic, pre-departure, risk management, contract consultation and support, budget and program fee oversight, travel authorizations, student fee assessment, and payment of overseas vendors.

d. Program safety and security. IPO is responsible for monitoring alerts and warnings regarding the regions in which University-approved student or FSIT is taking place.

(i) Students, authorized third parties, staff, and faculty participants will be notified prior to departure of any known issues, alerts, or warnings which may affect their destination. If the
travelers have already departed, the University will use reasonable measures to communicate any known necessary and relevant travel alerts/warnings to program participants.

(ii) Severe security and safety concerns may result in the non-approval of travel, the suspension of international travel and withdrawal of all travelers from the region, and/or the amendment of the program curriculum (if applicable), with assistance provided by IPO, Risk, and other departments as necessary (see Section B-4 below).

e. IPO Fees. IPO will charge a per-participant application fee and depending on the program, a registration/programming fee for their services. Payment of these fees is required before the travel will be approved.

B-4. University International Travel to Travel Warning Countries or Region with Level 3 or 4 Advisory. Travel to a country or region with a Level 3 or 4 Advisory is generally prohibited. Requests for exemptions from this prohibition may be made to the UIEMT by contacting abroad@.uidaho.edu.

The University strongly discourages all travel to Travel Warning countries or regions where the Department of State has issued a Level 3 Advisory level when viable alternatives are available.

The University does not support travel to a country or region with a Level 4 Advisory level.

If a Travel Warning goes into effect during University travel, the U.S. Embassy/Consulate in that region must be contacted immediately and any guidance provided regarding immediate departure must be followed.

a. Student Travel. University International Travel by students to a country with a Level 4 Advisory in place is prohibited. A country with a Level 3 Advisory warrants further review and approval. If there is a compelling academic or other reason why a student must travel to a country/region with a Level 3 Advisory, the student must petition the UIEMT for approval by contacting abroad@uidaho.edu.

University International Travel by students to University affiliated universities or programs where a Travel Warning is in place is prohibited, especially if alternative venues for projects and research are available. If there is a compelling academic or other reason why a student must travel to a Travel Warning country, the student can petition the UIEMT for approval to travel there. If the student receives approval from the UIEMT to travel to a Travel Warning country, the student should closely monitor the situation to determine if he/she should continue as planned, while keeping his/her safety foremost in mind. If permission is denied by the UIEMT and the student decides to travel to the Travel Warning country anyway, this travel will be considered Non-University International Travel and the student will not be eligible to receive academic credit, funding, or other kinds of support from the University.

If a Travel Warning goes into effect during a University study/research program, the U.S. Embassy/Consulate in that region and IPO must be contacted immediately and any guidance provided regarding immediate departure must be followed. If a student chooses to remain in the country despite the guidance provided regarding immediate departure, the student’s travel will be converted to Non-University International.
Travel. The student’s registration at the UI will be cancelled and any financial aid or other payments for said program will be recalled in accordance with federal financial aid regulations.

— Students who express the intent to travel to or remain in regions subject to Travel Warnings must sign a separate University Acknowledgement of Risk and Waiver of Liability form, recognizing such voluntary intent to travel to/remain in the region against the University’s advice and releasing the University from any additional liability or return arrangements. This release will be kept on file with IPO.

— University units are prohibited from financially supporting student travel to Travel Warning countries through travel grants or any other means, except in the case that the travel has been preapproved by UIEMT. Every unit should discourage any travel to Travel Warning countries.

b. Employee Travel. Travel by employees to a country or region with a Level 3 Advisory is permitted, but discouraged, especially if alternative venues for projects and research are available. Travel by employees to countries with a Level 4 Advisory is highly discouraged. Faculty/staff members are required to register their travel with IPO prior to departure.

— The traveler’s unit must consult with IPO and Risk prior to departure to a Travel Warning country to ensure appropriate insurance coverage for medical evacuation, security evacuation, and repatriation, the cost of which the units of the employee traveling must bear.

c. Faculty/Staff-Led International University Travel. Faculty/Staff-Led travel with students or others to Travel Warning countries/regions with a Level 3 or 4 advisory is prohibited.

C. Contact Information. Problems or questions concerning these requirements for international travel can be addressed to:

Study Abroad
— Email: abroad@uidaho.edu
— Phone: (208) 885-7870
— Fax: (208) 885-2859

Export Controls Analyst
Email: ored-export@uidaho.edu
Phone: (208) 885-6651

D. Forms and Examples.

D-1. Faculty/Staff/Affiliate Travel Registration
http://www.uidaho.edu/international/ui-faculty-staff-opportunities/international-travel/international-travel-registration
D-2. Faculty-Staff-Led International Travel Proposal Form and Guidelines –
http://www.uidaho.edu/international/ui-faculty-staff-opportunities/taking-students-abroad

D-3. Student Process for University International Travel
http://www.uidaho.edu/international/study-abroad/steps-to-studying-abroad/step-2-apply

B-5. Non-University International Travel. International travel without prior approval shall be considered Non-University International Travel, and will not be paid for or reimbursed by the University, including charging of costs to research grants or contracts; exceptions may be made in extraordinary circumstances, but never for travel to OFAC-sanctioned countries undertaken without prior approval. In addition, any traveler on Non-University International Travel will not be eligible for the University’s coverage and insurance policies while traveling, and damages and the defense of any legal matters arising from the travel will be solely the traveler’s responsibility. No traveler on Non-University International Travel shall represent that they are acting on behalf of or with the authorization of the University of Idaho. No traveler shall take University equipment or resources on Non-University International Travel. Sanctions may apply for noncompliance with this policy.

Further details and assistance related to this policy are available from the International Programs Office: abroad@uidaho.edu
Statement of Faculty Values

The Faculty Senate of the University of Idaho continues to reflect on the January 6, 2021 insurrection at the Capitol and condemns in the strongest terms and any form of violence and terrorism.

As scholars and researchers, we have dedicated our careers to discovery and reasoning. We believe in science and in seeking knowledge by weighing appropriate evidence and rejecting intentional misinformation.

As citizens and educators who serve the university’s land-grant mission, we prepare students to be thoughtful, civic-minded participants in our local, state, and national communities. We are committed to democracy and due process, and to civil discourse and respectful communication.

To support these goals, we encourage all faculty, when appropriate, to directly address the issues and challenges facing our world, including misinformation, radicalism, racism, bigotry, and violence. We call for a collective commitment to shine light on the root causes of polarization and extremism. Whether by analyzing our histories and culture, or cultivating information literacy, or teaching responsible communication skills, faculty must continue to provide a transformative and ethical education for the next generation of leaders.
To: University of Idaho Faculty Senate

From: University of Idaho Staff Compensation Committee

Date: February 11, 2021

Re: FY22 Staff CEC Allocation Recommendations

In preparation for the February 16 Faculty Senate Meeting, please find the attached draft memo regarding our committee’s recommendations for the allocation of Change in Employee (CEC) funds for Fiscal Year 2022. It was reviewed and endorsed by Staff council on Wednesday, February 10.

We look forward to discussing our recommendations, and we will be asking the Senate to endorse the attached memo moving forward to President Green.
To: Staff Council, Faculty Senate and University Administration

From: University of Idaho Staff Compensation Committee

Date: February 5, 2021

Re: FY22 Staff CEC Allocation Recommendations

FSH Policy 1640.81 provides for the Staff Compensation Committee to be strategically involved in the annual Change in Employee Compensation (CEC) process and to advise and provide reports to the administration, Staff Council, and Faculty Senate.

As we seek to fulfill our responsibility, we are providing this recommendation for the FY22 CEC and ask for your endorsement to the President.

Based on the Governor’s proposed budget and discussions to date, the University of Idaho anticipates receiving a 2% CEC allocation to our General Education (GenEd) base budget for FY22. In addition, the university received a 2% CEC GenEd allocation for FY21 that was not utilized per direction provided by the state. However, because approximately half of our GenEd personnel cost is supported through tuition funding versus state allocated funds and the university has not increased tuition, what appears to be a 4% pool of funds is more accurately represented as slightly more than a 2% pool of available funds. As a committee, we have based our analysis and recommendations for implementation through utilization of both FY21 and FY22 CEC allocations.

Our recommendation for use of these funds is as follows based on current Budget Office distribution estimates:

- Although we receive some state funding for graduate student appointments (primarily TAs), it has been static for many years. It has been proposed that
a portion of the CEC funds be allocated to GenEd-funded graduate student appointments. Attracting and retaining the best and brightest graduate students is paramount to reaching our goal of Carnegie Highest Research (RI) status; we endorse using a proportional amount of CEC funds to advance graduate student competitiveness (est. $130,339).

• When faculty successfully achieve tenure and/or advance in rank (P&T) they receive an increase in salary aside from any other university equity or merit adjustments. These increases have not been funded by the state in recent years and, out of budget necessity, administration has looked to CEC funds as the source for P&T increases. Staff recognize and support the use of CEC funds this year to celebrate these milestone achievements. (est. $264,716)

• However, we request support for a proportional amount of funding to be dedicated to improving staff salary equity. Although significant progress was made from FY18 to FY20 to bring staff salaries up to their calculated target in our market-based compensation system, there is still significant progress to be made. There are currently 67 staff below 80% of their calculated target and 189 below 85%. (See Figure 1.a.) Using FY21 rates, as of mid-January, staff averaged 94.02% of their calculated target salaries and faculty averaged 97.799%. When FY22 data is available next month, we expect both faculty and staff percentages of target to drop.

At the start of FY20, a portion of the allocated CEC funding was used to bring staff up to 85% of their calculated target salaries. While market rates and target salaries continue to increase, salaries have not. Both staff and faculty are losing ground made in past years and, on average, staff are lagging farther behind target than faculty. Although the requested funding will not return us to the university-wide progress of 85% of target that was achieved in FY20, it would help close some of the growing gap. This recommended allocation provides funding to bring staff farthest behind up to 83.5% of target. (See Figure 1.b.) (est. $253,114)

After the three above investments, an estimated $2,160,931 in CEC funding remains. We recommend proportionally allocating the remaining funds based on percentage of total GenEd salaries by employee type; 51% to Faculty and 49% to Staff.

• We recognize the committee’s position is not to advise on faculty compensation practice and therefore, we support an allocation model based on Faculty Senate and Provost’s Office recommendations (est. $1,104,674).

• For staff, we recommend Across the board (ATB) salary increases based on a percentage of target – 2020 was an extremely difficult year and staff have gone to extraordinary lengths to maintain business operations and support
our students. We would like to see everyone receive a portion of the CEC funding. We support an ATB approach and, for equity within the staff compensation system, we strongly recommend that the allocation be based on target salaries versus current salaries. (See Figure 2.)

If ATB allocations are made based on salary, the farther behind target an employee is, the farther disadvantaged they will be when their increase is calculated on their already lower-than-target salary. (est. $1,056,257)

Although, as a committee, we discussed and considered an investment in merit-based increases for staff, we remain extremely concerned about institution-wide equity. Our conclusion was that, because everyone will receive an increase through an ATB distribution, we prioritized dedicating funds to raising salaries for those farthest behind their target salaries over merit to regain some of the ground lost the last two years.

University of Idaho staff continue to be supportive of our market-based compensation system and use of target salaries as a way of defining and maintaining equity. The system was implemented in December 2017 and we appreciate the university investment in FY18 through FY20. We fully appreciate the challenges the last few years have had in terms of maintaining and advancing employee compensation: a budget correction, state holdbacks, added expenses related to COVID, and a need to invest in growth initiatives. However, we urge Staff Council, Faculty Senate, and university administration to “stay the course” on our long-term goals to raise all employees’ salaries to their calculated target as a matter of institution-wide equity while working to identify funding and an allocation system for merit-based increases on top of equity for those who go above and beyond in service to the institution’s mission and goals.

Attached is early modeling of the two staff salary investments we recommend based on Mid-January staffing and FY21 market rates.
To enrich education through diversity the University of Idaho is an equal opportunity/affirmative action employer.

All data is based on current and calculated target salaries January 14, 2021.

To enrich education through diversity the University of Idaho is an equal opportunity/affirmative action employer.