University of Idaho

2022 – 2023 University Faculty Meeting Agenda

Meeting #3

Wednesday, May 3, 2023, at 3:00pm (PT) / 4:00pm (MT)
via Zoom

President Scott Green Presiding

I. Call to Order – President Green

II. In Memoriam – President Green Attach. #1

III. Meeting Logistics – Faculty Secretary Francesca Sammarruca

IV. Quorum – Faculty Secretary Francesca Sammarruca

V. Approval of Minutes (vote) – President Green Attach. #2

VI. Special Orders–Faculty Senate Chair Kelly Quinnett
   - Consent Agenda (vote)
     - Solidarity Statement Resolution Attach. #3
     - Sabbatical Leave Committee Recommendations Attach. #4
     - Fall 2022 Graduates Attach. #5
   - Proposed Changes/Additions to Faculty-Staff Handbook (vote)
     - FSH 1520 Constitution of the University Faculty Attach. #6
     - FSH 1565 Academic Ranks and Responsibilities Attach. #7
     - FSH 1640 Committee Directory Attach. #8
     - FSH 1640.90 Committee Directory -- UAAC Attach. #9
     - FSH 1640.87 University Teaching Committee Structure Attach. #10
     - FSH 6920 University Library Attach. #11
     - FSH 5600 Research Conflicts of Interest Attach. #12
     - FSH 3250 Flextime/Flexplace Attach. #13
     - FSH 5500 Laboratory Record-Keeping Guidelines Attach. #14
   - Proposed Non-Curricular Changes to the University Catalog (vote)
     - UCC 68 – Final Exam Schedules Attach. #15
     - UCC 80 – Four Digit Course Numbering Attach. #16
   - Communication of Other Policy Actions
     - Emergency Policy on Admission Criteria Attach. #17
- Administrative Procedures Manual (Informational Item – no vote) – Approved July 20, 2022
  - APM 30.12 Acceptable Use of Technology Resources Attach. #18
  - APM 30.16 Technology Hardware Lifecycle Management Attach. #19
  - APM 90.35 U of I Vandal Identification Cards Attach. #20

- Administrative Procedures Manual (Informational Item – no vote) – Approved February 16, 2023
  - APM 01.01 Office of General Counsel Attach. #21
  - APM 90.38 ID cards for Non-UI Affiliates Attach. #22
  - APM 65.02 Records Inventory, Retention and Disposition Attach. #23
  - APM 70.23 University International Travel Attach. #24
  - APM 90.40 Business Technology Incubator Attach. #25

- Administrative Procedures Manual (Informational Item – no vote) – Pending Approval
  - APM 65.06 University Electronic Hardware Lifecycle Management Attach. #26
  - APM 15.30 Capital Project Requests Attach. #27
  - APM 40.09 Lost and Found Services Attach. #28
  - APM 40.21 Building Services Attach. #29
  - APM 40.27 Campus Mail Services Attach. #30
  - APM 90.23 Campus Recreation Attach. #31
  - APM 90.25 Pitman Center Attach. #32
  - APM 90.26 Pitman Center Sound Production & Lighting Attach. #33
  - APM 90.51 Chem Store Services Attach. #34

VII. Announcements and Remarks – President Green

VIII. Adjournments – President Green
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department/Program</th>
<th>Month</th>
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<tbody>
<tr>
<td>Diane Armpriest</td>
<td>Faculty Emeritus</td>
<td>Art &amp; Architecture</td>
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<td>Mary Lee Curtis</td>
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<td>William H. Parks</td>
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<td>Larry G. Williams</td>
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<td>Biological &amp; Agricultural Engineering</td>
<td>December 2022</td>
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• President Green called the meeting to order at 3:03pm (PT).

• President Green read the names of those who died, as from information received by the Provost Office since the previous University Faculty Meeting. Faculty omitted will be recognized at the next University Faculty Meeting.

  Ralph Nielsen
  Professor Emeritus
  General Library
  September 2022

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

• Meeting Logistics – Faculty Secretary Sammarruca
  Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1.) and the meeting protocol.

• Quorum count: Faculty Secretary Sammarruca
  o 96 voting members of the faculty were required for a quorum. 160 eligible voters were counted and thus a quorum was present.

• Approval of minutes – President Green
  o Minutes of the 2022-2023 University Faculty Meeting #1 (September 19, 2022) – Attach. #2. Approved as distributed.

• Special Orders – Faculty Senate Chair Kelly Quinnett
  o Consent Agenda (voting items)
    ▪ From the Committee on Committees: University Committee Appointments – Attach. #3
    ▪ From Faculty Senate: Summer 2021-22 Graduates – Attach. #4
      There were no requests to remove items from the consent agenda for discussion and vote. Both consent agenda items were approved by unanimous consent.
  
  o Proposed Changes/Additions to Faculty-Staff Handbook (voting items)
    ▪ FSH 4990 Academic Regalia – Attach. #5
This policy does not meet FSH 1460 criteria for university-wide policy. It will be deleted from FSH and its content will be maintained on the Academic Regalia Section of the Registrar’s website.
Votes: 101/101 in favor. Motion passes.

- **FSH 3500 Promotion and Tenure – Attach. #6**

This proposed policy revision allows the formation of an additional University Promotion and Tenure Committee if, at the discretion of the provost, the number of dossiers to be considered exceeds the capacity of a single committee. This revision is also requested as an interim policy, to be effective immediately after approval, because committee assignments need to begin in Fall 2022.
Votes: 102/106 in favor; 4/106 against. Motion passes.

- **FSH 3710 Leave Policies for All Employees – Attach. #7**

Chair Quinnett provided a brief overview/history of the Paid Parental Leave (PPL) policy, followed by a detailed description of the plan by Vice President Brian Foisy. Brandi Terwilliger and Brian Foisy were tasked by President Green with developing a cost-neutral option. The survey that went out to all employees offered three options – 1. A plan modelled after ISU and BSU; 2. Make no changes; 3. A plan modelled after WSU. The outcome of the survey was overwhelmingly in favor of the last option. (Note: WSU doesn’t actually have a PPL policy – it uses the state program.) A bank of PPL has been established, from which approved board-appointed employees can take 432 hours to be used within the first 12 weeks from the birth, adoption, or foster placement of a child. 432 hours come from 90% of 40 hours per week for 12 weeks. This plan offers the employees greater flexibility. Some level of retroactive implementation is also possible, such as prorating the 432 hours down to a smaller number, if the birth/adoption/foster placement event happened during the month prior to implementation. Because the policy impacts classified staff, it must be approved by SBOE. If the proposal passes at today’s meeting, it will be on track for a January 1, 2023 implementation date.

Discussion:
A faculty requested clarification on the definitions in sections E-1b and E-2a,b of FSH 3710. Brandi Terwilliger clarified that PPL falls under FML, which allows 12 weeks of parenting leave within the first 12 months of the parenting event. However, the allowed compensation must be used within the first 12 weeks. After that, employees can use their accumulated sick leave compensation.

President Green recalled that the original goal was to find a cost-neutral solution. It became clear, though, that a cost-neutral plan would necessitate giving up or adjusting the short-term disability part. Brandi Terwilliger provided additional information: this option was considered but then discarded because it didn’t serve the best interest of the majority of the employees. The current solution is about $250k from being cost-neutral. The remaining PPL funds will be covered through their consolidated fringe rate calculations. To this end, his office is presently working with Linda Campos and other teams to revise consolidated fringe rates.

The discussion moved to the situation where both parents are U of I employees and whether both can take PPL. Brandi Terwilliger replied that, consistent with FML criteria, both parents can take leave but they must share the available 432 hours of PPL, in whichever manner they prefer. This is in line with federal guidelines. Also, there are options to go beyond 12 weeks in
special circumstances to be considered on a case-by-case basis. The policy acknowledges the university’s obligation to consider unique cases.

There was a question about the distribution of costs among units. If multiple faculty in one department are on leave, will funds be available to cover the instruction? Brian Foisy addressed the question: the consolidated fringe rate mechanics is based on the principle that everybody participates – if a unit has no employees taking PPL, that unit is still going to participate. Teaching replacement costs are included in the calculations.

A faculty inquired about FSH 3170 E-3, where the statement that “If both parents are employees of the university…each is entitled to take the same amount of parenting leave as allowed for a single employee…” has been deleted. Brandi Terwilliger confirmed the deletion of that enhanced benefit, to best align with WSU and follow federal guidelines.

Votes: 97/101 in favor; 4/101 against. Motion passes.
Chair Quinnett expressed deep gratitude to the PPL pioneers and to Brian Foisy and Brandy Terwilliger. This initiative adds value to our institution.

This concluded the Special Orders part of the meeting. APM items are informational only. Anyone who has questions or comments on those items should contact Faculty Senate Leadership, who will see that those questions are properly directed.

• **Announcement from Provost Lawrence**
  Winter commencement is on Saturday, December 10. There will be two ceremonies at the ICCU arena, one at 9:30 for CAA, CEHHS, College of Law, and CLASS; the other at 2:00 for CALS, COB, COE, CNR, and COS.

• **President’s Announcements and Remarks:**
  o The list of FAQs about the abortion law is published. Kent Nelson and OGC continue to research the law.
  o Enrollment: this is the largest class of first-year students ever! Overall, the enrollment is up by 3%. Over the last few years, the freshmen class has gone up by 30%. President Green thanked everyone for the hard work that made that possible. This year, 52% are first-generation students, compared to a typical 40%. It is crucial that we help these students engage and provide the support they need to achieve their goals.
  o David Talbot is the new University Ombuds. David brings to the position 25 years of experience in conflict resolution. He splits his time between Moscow and Boise.
  o We launched the “Unstoppable” phase of our Capital Campaign. All the weekend events were a great success. The $500 million campaign is committed to support student success, sustainable solutions, and a thriving Idaho. We have already raised $350M.
  o Our football team is playing Sacramento State this weekend. Let’s go and support our student athletes!
  o “*Cabaret*” opens tomorrow night, October 28. This is a unique production involving the theater arts, dancing, and music.
  o The Annual Veterans Appreciation dinner is on November 11 at the Pitman Center.
  o Women’s Center Gala is on December 2, at the 1912 Center.
  o The USDA just awarded $55 million to CALS to incentivize climate-smart agriculture. This is the largest grant ever in the history of U of I.
Discussion:
A faculty brought up the question of what “promoting abortion” means. Does that include sharing peer-reviewed research which demonstrates the benefits of reproductive freedom? Also, in reference to the September 23, 2022 “Guidance on Abortion Laws” memo from GC, what does “neutral” mean? The faculty also asked for clarification on criminal vs. civil charges for violation of the statute. General Counsel Kent Nelson said that the statute does not explain what “promoting abortion” means, therefore at this time it’s impossible to draw a clear line between what is and what is not protected by the First Amendment and Academic Freedom (which is embedded in the First Amendment). As for the language in the memo, it was meant to be an advice, not a mandate. In response to the third question: those who violate the law are subject to criminal charges. If the violation of a statute causes damages to an individual, they may pursue a civil suit for damages. As long as the employee’s actions remained within the scope of their employment, the university provides defense in the civil suit. The office of GC is receiving many questions, some already answered in the published FAQ document. General Counsel is working as fast as they can to address all questions. The FAQ document is a living document.

A faculty inquired about possible consequences of the statute on activities such as faculty searches and hiring, annual evaluation, promotion and tenure. General Counsel said the university is committed to make no changes, as far as possible. At this time, what amounts to promoting abortion is a huge grey area. Hopefully, the courts will provide some clarity.

President Green reiterated that impact on free speech is a big concern. The university will continue to support students, within the boundaries of the law.

The discussion moved to the new policy for computer purchasing. Some faculty reported long waiting times. President Green will look into this.

Back to the abortion law, a faculty thinks that the university should take a position and ensure that there are no limitations on our freedom to research what we choose, to study and report freely, and that there will be no penalties at P&T or otherwise. The Provost replied that the university will uphold its own and SBOE, including academic freedom. We are not the enforcers of state laws. There will be no issues with P&T, but we can’t protect faculty as individuals, or guarantee that someone will not go after them. We will stick to our policies, but don’t want to overpromise.

A faculty sees an analogy with potential restrictions on teaching critical race theory. Provost Lawrence reiterated that our policies are unchanged, but we cannot require anybody to affirm, assert, or agree with a position, which we never did anyways.

Chair Quinnett and President Green concluded with a message of empathy and compassion.

- Adjournments
  The agenda being completed, President Green adjourned the meeting at 4:25pm.

Respectfully Submitted

Francesca Sammarruca
Secretary of the University Faculty
Solidarity Statement

“We as members of Faculty Senate, who represent our university family, stand in compassionate solidarity with our grieving community over the losses of Ethan Chapin, Xana Kernodle, Kaylee Goncalves and Madison Mogen. We especially wish to acknowledge the families and friends of our beloved students. We stand in loyalty and support of our university community members who have suffered great harm because of the misinformation around these tragedies. As members of our Vandal Family, we will continue to navigate the repercussions of this senseless tragedy as the legal process unfolds and justice is served. We acknowledge the grieving process is unique to everyone impacted by these losses. From here on, it is ever more important that we lead with radical empathy and understanding for each other. We know we will heal together as a community and move forward together as Vandals, always.”
MEMORANDUM

TO: Kelly Quinnett, Chair, Faculty Senate
    Erin Chapman Vice Chair, Faculty Senate

FROM: Torrey Lawrence, Provost and Executive Vice President
       Diane Kelly-Riley, Vice Provost for Faculty

DATE: 12/21/2022

SUBJECT: Items for Faculty Senate

Please see the below table with the faculty members who were approved for a sabbatical in the 2023-2024 Academic Year.

<table>
<thead>
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<th>COLLEGE</th>
<th>DEPARTMENT</th>
<th>SABBATICAL TERM</th>
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<td>Amin Ahmadzadeh</td>
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<td>COS</td>
<td>Earth and Spatial Sciences</td>
<td>AY 2023-24</td>
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<td>James Connors</td>
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<td>Xiaoxue Du</td>
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<td>Biotechnology &amp; Plant Genomics</td>
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Reed    Savannah B.S.Pl.Sc.  Horticulture & Urban Agric
Ripa    Lucas     M.S.        Entomology
Rosales Eduardo  B.S.A.V.S.  Animal & Vet Sci-Productn Opt
Sells   Emma     B.S.A.V.S.  Animal & Vet Sci-Sc/Prevet Opt
Short   Samantha B.S.Ag.Econ. Apparel, Textiles, & Design
Smith   Tayla    B.S.        Science
Stewart Hailey  B.S.A.V.S.  Animal & Vet Sci-Sc/Prevet Opt
Stout   Brady    Academic Certificate  Ag Commodity Risk Mgmt
Tietz   Paul     M.S.        Soil & Land Resources
Tsai    Tsung-Yu M.S.        Animal Science
Viebrock Cecilia B.S.A.V.S.  Animal & Vet Sci-Productn Opt
Walker  Andrew  B.S.Pl.Sc.  Crop Science
Wing    Cheyanna B.S.Ag.L.S.  Ag Science, Comm, & Leadership
Yadav   Amit     Ph.D.  Animal Physiology
Zurcher Abigail B.S.Ag.L.S.  Ag Science, Comm, & Leadership

**College of Art & Architecture**

Chen     Zehao    B.A.     Art
Coad    Elisha   B.F.A.   Studio Art & Design
Cullison Sierra  B.S.Arch.  Architecture
Galicia  Selena  B.S.Arch.  Architecture
Rasmussen Joseph  B.S.Arch.  Architecture
Shakya   Anjan   M.Arch.  Architecture
Smith   Austin    B.I.A.D.  Interior Architecture & Design
Soriano  Mariah Alyzza  M.Arch.  Architecture
Ward    Parker   B.F.A.  Studio Art & Design
Yu      Xiang    M.L.A.  Landscape Architecture

**College of Business & Economics**

Alenazi  Othman   B.S.Bus.  Operations Management
Anderson Justin  B.S.Bus.  Bus Econ-General Opt
Anthony  Erika    B.S.Bus.  Finance
Ariritola Holly  B.S.Bus.  Accounting
Azzarita Michael  B.S.Bus.  Management Information Systems
Bader    Tavis    B.S.Bus.  Management Information Systems
Barenberg Cole    B.S.Bus.  Operations & Supply Chain Mgmt
Becker   Edward   B.S.Bus.  Operations Management
Boardman Kathryn  B.S.Bus.  Marketing-Gen Marketing Emph
Briner   Krista   B.S.Bus.  Accounting
Brynjstad Devin  B.S.Bus.  Marketing-Mrkt Analytics Emph
Busch   Matthew  B.S.Bus.  Operations Management
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Larsen Erika B.S.Ed. Elementary Education
Lauritzen Jason B.S.Ed. Elementary Education
LeTexier Trase M.S. Movement & Leisure Sciences
Lewis Joshua M.Ed. Curr & Instr-Teacher Cert Emph
Loy Morgan B.S.Ed. Elementary Education
Luce Noah Academic Certificate Cult Resp Pedag & Univrsl Dsgn
Mallet Ashlyn B.S.Ed. Secondary Education
Martin Michael B.S.Ed. Elementary Education
Mayo Kayla B.S.Ed. Elementary Education
McGreal Talia M.S. Adult/Org Learng & Leadership
Meyer Kelly M.Ed. Educational Leadership
Miller Kyle M.Ed. Educational Leadership
Miner Charles B.S.Rec. Rec, Sport, & Tourism Mgmt
Mundt Ashley B.S.Ed. Secondary Education
Nave Sarah M.Ed. Curr & Inst-Car & Tec Ed Emph
Nicholson Morgan M.S. Adult/Org Learng & Leadership
Osborne Richole M.Ed. Physical Education
Parkinson Nickolas B.S.Ed. Secondary Education
Perez Rocco B.S.E.S.H.S. Exer, Sprt, Hlth Sci-Pre-AT
Peterson Clara B.S.E.S.H.S. Exer, Sprt, Hlth Sci-Fit/Hl/HmPf
Pike Spencer B.S.E.S.H.S. Exer, Sprt, Hlth Sci-Pre-AT
Pinque Cori M.Ed. Educational Leadership
Pond Rachael B.S.Ed. Elementary Education
Quesnell Jordyn B.S.Ed. Elementary Education
Radford Blair B.S.Ed. Elementary Education
Rapp Mekaela M.A.T. Secondary Education
Ruchert Avery B.S.Ed. Elementary Education
Ruhl Jason B.S.Ed. Secondary Education
Salutregui Lyndsey B.S.Ed. Elementary Education
Scheibe Leo B.S.Rec. Rec, Sport, & Tourism Mgmt
Scholz Geraldine M.S. Adult/Org Learng & Leadership
Schumacher Kendra B.S.E.S.H.S. Exer, Sprt, Hlth Sci-Pre-PT
Sell Belinda M.A.T. Secondary Education
Stedman Vanessa Academic Certificate Human Resource Development
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Whitney Connor B.S.E.S.H.S. Exer, Sprt, Hlth Sci-PE Teach
Wilcox Toriana B.S.Ed. Secondary Education
Wilson Toriana B.S.Ed. Elementary Education
College of Engineering

Abbott Preston B.S.Tech. Industrial Technology
Adhikari Kiran M.S. Civil Engineering
Alazmi Suliman Academic Certificate Secure & Depend Computing Syst
Albulayhi Khalid Ph.D. Computer Science
Allehyani Mohammed Ph.D. Electrical Engineering
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Burger Christopher M.Engr. Electrical Engineering
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Collins Ethan B.S.M.E. Mechanical Engineering
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Cox Kendall M.Engr. Mechanical Engineering
DeSantis Anthony M.S. Mechanical Engineering
Diaz Nicolas M.S. Computer Science
Friedberg Jacob M.S. Computer Science
Furrow Zachary B.S.M.E. Mechanical Engineering
Garner Dahmen B.S.E.E. Electrical Engineering
Hanes Troy B.S.M.E. Mechanical Engineering
Heath Bradley Ph.D. Mechanical Engineering
Hill Brandon M.Engr. Mechanical Engineering
Hill Dawson B.S.C.S. Computer Science
Hill Taylor B.S.Tech. Industrial Technology
Johnson Brian B.S.C.E. Civil Engineering
Johnston Eric M.S. Electrical Engineering
Khan Muhammad Sulem M.Engr. Electrical Engineering
Kraft Carson M.Engr. Engineering Management
Lee Logan B.S.E.E. Electrical Engineering
Mack Timothy B.S.M.E. Mechanical Engineering
McDaniel Jared B.S.E.E. Electrical Engineering
McMurtry Benjamin B.S.C.E. Civil Engineering
McVickar Christopher B.S.C.S. Computer Science
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**College of Law**

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**College of Science**

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POLICY COVER SHEET
For instructions on policy creation and change, please see
https://www.uidaho.edu/governance/policy

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

Faculty Staff Handbook (FSH)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: FSH 1520 CONSTITUTION OF THE UNIVERSITY FACULTY

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ 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.”

Policy originator: Alistair Smith, FAC Chair

Policy sponsor, if different from originator: Diane Kelly-Riley, Vice Provost for Faculty

Reviewed by General Counsel: XYes ___No Name & Date: Kim Rytter, 2/27/23

Comprehensive review? ___Yes X No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.

   Article II, Section 1 revised to clarify that voting rights arise from faculty rank, so that non-
   faculty in administrative roles do not have voting rights; and to resolve conflict with FSH 1565
   regarding the terms on which visiting faculty and lecturers are granted voting rights.

2. Fiscal Impact: What fiscal impact, if any, will this change have?

   None.

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

   FSH 1565.

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first
   after final approval (see FSH 1460 H) unless otherwise specified.
PREAMBLE. The faculty of the University of Idaho, designated “university faculty,” as defined in article II, section 1, in acknowledgement of the responsibilities entrusted to it for the immediate government of the university by article IX, section 10, of the constitution of the state of Idaho, has adopted and declared this constitution to be the basic document under which to discharge its responsibilities.

ARTICLE I--GENERAL PROVISIONS.

Section 1. Regents. The regents are vested by article IX, section 10, of the constitution of the state of Idaho with all powers necessary or convenient to govern the university in all its aspects. The regents are the authority for actions of the university faculty, and policy actions taken by the university faculty are subject to review and approval by the president and by the regents.

Section 2. President. The president of the university is both a member of and the president of the university faculty and is also the president of the other faculties referred to in section 4, below, and in article II. The president is the representative of the regents, the institution’s chief executive officer, and the official leader and voice of the university.
Section 3. Faculty Senate. This senate is empowered to act for the university faculty in all matters pertaining to the immediate government of the university. The senate is responsible to and reports to the university faculty and, through the president, to the regents. The university faculty, president, and regents retain the authority to review policy actions taken by the senate.

Section 4. Constituent Faculties. The university faculty is composed of various constituent faculties, including the faculties of the several colleges and other units of the university. Faculty are entitled to speak or write freely on matters pertaining to university governance, programs and policies (see Article IV below and FSH 3160).

Clause A. College Faculties. The constituent faculty of each college or similar unit, meeting regularly and in accordance with bylaws adopted by a majority vote of the members of such faculty, is authorized to establish and to effect its own educational objectives, including matters of student admission and curriculum, and to participate in the selection of its own dean, other executive officers, and faculty members, subject only to the general rules and regulations of the university faculty and the authority of the president and the regents.

Clause B. Faculties of Subdivisions. If there are schools, intracollege divisions, departments, or separate disciplines within a college or similar unit, the constituent faculty of each such subdivision participates in decisions concerning its educational objectives, including matters of student admission and curriculum, the selection of its executive officers, and its faculty appointments, subject only to the general rules and regulations of the college faculty and the university faculty and the authority of the president and the regents.

Clause C. Interim Government. The Faculty Senate will provide for the establishment of bylaws for any college or similar unit that has not adopted its own bylaws.

Clause D. Matters of Mutual Concern. The Faculty Senate has the responsibility for resolving academic matters that concern more than one college or similar unit.

ARTICLE II--FACULTY CLASSIFICATIONS.

Section 1. University Faculty. The university faculty comprises the president, provost, vice presidents, deans, and all faculty in the following ranks, including those serving in administrative positions: professors, associate professors, assistant professors, senior instructors, instructors (including those professors, associate professors, assistant professors, senior instructors, and instructors whose titles have distinguished, research, extension, clinical or visiting-designations, -e.g., “assistant research professor” and “assistant clinical professor”)-, and visiting faculty on full-time appointment who have completed at least two consecutive semesters; and lecturers currently on at least half-time appointment who have served completed at least four two semesters, whether consecutive or not, on more than half-time appointment within the preceding three years [see 1565 G-1]. See FSH 1565 for definitions of faculty ranks. Those who qualify under this section have the privilege of participation with vote in meetings of the university faculty and the appropriate constituent faculties.

Section 2. Emeriti. Faculty members emeriti have the privilege of participation without vote in meetings of the university faculty and the appropriate constituent and associated faculties. Also, they may be appointed to serve with vote on UI committees. [See also 1565 E.]

Section 3. Associated Faculties.

Clause A. The adjunct faculty [see 1565 F-1] and the affiliate faculty [see 1565 F-2] are associated faculties. Other associated faculties may be established as needed with the approval of the university faculty, president, and regents.

Clause B. Members of the adjunct faculty have the privilege of participation without vote in meetings of the university faculty. Members of the affiliate faculty may participate with vote in meetings of the university faculty if they have status as university faculty in their home unit. Both adjunct and affiliate faculty members have the privilege of participating in meetings of their respective constituencies of the university faculty, and may participate with vote if the bylaws of their constituent faculty so provide; however, if authorized to vote,
they are not counted among the full-time-equivalent faculty members when determining the basis for the constituent faculty’s representation on the Faculty Senate.

Section 4. General Faculty. “General faculty” is a collective description for the combined faculties referred to in sections 1, 2, and 3, above.

ARTICLE III—FACULTY MEETINGS. Meetings of the university faculty may be called at any time, with due notice, by the president. Procedure for meetings of the university faculty is governed by FSH 1540 Standing Rules of the University Faculty.

ARTICLE IV—RESPONSIBILITIES OF THE UNIVERSITY FACULTY. Subject to the authority of the president and the general supervision and ultimate authority of the regents, the university faculty accepts its responsibilities for the immediate government of the university, including, but not restricted to:

Section 1. Standards for Admission. The university faculty establishes minimum standards for admission to the university. Supplementary standards for admission to individual colleges or other units of the university that are recommended by the appropriate constituent faculties are subject to approval by the university faculty.

Section 2. Academic Standards. The university faculty establishes minimum academic standards to be maintained by all students in the university. Supplementary academic standards to be maintained by students in individual colleges or other units of the university that are recommended by the appropriate constituent faculties are subject to approval by the university faculty. [See I-4-D.]

Section 3. Courses, Curricula, Graduation Requirements, and Degrees. Courses of instruction, curricula, and degrees to be offered in, and the requirements for graduation from, the individual colleges or other units of the university, as recommended by the appropriate constituent faculties, are subject to approval by the university faculty. [See I-4-D.]

Section 4. Scholarships, Honors, Awards, and Financial Aid. The university faculty recommends general principles in accordance with which privileges such as scholarships, honors, awards, and financial aid are accepted and allocated. The university faculty may review the standards recommended by the individual constituent faculties for the acceptance and allocation of such privileges at the college or departmental levels.

Section 5. Conduct of Students. The faculty’s responsibility for approving student disciplinary regulations and the rights guaranteed to students during disciplinary hearings and proceedings are as provided in the “Statement of Student Rights,” the “Student Code of Conduct,” and the “University Disciplinary Process for Alleged Violations of Student Code of Conduct.” [See 2200, 2300, and 2400.]

Section 6. Student Participation. The university faculty provides an opportunity for students of the university to be heard in all matters pertaining to their welfare as students. To this end, the students are entrusted with their own student government organization and are represented on the Faculty Senate. If students so desire, they are represented on faculty committees that deal with matters affecting them.

Section 7. Selection of Officers. The university faculty assists the regents in the selection of the president and assists the president in the selection of the provost, vice presidents and other administrative officers of the university.

Section 8. Governance of Colleges and Subdivisions. The university faculty promulgates general standards to guarantee the right of faculty members to participate in the meetings of the appropriate constituent faculties and in the governance of their colleges, schools, intracollege divisions, departments, and other units of the university. [See 1540 A.]

Section 9. Faculty Welfare. The university faculty recommends general policies and procedures concerning the welfare of faculty members, including, but not limited to, appointment, reappointment, nonreappointment, academic freedom, tenure, working conditions, promotions, salaries, leaves, fringe benefits, periodic evaluations, performance reviews, reassignment, layoff, and dismissal or termination.
Section 10. The Budget. Members of the university faculty participate in budgetary deliberations, and it is expected that the president will seek faculty advice and counsel on budgetary priorities that could significantly affect existing units of the university. [See 1640.20, University Budget and Finance Committee.]

Section 11. Committee Structure. The university faculty, through the medium of its Faculty Senate, establishes and maintains all university-wide and interdivisional standing and special committees, subcommittees, councils, boards, and similar bodies necessary to the immediate government of the university and provides for the appointment or election of members of such bodies. This section does not apply to ad hoc advisory committees appointed by the president or committees made up primarily of administrators. [See 1620 and 1640]

Section 12. Organization of the University. The university faculty advises and assists the president and the regents in establishing, reorganizing, or discontinuing major academic and administrative units of the university, such as colleges, schools, intracollege divisions, departments, and similar functional organizations.

Section 13. Bylaws of the Faculty Senate. The bylaws under which the Faculty Senate discharges its responsibilities as the representative body of the university faculty are subject to review and approval by the university faculty. [See 1580.]

ARTICLE V--FACULTY SENATE.

Section 1. Function. The Faculty Senate functions as provided in this constitution and in accordance with its bylaws as approved by the university faculty. [See I-3 and 1580.]

Section 2. Structure. The senate is constituted as follows:

Clause A. Elected Members.

(1) College Faculties. The faculty of each college, except the College of Graduate Studies, elects one senator for each 50, or major fraction thereof, full-time-equivalent faculty members in the college, provided, however, that each college faculty elects at least one senator. If, because of a reduction in the membership of a college faculty, there is to be a corresponding reduction in the college’s representation in the senate, the reduction does not take place until the expiration of the term of office of an elected senator from the college.

(2) University Centers. The resident faculty of the university centers in Boise, Coeur d’Alene and Idaho Falls each elects one senator from among its number. Senators elected to represent a center have a unique role on senate, which is to provide a voice and vote from the perspective of their centers. That perspective is not intended to be college or discipline specific.

(3) Faculty-at-Large. Members of the university faculty who are not affiliated with a college faculty constitute the faculty-at-large, and this constituent faculty, in accordance with procedures adopted by the faculty-at-large, elects senators to serve with vote in the senate on the same basis as provided above for college faculties.¹

¹ The constitution of the university faculty originally provided that faculty status could be conferred by presidential designation on certain administrative and service officers who did not hold academic rank. When the faculty, on May 13, 1986, amended the constitution by, among other things, deleting that provision, it explicitly granted continuing membership, for the duration of their then current incumbencies, to those officers who on that date were members by virtue of presidential designation. These officers are members of the constituency known as the faculty-at-large.

(4) Dean. The academic deans elect one of their number to serve with vote in the senate.

(5) Staff. The representative body (Staff Council) of the university staff elects two employees who do not have faculty status to serve with vote in the senate.

(6) Students. Two undergraduate students, one graduate student, and one law student serve as voting
members of the senate, and the senate provides regulations governing the qualifications, terms of office, and
election of student members, and procedures for filling vacancies in the student membership. [See 1580 VI.]

Clause B. Members Ex Officiis. The president or the president’s designated representative and the secretary of
the faculty are members ex officiis of the senate, with voice but without vote.

Section 3. Officers. Each year the senate elects a chair and a vice chair from among the elected faculty members of
the senate.

Section 4. Terms of Office. Elected faculty members of the senate serve for three years. The academic dean shall
serve one year, the staff representatives shall serve for staggered two year terms. The terms of office for student
members are as established by the senate. [See 1580 VI.] Newly elected members take office each year on
September 1 or on the official opening date of the academic year, whichever is earlier. To carry out the requirement
that approximately one-third of the elected faculty members are to take office each year, the senate may shorten the
initial term of office of faculty senators elected to fill new positions in the senate to conform to a balanced rotation
plan. When members are elected to fill a vacancy, they take office at the first meeting after the election and serve for
the unexpired term of the vacancy. A faculty member elected to the senate may serve two consecutive terms. After
serving two consecutive terms the faculty senate member must wait one full year before they are again eligible for
election [see also FSH 1580 III-3].

Section 5. Eligibility. Every member of the university faculty is eligible to vote for members of the senate
representing his or her college or other unit. Every member of the university faculty is eligible to serve as an elected
member of the Faculty Senate and to hold an elective or appointive office in the senate.

Section 6. Elections. Regular elections for senators in the senate are held before April 15 of each year in which an
election is to be held. All elections for members of the senate are by secret ballot. Appropriate procedures for
nominations and elections are developed and approved by a majority vote of the faculty of the college or other unit.

Section 7. Vacancies.

Clause A. If it is necessary for a member of the senate to be absent temporarily (more than a month, but less
than four months), the candidate who received the next highest number of votes in the most recent election in the
college or unit acts as his or her alternate in the senate with full vote. If it is necessary for a member to be absent
for more than four months, but less than one year, a special election is held to fill the temporary vacancy. When
the senate member returns, he or she resumes the position in the senate. If it is necessary for a member to be absent
for more than one year, or if the member is unable to complete the term of office for any reason, a special
election is held to fill the unexpired term. [See 1580 VI for procedures covering student vacancies.]

Clause B. The chair of the Faculty Senate must declare a position vacant if a member is absent from three
consecutive meetings unless the member has informed the chair of the senate in writing that he or she intends to
participate fully in the activities of the senate in the future. When a position is declared vacant, the chair must
notify the constituency concerned.

Section 8. Recall. The recall of a member of the senate may be initiated by a petition bearing the signatures of at
least 10 percent, or five members, whichever is greater, of the membership of the particular constituency represented.
The petition must be delivered to the chair of the senate. On the receipt of a valid petition, the chair calls a meeting
of the faculty of the college or other unit and appoints a chair. Charges against the member are presented in writing
and the member is given adequate opportunity for his or her defense. A two-thirds majority vote by secret ballot of
the members of the college or other unit present at the meeting is necessary for recall, providing the members present
constitute a quorum as defined in the bylaws of the college or other unit. In the event that the vote is to recall the
senator, the member may appeal the case to the senate within 10 days. If the case is appealed and the senate affirms
the recall, or if the recall stands for 10 days without appeal, the members of the college or other unit elect another
senator. Regular procedures are followed in replacing the recalled person, except that the chair of the senate appoints
the chair of the election committee of the college or other unit. During the interval between recall and the election of
a replacement, the candidate who received the next highest number of votes in the most recent election acts as the
alternate in the senate with full vote.

ARTICLE VI--RULES OF ORDER. The rules contained in Robert’s Rules of Order Newly Revised govern all meetings of the university faculty, other faculties, the Faculty Senate, and faculty committees in all cases to which they are applicable and in which they are not in conflict with this constitution, regents’ policies, or any bylaws or rules adopted by any of those bodies for the conduct of their respective meetings. An action taken by the university faculty, a constituent or associated faculty, the Faculty Senate, or a faculty committee that conflicts with a previous action by that body takes precedence and, in effect, amends, in part or in full, the previous action.

ARTICLE VII--AMENDMENTS. This constitution may be amended by a two-thirds affirmative vote of the members of the university faculty, as defined in article II, section 1, in attendance at a regular meeting, a quorum being present. Proposed amendments must have been published in full in the agenda at least one week before the meeting or presented in writing at a meeting previous to the one at which the vote is to be taken. Amendments to this constitution are subject to review and approval by the president and by the regents.

Version History


Amended July 2022. University faculty meeting procedure moved from Article III to FSH 1420 Standing Rules of the University Faculty. Outdated information regarding remote participation removed from Article V.

Amended July 2019. Language from FSH 1566 was moved to a footnote to Article V, Section 2, and language in Article V, Section 3 was removed to address the restructure of the Faculty Secretary position.

Amended July 2015. Faculty Senate members were allowed to serve an additional term and language was added to Article I. Section 4 that affirms academic freedom in faculty governance and university programs and policies.


Amended July 2013. The Faculty Senate’s membership was increased by one member to represent the Student Bar Association.

Amended July 2012. The Faculty Senate Center Senator’s role/responsibility was clarified, staff membership increased to two, and the required annual venue determination removed.

Amended July 2011. The clinical faculty rank was added and language with respect to associated faculty voting was clarified.

Amended July 2009. The Faculty Council changed its name to Faculty Senate, a more common name used in academia, off campus faculty will have voting members on Senate at Coeur d’Alene, Boise, and Idaho Falls, and off-campus faculty will now be counted in the quorum at university faculty meetings with vote through designated sites and delegates given available technology (see 1640.94 and 1540 A).

Amended July 2006. Editorial changes.


Amended July 2000. Editorial changes


Amended 1986. Content of revision unknown.

Adopted 1968.
POLICY COVER SHEET
For instructions on policy creation and change, please see
https://www.uidaho.edu/governance/policy

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

Faculty Staff Handbook (FSH)
☐ Addition x Revision*  ☐ Deletion*  ☐ Interim  ☐ Minor Amendment
Policy Number & Title: FSH 1565 FACULTY RANKS AND RESPONSIBILITIES

Administrative Procedures Manual (APM)
☐ Addition  ☐ Revision*  ☐ Deletion*  ☐ Interim  ☐ 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.”

Policy originator: Alistair Smith, FAC Chair

Policy sponsor, if different from originator: Diane Kelly-Riley, Vice Provost for Faculty

Reviewed by General Counsel: _X_ Yes  __No    Name & Date:  Kim Rytter, 3/27/23

Comprehensive review?  __Yes  X No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.

   Changes made to A-1. Introduction to revise cap on instructors, senior instructors, and lecturers, and to G-1. Lecturer and G-2 Visiting Faculty to align with revised FSH 1520.

2. Fiscal Impact: What fiscal impact, if any, will this change have?

   None.

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

   FSH 1520

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
FACULTY-STAFF HANDBOOK
CHAPTER ONE:
HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1565
ACADEMIC RANKS AND RESPONSIBILITIES

CONTENTS:
A. Introduction
B. Definitions
C. Responsibility Areas
D. University Faculty
E. Emeriti
F. Associated Faculty
G. Temporary Faculty
H. Non-Faculty
I. Qualification of Non-faculty Members for Teaching UI Courses

A. INTRODUCTION.

A-1. The principal functions of a university are the preservation, advancement, synthesis, application, and transmission of knowledge. Its chief instrument for performing these functions is its faculty, and its success in doing so depends largely on the quality of its faculty. The University of Idaho, therefore, strives to recruit and retain distinguished faculty members with outstanding qualifications.

In order to carry out its functions and to serve most effectively its students and the public, the university supports the diversification of faculty roles. Such diversification ensures an optimal use of the university’s faculty talents and resources.

Diversification is achieved through developing a wide range of faculty position descriptions that allow the faculty to meet the varying responsibilities placed upon the institution, both internally and externally. Departments and similar units may define in their bylaws a percentage limit of no more than 25 percent, or a lower limit as defined by the department or similar unit’s by-laws, of the faculty positions in any department or similar unit that may be held by instructors, senior instructors, and lecturers who have voting privileges under FSH 1520 II, Section 1. While the capabilities and interests of the individual faculty members are to be taken into account, it is essential that individual faculty position descriptions are consonant with carrying out the roles and mission of the university, the college, and the unit. Annual position descriptions are developed by the unit head in consultation with the unit faculty and with the incumbent or new faculty member. In each college, all position descriptions are subject to the approval of the dean and must be signed by both unit head and faculty member. If the faculty member, unit head, and dean are unable to reach agreement on the position description, the faculty member may appeal the unit head’s decision to the Faculty Appeals Hearing Board [FSH 3840].

As indicated in Section 3320 A-1, faculty performance evaluations that are used for yearly, third-year and periodic reviews as well as for promotion, tenure, and post-tenure decisions are to be based on faculty members’ annual position descriptions (FSH 3050). Each unit will develop substantive criteria in its bylaws for promotion and review of its faculty.

Faculty members shall conduct themselves in a civil and professional manner (see FSH 3160 and 3170).

B. DEFINITIONS:

B-1. Advancement: focuses on fostering relationships, building partnerships, creating awareness and generating support with alumni, donors, leaders, business partners, legislators and the community for the university’s mission in academics, scholarship and outreach (see the office of University Advancement at http://www.uidaho.edu/givetoidaho/meetourpeople/universityadvancementtypoffice.aspx).

B-2. Cooperative education: a structured educational strategy that blends classroom studies with learning through
productive work experiences. It provides progressive experiences for integrating theory and practice. Co-op education (including internships and externships) is a partnership between students, educational institutions and employers, with specified responsibilities for each party.

**B-3. Distance education:** the process through which learning occurs when teachers, students, and support services are separated by physical distance. Technology, sometimes in tandem with face-to-face communication, is used to bridge the distance gap.

**B-4. Extension Service:** Extension is an outreach activity that generally involves non-formal educational programs that transfer knowledge from the university to help improve people’s lives through research in areas like agriculture and food, environment and natural resources, families and youth, health and nutrition, and community and economic development.

**B-5. Extramural Professional Service:** refers to activities that extend service beyond the university and can include elements of service, outreach, scholarship, and/or teaching.

**B-6. Interdisciplinary:** “an activity that involves teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or field of research practice.”

**B-7. Professional Development:** a learning process that expands the capacity of the faculty member to advance in the responsibilities as defined in his/her position description and aligns with the university’s goals. Examples include but are not limited to participation in conferences, continuing professional education (including credit and noncredit courses) and other activities that enhance a faculty member’s expertise and ability.

**B-8. Service learning:** an activity that integrates student learning with service and civic engagement to meet real community needs and achieve learning outcomes. Service-learning can be used in curricular settings (i.e. academic courses) or co-curricular settings, (e.g. ASUI’s volunteer/civic engagement programs).

**B-9. Technology transfer:** a process through which knowledge, technical information, and products developed through various kinds of scientific, business, and engineering research are provided to potential users. Technology transfer encourages and accelerates testing and using new knowledge, information and products. The benefit of technology transfer may occur either at the community (public) or firm (private) level.

**B-10. Unit Administration:** includes assisting higher administration in the assignment and in the evaluation of the services of each member of the unit’s faculty and staff; promoting effective leadership of personnel and management of unit resources; providing leadership in the development and implementation of unit plans; providing for open communication with faculty and staff; fostering excellence in teaching, scholarship and outreach for faculty, students, and staff in the unit; effectively representing all constituents of the unit; and continuing personal professional development in areas of leadership.

**C. RESPONSIBILITY AREAS:** Faculty members are expected to contribute in each of the four major responsibility areas (C-1 through C-4 below). Expectations are more specifically defined in the individual position description and are consistent with unit by-laws. Each responsibility area may include activities in advancement, extramural professional service, interdisciplinary, and/or professional development.

**C-1. TEACHING AND ADVISING:** The university’s goal is to engage students in a transformational experience of discovery, understanding and global citizenship. Faculty achieve this goal through effective instructing, advising and/or mentoring of students.

  a. Teaching: Effective teaching is the foundation for both the advancement and transmission of knowledge. The educational function of the university requires the appointment of faculty members devoted to effective teaching. Teaching may take many different forms and any instruction must be judged according to its central

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1National Academy of Science
purposes. Active participation in the assessment of learning outcomes is expected of all faculty at the course, program, and university-wide levels. Individual colleges and units have the responsibility to determine appropriate teaching loads for faculty position descriptions. Teaching appointments must be reflected by hours and level of effort spent in teaching activity, and justified in position descriptions. Any adjustments to a teaching appointment (e.g. teaching unusually large classes, team-teaching, teaching studios or laboratories, intensive graduate or undergraduate student mentoring, technology-enhanced teaching, and others) must be documented in the position description.

Evidence of teaching effectiveness shall include student feedback on teaching, and may include course design reviews, teaching observations, self-assessment, learning outcome assessment data, teaching recognition and awards, mid-term formative feedback on instruction (FSH 2700 B-6), or other documentation of effective teaching. Additional information about evidence of teaching effectiveness can be found through the Provost’s Office.

b. Advising: For the purposes of this section, advising includes mentoring and student retention activities. These activities are an important faculty responsibility and a key function of academic citizenship, and may include: (1) overseeing course selection and scheduling; (2) seeking solutions to conflicts and academic problems; (3) working with students to develop career goals and identify employment opportunities; (4) making students aware of programs and sources for identifying employment opportunities, (5) facilitating undergraduate and graduate student participation in professional activities (e.g. conferences, workshops, demonstrations, applied research); and (6) serving as a faculty advisor to student organizations or clubs. Advising also includes attendance at sessions (e.g. workshops, training courses) sponsored by the university, college, unit, or professional organizations to enhance a faculty member’s capacity to advise.

Effective advising performance may be documented by: (1) the evaluation of peers or other professionals in the unit or college; (2) undergraduate or graduate student advisees’ evaluations; (3) level of activity and accomplishment of the student organization advised; (4) evaluations of persons being mentored by the candidate; (5) number of undergraduate and graduate students guided to completion; and (6) receiving awards for advising, especially those involving peer evaluation.

C-2. SCHOLARSHIP AND CREATIVE ACTIVITIES: Scholarship is creative intellectual work that is communicated and validated. The creative function of a university requires the appointment of faculty members devoted to scholarship and creative activities. The university promotes an environment that increases faculty engagement in interdisciplinary scholarship. The university’s Carnegie designation as “research university high” fosters an emphasis on scholarly and creative activities.

Scholarship and creative activities take diverse forms and are characterized by originality and critical thought. Both must be validated through internal and external peer review or critique and disseminated in ways having a significant impact on the university community and/or publics beyond the university. Both are ongoing obligations of all members of the faculty.

The basic role of a faculty member at the University of Idaho is to demonstrate and validate continuing sound and effective scholarship in the areas of teaching and learning, artistic creativity, discovery, integration, and outreach/application/engagement. While these areas may overlap, these distinctions are made for purposes of defining position descriptions and for developing performance standards. Units and colleges shall adopt criteria for the evaluation of scholarship and creative activities. Demonstrated excellence that is focused in only one of these scholarship and creative activity areas is acceptable if it is validated and judged to be in the best interests of the institution and the individual faculty member.

a. Scholarship in Teaching and Learning: can involve classroom action research (site-specific pedagogy), qualitative or quantitative research, case studies, experimental design and other forms of teaching and learning research. It consists of the development, careful study, and validated communication of new teaching or curricular discoveries, observations, applications and integrated knowledge and continued scholarly growth. Evidence that demonstrates this form of scholarship might include: publications and/or professional presentations of a pedagogical nature; publication of textbooks, laboratory manuals, or educational software;
advancing educational technology; presentation in workshops related to teaching and learning; development and dissemination of new curricula and other teaching materials to peers; and individual and/or collective efforts in securing and carrying out education grants.

The validation of scholarship in the area of teaching and learning is based in large measure on evaluation by the faculty member’s peers both at the University and at other institutions of higher learning.

b. Scholarship in Artistic Creativity: involves validated communication and may be demonstrated by significant achievement in an art related to a faculty member’s work, such as musical composition, artistic performance, creative writing, mass media activity, or original design.

The validation of scholarship in the area of artistic creativity is based in large part on the impact that the activity has on the discipline and/or related fields as determined by the peer review process. Many modes of dissemination are possible depending on the character of the art form or discipline. For example, a published novel or book chapter for an anthology or edited volume or similar creative work is regarded as scholarship. Each mode of dissemination has its own form of peer review that may include academic colleagues, practitioner or performance colleagues, editorial boards, and exhibition, performance, or competition juries.

c. Scholarship in Discovery: involves the generation and interpretation of new knowledge through individual or collaborative research. It may include: novel and innovative discovery; analyzing and synthesizing new and existing knowledge and/or research to develop new interpretations and new understanding; research of a basic or applied nature; individual and collaborative effort in securing and carrying out grants and research projects; membership on boards and commissions devoted to inquiry; and scholarly activities that support the mission of university research centers.

Evidence of scholarship in this area may include: publication of papers in refereed and peer reviewed journals; published books and chapters; published law reviews; citation of a faculty member’s work by other professionals in the field; published reviews and commentary about a faculty member’s work; invited presentations at professional meetings; seminar, symposia, and professional meeting papers and presentations; direction and contribution to originality and novelty in graduate student theses and dissertations; direction and contribution to undergraduate student research; awards, scholarships, or fellowships recognizing an achievement, body of work, or career potential based on prior work; appointment to editorial boards; and significant scholarly contributions to university research centers. The validation of scholarship in the area of discovery is based on evaluation by other professionals in the faculty member’s discipline or sub-discipline.

d. Scholarship of Integration: often interdisciplinary and at the borders of converging fields, is the serious, disciplined work that seeks to synthesize, interpret, contextualize, critically review, and bring new insights into, the larger intellectual patterns of the original research. Similar to the scholarship of discovery, the scholarship of integration can also seek to investigate, consolidate, and synthesize new knowledge as it integrates the original work into a broader context. It often, but not necessarily, involves a team or teams of scholars from different backgrounds working together, and it can often be characterized by a multidisciplinary or interdisciplinary investigative approach. The consolidation of knowledge offered by the scholarship of integration has great value in advancing understanding and isolating unknowns. Beyond the differences, the scholarship of integration can include many of the activities of scholarship of discovery and thus may be rigorously demonstrated and validated in a similar manner.

e. Scholarship of Outreach/Application/Engagement: These activities apply faculty members’ knowledge and expertise to issues that impact individuals, communities, businesses, government, or the environment. Examples may include economic development, environmental sustainability, stimulation of entrepreneurial activity, integration of arts and sciences into people’s lives, enhancement of human well being, and resolution of societal problems. Like other forms of scholarship and creative activities, the scholarship of outreach/application/engagement involves active communication and validation. Examples of validation may include (but are not limited to): peer reviewed or refereed publications and presentations; patents, copyrights, or commercial licensing; adoption or citation of techniques as standards of practice; invited presentation at a seminar, symposium or professional meeting; and citations of the faculty member’s work.
C-3. OUTREACH and EXTENSION: Outreach activities are originated by every unit on UI’s Moscow campus and from each of the University’s physical locations around the state.

Outreach includes a wide variety of activities including, but not limited to, (a) extension (see 1565 B); (b) teaching, training, certification, and other dissemination of information to the general public, practitioner, and specialty audiences; (c) volunteer development and establishment/maintenance of relationships with private and public organizations; (d) unpaid extramural consultation and other professional services to individuals, organizations, and communities; and (e) undergraduate and graduate student recruiting activities. Delivery mechanisms include distance education, service learning, cooperative education, technology transfer, noncredit courses, workshops, presentations, and publications. Most of the examples provided, such as distance education, are not exclusively outreach. Instead, they lie at the intersection of outreach and teaching or research. Likewise, professional services may be associated with teaching, scholarship, or university service and leadership. A faculty member’s position description specifies where his or her activities will be counted.

Evidence of effective outreach activities may include, but are not limited to, (1) documentation of the process by which needs were identified and what steps were taken to deliver carefully planned and implemented programs; (2) numbers of individuals and types of audiences affected; (3) evaluation by participants in outreach activities; (4) other measures of significance to the discipline/profession, state, nation, region and/or world; (5) quantity and quality of outreach publications and other mass-media outlets; (6) evaluation of the program’s effects on participants and stakeholders; (7) awards, particularly those involving peer evaluation; (8) letters of commendation from individuals within organizations to whom service was provided; (9) service in a leadership role of a professional or scientific organization as an officer or other significant position; and (10) other evidence of professional service oriented projects/outputs.

C-4. UNIVERSITY SERVICE AND LEADERSHIP: The university seeks to create formal and informal organizational structures, policies, and processes that enable the university community to be effective, while also fostering a climate of participatory decision making and mutual respect.

a. Intramural service is an essential component of the University of Idaho mission and is the responsibility of faculty members in all units. Service by members of the faculty to the university in their special capacities as scholars should be a part of both the position description and annual performance review.

Within the university, intramural service includes participation in unit, college, and university committees, and any involvement in aspects of university governance and academic citizenship. University, college, and unit committee leadership roles are seen as more demanding than those of a committee member or just regularly attending faculty meetings. Because faculty members play an important role in the governance of the university and in the formulation of its policies, recognition should be given to faculty members who participate effectively in faculty and university governance. Intramural service can include clinical service, routine support, and application of specialized skills or interpretations, and expert consultancies. The beneficiaries of these forms of service can be colleagues and co-workers.

Effective performance in intramural service may be documented by a variety of means. Examples include: (1) letters of support from university clientele to whom your service was provided; (2) serving as a member or chairperson of university, college, or unit committees; and (3) receiving University service awards, especially those involving peer evaluation.

b. Administration:

(1) Unit Administration (see FSH 1565 B): FSH 1420 E describes the responsibilities and the selection and review procedures for unit administrators. Unit administration is not normally considered in tenure and promotion deliberations; it is accounted for insofar as expectations are proportionally adjusted in the other sections of the position description. For faculty in nonacademic units (e.g. faculty at large), administration may be considered in tenure and promotion deliberations.
(2) Other: Effective conduct of university programs requires administrative activities that support scholarship, outreach and teaching. Program support activities are to be noted in position descriptions and performance reviews. The role of the principal or co-investigator of a university program or project may include the following administrative responsibilities: (1) budgetary and contract management; (2) compliance with University purchasing and accounting standards; (3) supervision and annual review of support personnel; (4) purchasing and inventory management of goods; (5) graduate student and program personnel recruitment, training in University procedures/policies, and annual review; (6) collaborator coordination and communication; (7) management of proper hazardous waste disposal; (8) laboratory safety management; (9) authorization and management of proper research animal care and use; (10) authorization and management of human subjects in research; (11) funding agency reporting; (12) intellectual property reporting; and (13) compliance with local, state, and federal regulation as well as University research policy.

Demonstration of effective administration may be documented by a variety of means. Examples include: (1) compliance with applicable rules, standards, policies, and regulations; (2) successful initiation, conduct and closeout of research contracts and grants as evidenced by timely reporting and budget management; (3) completion of the research contract or proposal scope-of-work; organized program operations including personnel and property management. Documentation of effective university program operation, beyond scholarship, may also include input by graduate and undergraduate students participating in the university program; and input by collaborators, cooperators, funding agency and beneficiaries of the program. Documentation of effective administration may include evaluations by faculty and staff, as well as objective measures of performance under the incumbent’s leadership.

D. UNIVERSITY FACULTY (FSH 1520 Article II):

D-1. INSTRUCTOR: Instructors may be appointed for the purpose of performing practicum, laboratory, or classroom teaching. Appointment to instructor constitutes a recognition of the appointee’s scholarly contributions and professional accomplishments, and confers responsibilities and privileges as stated below. To avoid confusion over university faculty (those who have voting rights per FSH 1520 II, Section 1) the title of Instructor shall not be used in any other university position.

a. Instructor. Appointment to this rank requires proof of advanced study in the field in which the instructor will teach, the promise of teaching effectiveness, and satisfactory recommendations. Instructors have charge of instruction in assigned classes or laboratory sections under the general supervision of the departmental administrator. When they are engaged in teaching classes with multiple sections, the objectives, content, and teaching methods of the courses will normally be established by senior members of the faculty or by departmental committees. Instructors are expected to assist in the general work of the department and to make suggestions for innovations and improvements.

b. Senior Instructor. Appointment to this rank requires qualifications that correspond to those for the rank of instructor and evidence of outstanding teaching ability. Instructors are promotable to senior instructor. Effective teaching is the primary responsibility of anyone holding this rank and this primary responsibility is weighted accordingly in the annual performance evaluation and when a senior instructor is being considered for tenure. Except in very rare instances, this rank is considered terminal (i.e., it does not lead to promotion to the professorial ranks and there is no limitation on the number of reappointments). Prospective appointees to the rank of senior instructor must be fully informed of its terminal nature.

D-2. FACULTY:

a. Assistant Professor. Appointment to this rank normally requires the doctorate or appropriate terminal degree. In some situations, however, persons in the final stages of completing doctoral dissertations or with outstanding talents or experience may be appointed to this rank. Evidence of potential effective teaching and potential scholarship in teaching and learning, artistic creativity, discovery, and outreach/application/engagement is a prerequisite to appointment to the rank of assistant professor. Appointees in this rank have charge of instruction in assigned classes or laboratories and independent or shared
responsibility in the determination of course objectives, methods of teaching, and the subject matter to be covered. Assistant professors are expected to demonstrate the ability to conduct and direct scholarly activities, and to provide intramural and extramural professional service. [1565 C]

b. Associate Professor. Appointment or promotion to this rank normally requires the doctorate or appropriate terminal degree. In some situations, however, persons with outstanding talents or experience may be appointed or promoted to this rank. Associate professors must have demonstrated maturity and conclusive evidence of having fulfilled the requirements and expectations of the position description. An appointee to this rank will have demonstrated effective teaching or the potential for effective teaching, the ability to conduct and direct scholarly activities in his or her special field, and provide service to the university and/or his or her profession. Evidence of this ability includes quality publications or manuscripts of publishable merit; and/or unusually productive scholarship in teaching and learning; and/or significant artistic creativity; and/or major contributions to the scholarship of outreach/application/engagement. Associate professors generally have the same responsibilities as those of assistant professors, except that they are expected to play more significant roles in initiating, conducting, and directing scholarly activities, and in providing intramural and extramural professional service. [1565 C]

c. Professor. Appointment or promotion to this rank normally requires the doctorate or appropriate terminal degree. A professor should have intellectual and academic maturity, demonstrated effective teaching or the potential for effective teaching and the ability to organize, carry out, and direct significant scholarship in his or her major field. A professor will have made major scholarly contributions to his or her field as evidenced by several quality publications and/or highly productive scholarship in one or more of the areas of teaching and learning, discovery, artistic creativity, and outreach/application/engagement. Professors have charge of courses and supervise research, and are expected to play a major role of leadership in the development of academic policy, and in providing intramural and extramural professional service. [1565 C]

D-3. RESEARCH FACULTY:

a. Assistant, Associate and Professor. Appointment to these ranks requires qualifications, except for teaching effectiveness, that correspond to their respective ranks as for faculty in D-2 above.

D-4. EXTENSION FACULTY:

a. Extension Faculty with Rank of Instructor. Appointment to this rank requires: sound educational background and experience for the specific position; satisfactory standard of scholarship; personal qualities that will contribute to success in an extension role; evidence of a potential for leadership, informal instruction, and the development of harmonious relations with others.

b. Extension Faculty with Rank of Assistant Professor. Appointment to this rank requires a master’s degree along with the qualifications of extension faculty with rank of instructor and: demonstrated leadership ability in motivating people to analyze and solve their own problems and those of their communities; evidence of competence to plan and conduct an extension program; a record of effectiveness as an informal instructor and educational leader; proven ability in the field of responsibility; evidence of continued professional growth through study and participation in workshops or graduate training programs; acceptance of responsibility and participation in regional or national training conferences; membership in appropriate professional organizations, and scholarship in extension teaching or practical application of research; demonstrated ability to work in harmony with colleagues in the best interests of UI and of the people it serves.

c. Extension Faculty with Rank of Associate Professor. In addition to the qualifications required of extension faculty with rank of assistant professor, appointment or promotion to this rank requires: achievement of a higher degree of influence and leadership in the field; continued professional improvement demonstrated by keeping up to date in subject matter, extension teaching methods, and organization procedures; progress toward an advanced degree if required in the position description; demonstrated further successful leadership in advancing extension educational programs; evidence of a high degree of insight into county and state problems of citizens and communities in which they live, and the contribution that education programs can make to their solution; an acceptance of greater responsibilities; a record of extension teaching or practical
application of research resulting in publication or comparable productivity; a reputation among colleagues for stability, integrity, and capacity for further significant intellectual and professional achievement. These activities may occur in a domestic or international context.

d. Extension Faculty with Rank of Professor. In addition to the qualifications required of extension faculty with rank of associate professor, appointment or promotion to this rank requires: regional or national recognition in the special professional field or area of responsibility; a record of successful organization and direction of county, state, or national programs; an outstanding record of creative extension teaching or practical application of research resulting in significant publications or comparable scholarship; active membership and effective participation in professional committee assignments and other professional organization activities; demonstrated outstanding competence in the field of responsibility; achievement of full maturity as an effective informal teacher, wise counselor, leader of extension educational programs, and representative of the university. These activities may occur in a domestic or international context.

D-5. LIBRARIAN:

a. Librarian with Rank of Instructor. Appointment to this rank requires an advanced degree in library science from a library school accredited by the American Library Association or an equivalent terminal degree and relevant experience and: (a) evidence of potential for successful overall performance and for development as an academic librarian; (b) when required for specific positions (e.g., cataloger, assistant in a subject library), knowledge of one or more subject areas or pertinent successful experience in library work.

b. Librarian with Rank of Assistant Professor. Appointment to this rank requires the qualifications for librarian with rank of instructor and: (a) demonstrated ability, competence, and effectiveness in performing assigned supervisory-administrative, specialized public service, or technical service responsibilities; (b) demonstrated ability to establish and maintain harmonious working relationships with library colleagues and other members of the university community; (c) evidence of professional growth through study; creative activity; participation in workshops, conferences, seminars, etc.; participation in appropriate professional organizations; awareness of current developments in the profession and ability to apply them effectively in the area of responsibility; (d) service to the library, university, or community through committee work or equivalent activities.

c. Librarian with Rank of Associate Professor. Appointment or promotion to this rank requires the qualifications applicable to the lower ranks of librarians and: (a) acceptance of greater responsibilities, and conclusive evidence of success in the performance of them, e.g., bibliographical research performed in support of research activities of others; development of research collections; the preparation of internal administrative studies and reports; interpreting, and facilitating effective use of, the collections; effectively applying bibliographic techniques for organizing library collections; effective supervision of an administrative unit; (b) evidence of further professional growth, as demonstrated by keeping up to date in subject matter, methods, and procedures and by practical application of research resulting in significant improvement of library operations or in publication; effective participation in the work of appropriate professional organizations; and/or formal study, either in library science or in pertinent subject areas; (c) evaluation by colleagues as a person of demonstrated maturity, stability, and integrity, with the capacity for further significant intellectual and professional achievement. These activities may occur in a domestic or international context.

d. Librarian with Rank of Professor. Appointment or promotion to this rank requires the qualifications applicable to the lower ranks of librarians and: (a) demonstrated outstanding competence in the area of responsibility; (b) achievement of an outstanding record of creative librarianship, of effective administration, or of practical application of research resulting in significant publications or comparable productivity; (c) an additional degree in library science or in a pertinent subject area or equivalent achievement; (d) regional or national recognition for contributions to the profession based on publications or active and effective participation in the activities of professional organizations; (e) evaluation by colleagues as an effective librarian who will continue to recognize that optimum productivity is a reasonable personal goal. These activities may occur in a domestic or international context.
D-6. PSYCHOLOGIST OR LICENSED PSYCHOLOGIST:

a. Psychologist with Rank of Instructor. Appointment to this rank requires: an advanced degree in counseling, counseling psychology, clinical psychology, or closely related field earned in a professional program accredited by the appropriate accrediting association; evidence of effective skills in counseling or therapy; and evidence of pursuit of a terminal degree.

b. Psychologist or Licensed Psychologist with Rank of Assistant Professor. Appointment to this rank requires the qualifications for psychologist with rank of instructor and: a doctoral or equivalent terminal degree; evidence of effective skills in counseling or therapy; awareness of current developments in the profession; and demonstrated potential for participation in appropriate professional organizations, service to the Counseling and Testing Center, the university, and the community through teaching, committee membership, or equivalent activities, and the development and execution of research projects or the development and execution of outreach services designed to benefit UI students.

c. Licensed Psychologist with Rank of Associate Professor. Appointment or promotion to this rank requires the qualifications applicable to the lower ranks of psychologists and: possession of a license as a psychologist in the state of Idaho; evidence of continued development of skills in counseling or therapy, as demonstrated by attendance at training workshops, personal study that leads to the presentation of workshops, classes, or seminars, or private study that leads to in-service training of personnel of the Counseling and Testing Center; evidence of continued professional development through service in professional organizations; evidence of effective teaching or training; completion of research that has resulted in quality publications or manuscripts of publishable merit, or the design and implementation of a continuing program in the Counseling and Testing Center that is of benefit to UI students and represents professional achievement of publishable merit; and continued service to the university and community through committee work or participation in community organizations. These activities may occur in a domestic or international context.

d. Licensed Psychologist with Rank of Professor. Appointment or promotion to this rank requires the qualifications applicable to the lower ranks of psychologists and: demonstration of outstanding competence in counseling or therapy; establishment of an outstanding record in research and publication or in development of continuing programs that contribute to the betterment of university students; continued professional improvement through private study, directed study, or attendance at workshops, conventions, etc.; regional or national recognition for contributions to the profession through publication, presentation of workshops, or active and effective participation in the activities of professional organizations; and recognition by colleagues as an effective psychologist who realizes that optimum productivity is a reasonable personal goal. These activities may occur in a domestic or international context.

D-7. OFFICER-EDUCATION: Appointment of persons to the faculties of the officer education programs was established for the purpose of ensuring the academic soundness of the programs. The dual role of these faculty members as military officers and academic instructors is recognized. The university expects the nominees to have demonstrated academic and intellectual capabilities and exemplary professional achievement. Specifically, UI expects:

a. Academic Preparation. It is desirable for officer education faculty members to have at least a master’s degree. In his or her most recent education, the officer should have a superior academic record as demonstrated by such measures as high grade-point average in graduate school, being in the upper half of the class in graduate school, or superior graduate-level ability as attested in letters of recommendation from graduate-school professors.

b. Specialized Preparation. The officer must have significant education, experience, or formal preparation in the subject areas in which he or she will teach.

c. Military Background and Preparation. A junior officer is expected to have had significant professional performance and experience. It is also desirable that the officer have some formal military education beyond commissioning. A senior officer should have broad experience with excellent performance. He or she is
expected to have attended a junior or senior military college and to have made a distinguished record there.

d. **Teaching.** It is desirable for officers to have had some teaching experience. It is recognized that this is not always possible for junior officers. For such an officer, there should be some evidence that he or she will become a satisfactory teacher. Heads of officer education programs are expected to be experienced instructors.

e. Nominees who will pursue graduate studies at UI for one year before becoming an instructor will be given preliminary approval. In their last semester of full-time graduate enrollment, the service should submit the required information to the Officer Education Committee for regular, final approval. For preliminary approval, the officer should, in addition to the military requirement, show promise of being successful in graduate studies. This could be demonstrated by (a) a high score on the Graduate Record Examination, if taken, (b) full enrollment status as a graduate student at UI, (c) a high overall grade-point average in college (3.00 or above on a 4-point scale), (d) a high grade-point average in a major area, or (e) a good record in the final year of college and graduate-level ability as attested by letters of recommendation from college professors.

f. **Appointment:**

1. The following information is submitted by the nominee’s service: (1) transcripts from undergraduate and graduate academic institutions; (2) transcripts or appropriate records from military schools and staff colleges; (3) at least three letters of recommendation from appropriate sources, such as former professors, military instructors, and supervisors or commanders. These letters should be concerned with matters such as the officer’s civilian academic performance, military record and leadership ability, and actual or potential performance as a teacher. (Former supervisors or commanders could give their opinion based on the officer’s demonstration of leadership ability and his or her experience as a training officer.); (4) a summary of the officer’s duty assignments and military and teaching positions held; (5) copies of favorable communications from the officer’s file.

2. The following is provided by the program unit concerned: (1) a description of the military schools attended and courses completed by the nominee; (2) a description of the positions held by the nominee; (3) an explanation of the appropriateness of the officer’s experience and training to the courses he or she will teach.

3. Copies of the requested material are distributed by the local unit to the members of the Officer Education Committee at least 72 hours before the meeting at which the committee will consider the nominee. For appointments commencing in the fall, this information should normally be made available not later than the preceding May 1.

4. In the case of a person nominated to head an officer education program, UI may require a personal interview.

5. A minimum of two weeks, after receipt of all required information, is necessary for consideration of the nominee. UI notifies the nominee’s service of its decision within one month.

**D-8. UNIVERSITY DISTINGUISHED PROFESSOR:** Acknowledgment of outstanding academic contributions to the university is appropriate and desirable. The rank of University Distinguished Professor\(^2\) is bestowed upon University of Idaho faculty in recognition of sustained excellence in teaching, scholarship\(^3\), outreach, and service. The rank will be held for the remainder of the recipient’s active service at the University; if the recipient leaves the University and is eligible for emeritus status, the rank will change to University Distinguished Professor Emeritus. The rank is highly honorific and therefore will be conferred on no more than three faculty members university-wide in any given academic year. Selection of University Distinguished Professors will reflect the diversity of scholarly

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\(^2\) As a result of Development Fund efforts, endowment support eventually may be obtained for many University Distinguished Fellowships, in which case a donor’s name may be added to the title.

\(^3\) Scholarship in this context includes scholarship of discovery, scholarship of pedagogy, scholarship of application and integration, and artistic creativity.
fields at the University. University Distinguished Faculty will receive a stipend of at least $5,000 per year for five years to be used to enhance salary or support professional activities (e.g., professional travel, student support, equipment, materials and supplies, etc.). Final discretion in conferring the rank of Distinguished Professor and the number of appointments in a given year resides with the President.

**a. Selection Criteria:** In general, University Distinguished Professors will have received national and usually international recognition. They will have brought distinction to the University through their work.

University Distinguished Professors will have achieved a superior record in the following areas: scholarly, creative, and artistic achievement; breadth and depth of teaching; and University service and service involving the application of scholarship, creative, or artistic activities to addressing the needs of one or more external publics.

University Distinguished Professorships will be conferred on members of the University of Idaho Faculty who have attained the rank of Professor and have completed a minimum of seven years of service at the University, typically at the rank of Professor.

**b. Selection Process:** University Distinguished Professorships will be awarded by the president upon recommendation of The University Distinguished Professorship Advisory Committee a standing committee composed of four faculty members and three deans. The committee members should reflect all dimensions of diversity in the university community. They will be appointed by the Provost to serve three-year terms on a staggered basis. Nominations will be made by Faculty Senate and the Academic Deans, in consultation with faculty and administrators of units. Committee members must be tenured professors who themselves have outstanding records of teaching, research and/or outreach.

1. The Provost will request nominations from faculty, deans, directors and unit administrators annually.
2. Written nominations will be submitted to the Provost and must include:
   a. A nominating letter with a brief summary of the candidate’s achievements;
   b. The candidate’s curriculum vitae, including a list of any significant previous awards;
   c. Letters of endorsement from the appropriate deans and unit administrators or director(s). The candidate may also include a maximum of three additional letters of support, as appropriate, from students, colleagues at the University of Idaho, and/or other institutions. Letters should describe the impact of the nominee on her/his field, evidence of external recognition, and the context of her/his work over the course of her/his employment.
3. The University Distinguished Professorship Advisory Committee reviews the nominations and makes recommendations to the Provost for transmittal to the President.
4. Because the rank of University Distinguished Professorship is intended to be highly honorific, it is possible that in a given year no candidates will be selected.
5. The applications of nominees who are not selected in the first year of nomination will remain active for a total of three years. Nominators will have the opportunity to update their nomination during subsequent years in which their candidate is under consideration.

**D-9. CLINICAL FACULTY:** Clinical faculty may be appointed for the purpose of performing practicum, laboratory, or classroom teaching. Clinical faculty is a non-tenure track position. Clinical faculty positions are appropriate for professional disciplines having strong applied and/or clinical elements or those serving university units or academic departments in a supporting capacity. Appointment to clinical-faculty status constitutes a recognition of the appointee’s scholarly contributions and professional accomplishments, and confers responsibilities and privileges as stated in a below. Clinical faculty members may be appointed and/or promoted to the ranks of clinical assistant professor, clinical associate professor or clinical full professor.

**a. Responsibilities, Privileges, and Rights.** A clinical faculty member has a primary employment responsibility in a UI unit. The relationship of a clinical faculty member to UI is essentially that of a collaborator with a UI unit, program, or faculty member. The guarantees afforded by the principle of academic freedom [see 346040000] are extended to members of the clinical faculty. They have the same responsibilities and privileges as university faculty (FSH 1520 II 1)
Clinical faculty members perform administrative, analytical, and research functions that complement UI’s mission in teaching, research, and service.

1. Clinical faculty members may have teaching as a primary or major responsibility; in addition, they may advise students on their academic or professional programs, participate in research projects, serve on graduate students’ supervisory committees, engage in outreach and engagement activities, and act as expert advisers to faculty members or groups.

2. The nature and extent of the services to be rendered are determined jointly by the clinical faculty member, his or her immediate supervisor, and the unit administrator(s) concerned.

b. Qualifications. Assignment to a clinical faculty position is based on demonstrated knowledge and experience, academic degrees, scholarly contributions, or other professional accomplishments comparable to those expected of faculty within the unit.

c. Conversion. Instructors and senior instructors who meet the qualifications for clinical faculty defined in D-9 b. may be considered for clinical faculty status upon the recommendation of the unit administrator and dean, subject to approval by the provost. Credit for prior equivalent experience may be granted by the provost up to a maximum of four years. Conversion of an existing tenure-track or tenure line in a unit to clinical status requires the approval of the dean and provost. A unit must demonstrate that a clinical position better advances the university’s strategic goals than a tenure-track position.

E. EMERITUS STATUS. (FSH 1520 II.2)

E-1. PURPOSE. Emeritus status benefits both the university and emeriti by providing opportunities for emeriti to maintain ties with faculty members and continue service to the university and community.

E-2. ELIGIBILITY. A board-appointed, benefit-eligible member of the university faculty who holds one of the ranks described in 1565 D and who leaves the university and has a minimum of 8 years of service and attained the rule of 65 (age plus years of service is at least 65) is eligible for emeritus status.

E-3. APPOINTMENT.

1. Faculty must request consideration for emeritus status. This request may be made in the notice of resignation or in a request made directly to the provost. This request may be made along with or at any point following the submission of the letter of resignation. If a faculty member who is eligible for emeritus status under section E-2 does not request consideration for emeritus status in their resignation letter, then their college or department will send a notice to the faculty member asking if they wish to request emeritus status. The college or department will send a similar notice to any eligible faculty who receives a terminal contract due to program closure or similar circumstances.

2. In ordinary circumstances, the provost will grant emeritus status if the eligibility requirements specified in E-2 are satisfied. In exceptional circumstances, the provost may suspend the above eligibility rules and award, deny, or revoke a faculty member’s emeritus status with a written notification to the faculty member stating the reasons for the decision and notifying them of the ability to appeal. A faculty member may appeal this decision to the Faculty Senate Chair, Faculty Senate Vice Chair, and Faculty Secretary, where the provost’s decision must be upheld by a unanimous vote in order to be enacted$. Examples of exceptional circumstances include the reasons outlined in FSH 3910 A-1.

3. A list of emeriti is maintained by the Provost’s office.

4. Emeriti are responsible for updating contact information with the university.

E-4. PRIVILEGES.

a. Access. Emeriti continue to have access to research, library, and other UI facilities.
b. **Participation.** UI encourages the voluntary continued participation of emeriti in the activities of the academic community. Emeriti may take an active role in the service and committee functions of their department, college, and the university as described in FSH 1520 II.2. Other activities are subject to approval by the provost.

c. **Title.** Emeriti may use the title “professor emeritus/emerita,” “research professor emeritus/emerita,” or “extension professor emeritus/emerita,” as applicable. A faculty member without such rank has the designation “emeritus” or “emerita,” as applicable, added to the administrative or service title held at the time of retirement.

d. **Mail.** Departmental mailboxes continue to be available to emeriti who reside locally. Emeriti who have departmental mailboxes receive full distribution of departmental notices unless otherwise requested.

e. **Office supplies.** Office supplies are available under regular departmental procedures.

f. **Postage.** Departmental postage may be used for professional mail.

g. **Parking.** Emeriti receive one non-transferable gold parking permit annually.

h. **Discount programs.** Emeriti receive any discounts available to other faculty members through various UI programs.

i. **Functions.** Emeriti are invited to the same university, college, and departmental functions as active faculty.

j. **Travel funding.** Travel funding may be used to support professional activities of emeriti in service to the university (e.g. guest lectures, research design, consultation, etc.). Emeriti may have a lower priority for travel funding than active faculty and such funding is at the discretion of the unit administrator or dean.

k. **Office/lab space.** Offices and labs for emeriti are provided on a space-available basis as determined by the unit administrator or dean, giving higher priority to active faculty and unit needs. Office and lab space allocations to emeriti may be revoked upon 60 days’ notice.

l. **Information technology services.** Emeriti who elect to maintain an active computing account will retain access to services provided by Information Technology Services (ITS) including electronic communications (e.g., email, instant messaging, etc.), technical support, and offered software.

E-5. **EMPLOYMENT OPPORTUNITIES.**

a. Emeriti may hold a temporary or permanent part-time position (0.49 FTE or less) subject to regular employment procedures. It is the responsibility of emeriti to consult with HR regarding impact to benefits.

b. Emeriti shall not serve as supervisors of other employees unless they hold a position as outlined in E-5-a herein.

F. **ASSOCIATED FACULTY:** Associated faculty members (see FSH 1520 II-3) have access to the library and other UI facilities. Reimbursement for travel or for services to UI is at the unit’s discretion. They are not eligible for sabbatical leave.

F-1. **AFFILIATE FACULTY:**

a. **General.** The affiliate faculty consists of professional personnel who serve academic departments in a supporting capacity. Appointment to affiliate-faculty status constitutes a recognition of the appointee’s scholarly contributions and professional accomplishments, confers responsibilities and privileges as stated in subsection d below, and authorizes assignment of service functions as described in subsection d-2 below. It is also a means of encouraging greater cooperation between and among academic departments and other units. An affiliate faculty member holds a non-tenure-track faculty status in an appropriate academic discipline.

b. **Employment Status.** An affiliate faculty member may, by virtue of his or her employment, have either one of the following relationships with UI: (1) that of a UI employee, normally an exempt employee, who is [a] a member of the faculty or staff of a unit of the university other than the one in which he or she has affiliate-faculty status, or [b] a member of the professional support staff of the same unit of the university in which he or she has affiliate-faculty status; (2) that of an employee of a governmental or private agency who is assigned by that agency to a UI unit or to one of the agency’s units or programs that is officially associated with the university.
c. Distinction between Affiliate and Adjunct Faculties. Members of the affiliate faculty have a more direct relationship with UI than do members of the adjunct faculty [see 1565 F-2]. Members of the adjunct faculty are not UI employees. An adjunct faculty member’s primary employment is with a unit or program that is not officially associated with UI. Thus, the relationship of a member of this faculty category to UI is essentially that of a collaborator with a UI unit, program, or faculty member. An affiliate faculty member, in contrast, has a primary employment responsibility in a UI unit or in a non-UI unit that is officially associated with UI. In addition, he or she has a secondary relationship to another unit in a supporting role, or has a secondary relationship to the academic program in the same unit in which he or she has a primary employment responsibility. These latter relationships are the kind that are recognized by the affiliate faculty membership.

d. Responsibilities, Privileges, and Rights. The guarantees afforded by the principle of academic freedom [see 34404000] are extended to members of the affiliate faculty. They have substantially the same responsibilities and privileges as do members of the university faculty; however, their right to vote in meetings of their constituent faculties is limited in accordance with the provisions of 1520 II-3-b. (Those who, in addition to their affiliate-faculty status, have status as members of the university faculty [e.g., psychologists in the Counseling and Testing Center and regular faculty members in other academic departments] have, of course, full rights of participation in meetings of the university faculty and of the constituent faculties to which they belong.)

Affiliate faculty members perform administrative, analytical, and research functions that complement UI’s mission in teaching, research, and service.

1. Affiliate faculty members, as such, do not normally have teaching as a primary or major responsibility; however, with the approval of academic departments, they may teach classes, advise students on their academic or professional programs, participate in research projects, serve on graduate students’ supervisory committees (with approval by the dean of graduate studies), or act as expert advisers to faculty members or groups.

2. The nature and extent of the services to be rendered are determined jointly by the affiliate faculty member, his or her immediate supervisor, and the departmental administrator(s) concerned.

3. Affiliate faculty qualify for the faculty-staff educational privilege [see 3740]

e. Qualifications. Assignment to an affiliate faculty position is based on demonstrating knowledge and experience, academic degrees, scholarly contributions, or other professional accomplishments comparable to what is expected of faculty within that unit.

f. Appointment.

1. Appointments to the affiliate faculty may be made at any time. They are reviewed by the dean of the college before publication of each issue of the General Catalog. No appointment should be continued unless the affiliate faculty member remains in UI employment or continues in his or her assignment to an entity that is officially associated with the university.

2. A recommendation for appointment to the affiliate faculty normally originates in the appropriate academic department and requires the concurrence of the nominee’s immediate supervisor and the faculty of the appointing department. The appointment must be approved by the dean of the college, the president, and the regents.

3. An appointment, termination, or other change in affiliate-faculty status is made official by means of a “Personnel Action” form.

F-2. ADJUNCT FACULTY:
**a. General.** The adjunct faculty includes highly qualified persons who are not employed by UI but are closely associated with its programs. [For the distinction between the affiliate and the adjunct faculty categories, see 1565 F-1-c.]

**b. Responsibilities.** Members of the adjunct faculty have the same academic freedom and responsibility as do members of the university faculty; however, their right to vote in meetings of the university faculty and of their constituent faculties is limited in accordance with the provisions of 1520 II-3-b. Adjunct faculty members may be assigned to advise students on their academic or professional programs at any level; to work in cooperative research projects; to serve on committees, including graduate students’ supervisory committees (with approval by the College of Graduate Studies); to act as expert advisers to faculty members or groups; and to teach courses in their branch of learning.

**c. Qualifications.** Adjunct faculty members must be highly qualified in their fields of specialization and should have exhibited positive interest in UI programs in the field of their appointment. Their qualifications should ordinarily be equivalent to those required of regular members of the faculty in the area and at the level of the adjunct faculty member’s responsibility.

**d. Adjunct faculty do not qualify for the faculty-staff educational privilege.** (see 3740)

**e. Appointment.**

1. Appointments to the adjunct faculty may be made at any time. b. Appointments are for an indefinite period, but are to be reviewed by the dean of the college before publication of each issue of the General Catalog. No appointments should be continued unless the adjunct faculty member is actively engaged in the responsibilities for which he or she was appointed.

2. Recommendations for appointment to the adjunct faculty are normally developed at the departmental level and have the concurrence of the departmental faculty. For interdisciplinary degree programs, adjunct faculty may also be assigned responsibilities with respect to the degree programs with approval of the program faculty and of the program director. Appointments must be approved by the dean of the college, the provost, the president, and the regents.

3. Before formal appointment procedures are begun, the prospective adjunct faculty member must agree to serve under the provisions herein described. When necessary, the consent of the nominee’s employer, if any, will be requested and recorded.

4. Appointment information is recorded on the regular “Personnel Action” form.

5. The appointment of adjunct faculty members to graduate students’ supervisory committees requires approval by the dean of the College of Graduate Studies.

**G. TEMPORARY FACULTY:** Temporary faculty have access to the library and other UI facilities. Reimbursement for travel or for services to UI is at the unit’s discretion. They are not eligible for sabbatical leave.

**G-1. LECTURER.** A teaching title that may be used at any level, i.e., it carries no specific connotation of rank among the professorial titles. This title is conferred on one who has special capabilities or a special instructional role. Lecturers are neither tenurable nor expected to progress through the professorial ranks. A lecturer qualifies for faculty status with vote during any semester in which he or she (a) is on an appointment greater than half time and (b) has been on such appointment for at least four semesters. When a lecturer qualifies for faculty status they shall be reviewed at a minimum of every 5 years thereafter as determined by the unit’s bylaws. The review committee defined by the unit’s bylaws shall include tenure track faculty within the unit.

**G-2. VISITING FACULTY.** A designation that, when used with a professorial title, customarily indicates that the appointee holds a regular teaching or research position at another institution. A visiting appointee who does not
hold a professorial rank elsewhere may be designated as a lecturers shall be subject to the requirements for lecturers to qualify for voting rights. Appointees with visiting academic ranks (e.g., visiting associate professor, visiting professor) are considered temporary members of the university faculty. Those on full-time appointment have the privilege of voting in meetings of the university faculty and of the appropriate constituent faculties.

G-3. ACTING. Persons who are judged competent to perform particular duties may be appointed for temporary service as acting members of the faculty. An acting appointment may also be used to establish a probationary period for an initial appointment of a person who, while being considered for a regular position on the faculty, is completing the required credentials for a permanent appointment. Persons on acting status are not voting members of the university faculty or of constituent faculties.

G-4. ASSOCIATE. A title for a nonstudent with limited credentials who is assigned to a specialized teaching, research, or outreach position. Associates are exempt staff and are not members of the university faculty or of constituent faculties.

H. NON-FACULTY: Those within this category are not members of the faculty.

H-1. POSTDOCTORAL FELLOW. Postdoctoral fellows are persons who hold the doctoral degree or its equivalent at the time of their appointment and are continuing their career preparation by engaging in research or scholarly activity. Postdoctoral fellows are special exempt employees in the category of “temporary or special” (FSH 3080 D-2 a) employees recognized by the regents. [See also 3710 B-1.b.]

H-2. GRADUATE STUDENT APPOINTEES: The general nature of the following graduate assistantships is defined as an apprenticeship experience that consists of a work obligation partnered with educational and developmental activities, all of which are integrated with the graduate degree program of the student. All graduate assistants must be individually mentored by a faculty advisor and may receive additional mentoring from other faculty and/or staff on or off campus. All graduate assistant positions (H-2. a, b, c) are limited to twenty hours per week of work. All graduate student appointees must be academically qualified and registered. [See also 3080 D-2-a.]

  a. Graduate Teaching Assistant. Graduate Teaching Assistants perform duties related to the instructional efforts of the unit in which they are employed under the supervision of a member of the university faculty, associated faculty, or temporary faculty (see FSH 1565 D, F, and G). These duties, which must be associated with academic credit instruction and constitute at least 50 percent of a Graduate Teaching Assistant’s effort, may include, but not be limited to: primary teaching responsibilities; grading assignments; assisting with the delivery of instruction through technology; and providing other assistance related to instruction.

  b. Graduate Research Assistant. Graduate Research Assistants develop competence in performing professional-level work in support of research, scholarship, or creative activity. These positions can only have duties within the scope of work permitted by the funding source.

  c. Graduate Support Assistant. Graduate Support Assistants perform a wide range of duties and can have varying responsibilities in academic and non-academic campus departments and programs. The specific duties depend on the needs of the office or project and on the qualifications and experiences of the Graduate Support Assistant. Graduate Support Assistants may provide academic and/or non-academic instruction, and/or assist with research, or provide other support functions. The duties must be directly related to the Graduate Support Assistant’s program of study. The College of Graduate Studies shall periodically publish standards governing the permissible scope of Graduate Support Assistant appointments on its website.

I. QUALIFICATIONS OF NONFACULTY MEMBERS FOR TEACHING UI COURSES. Persons who are not members of the university faculty but are selected to teach UI courses offered for university-level credit (including continuing-education courses and those offered by correspondence study) are required to have scholarly and professional qualifications equivalent to those required of faculty members.
Amended July 2022. Revised and clarified section C-1.a. to expand and clarify the evidence that may be used in evaluating teaching effectiveness.

Amended July 2021. Editorial changes.

Amended July 2020. The policy on emeritus status was extensively revised to provide greater clarity, ensure conformity with labor law, and add the ability to revoke emeritus status in exceptional circumstances. Section D-5 Librarian was revised to provide more flexibility in recruiting efforts.

Amended January 2020. The policy on office hours was moved from FSH 3240 to C-1.c. Changes were made to sections C-1 and C-3 to ensure that faculty efforts in the areas of teaching, advising, and outreach and extension are properly credited.

Amended July 2018. A new category for graduate support assistants was added to address needs that are not covered under the role of a typical teaching or research assistant position.

Amended July 2014. The cap on non-tenure track faculty appointments in a unit was adjusted and promotion processes clarified and revised.

Amended January 2014. The time necessary to qualify for emeritus status was redefined.

Amended July 2013. Definitions for research and teaching assistants were more clearly defined.

Amended July 2012. Edits were made to the Distinguished Professor under D-8 and to the qualifications for Emeritus status and a search waiver under E.

Amended July 2011. Voting for associated faculty was clarified and Clinical Faculty under “G. Temporary Faculty” moved to “D. University Faculty” as D-9 and was revised.

Amended July 2010. The affiliate and adjunct terms were switched to conform to national norms and the rank of Distinguished Professor was added.

Amended January 2010. Changes to the faculty position description and evaluation forms integrating faculty interdisciplinary activities into the evaluation processes were incorporated into this policy. Ranks for Associated Faculty in F were removed because the promotion process as detailed in 3560 for faculty ranks was deemed excessive for associated faculty. Those currently holding a specific rank in adjunct or affiliate will retain that privilege.

Amended July 2008. The policy was reorganized to better reflect classifications as stated in FSH 1520 Article II.

Amended July 2006. Substantial revisions were made to Section A.

Amended July 2001. Section J-1, voting rights for lecturers, was changed.

Amended July 2000. Revisions were made to C-1, D-1, and E-1.

Amended 1998. Extensive revisions were made to B (entirely new), C, D, and E.

Amended July 1998. Section A underwent additional substantial revision.

Amended July 1996. The definitions of ‘postdoctoral fellow’ (J-5), ‘graduate assistant’ (K-3) and ‘research fellow’ (K-4) were revised.
Amended July 1994. Section A was substantially revised, so as to underline better the importance of both teaching and scholarship. The so-called “Voxman Amendment” (the addition of ‘in the classroom and laboratory’ to the list of possible venues wherein the evaluation of scholarship might take place) made its first appearance.

Amended 1987. The material in section I was added.

Adopted 1979.
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 1640 COMMITTEE DIRECTORY

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title:

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

Originator: Francesca Sammarruca, Faculty Secretary

Policy Sponsor, if different from Originator:

Reviewed by General Counsel ___Yes _X No Name & Date:

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

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

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

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
   July 1, 2023.
UI FACULTY-STAFF HANDBOOK
CHAPTER ONE:
HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

COMMITTEE DIRECTORY

mailto: OWNER:
Faculty Secretary
Francesca Sammarco
facsec@uidaho.edu

University-Level Standing Committees
LAST REVISION: July 2022

Subsections

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

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

II — List of other University-Level Standing Committees

.12 Institutional Animal Care and Use Committee
.14 Institutional Biosafety Committee
.50 Grievance Committee for Staff Employees
.51 Grievance Committee for Student Employees
.54 Institutional Review Board
.69 Promotions Review Committee
.70 Publications Board
ACADEMIC HEARING BOARD (AHB)

A. FUNCTION.

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

a. Grievances may concern, but are not limited to, such matters as: (1) eligibility for advanced placement or credit by examination; (2) objectivity or fairness in making, administering, and evaluating class assignments; (3) maintenance of standards for conscientious performance of teaching duties; and (4) scheduling of classes, field trips, and examinations.

b. The AHB does not hear appeals concerning requirements or regulations of the College of Graduate Studies or the College of Law. Appeals from decisions of other college authorities are subject to the limitations specified in C-3.

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

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

C. PROCEDURES.

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

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

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

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

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

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

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

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

**1640.04 ACADEMIC PETITIONS COMMITTEE (APC)**

**A. FUNCTION.**

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

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

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

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

**C. ASSUMPTIONS AND PROCEDURES.**

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

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

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

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

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

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

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

**1640.06 ADMINISTRATIVE HEARING BOARD (AdHB)**

**A. FUNCTION.**

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

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

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

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

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

A-5. This committee meets during the summer.

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

1640.08
ADMISSIONS COMMITTEE

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

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

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

1640.10
AMERICANS WITH DISABILITIES ACT ADVISORY COMMITTEE

A. FUNCTION.

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

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

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

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

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

B. STRUCTURE.

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

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

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

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

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

1640.14  
INSTUTIONAL BIOSAFETY COMMITTEE (IBC)

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

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

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

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


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

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

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

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

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

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

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

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

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

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

1640.20
UNIVERSITY BUDGET AND FINANCE COMMITTEE

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

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

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

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

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

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

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

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

1640.22
CAMPUS PLANNING ADVISORY COMMITTEE

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

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

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

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

1640.26
COMMENCEMENT COMMITTEE

A. FUNCTION.

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

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

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

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

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

1640.28
COMMITTEE ON COMMITTEES

A. FUNCTION.

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

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

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

1640.34
PROVOST COUNCIL

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

A-1. Implementing academic policies and procedures.
A-2. Operating faculty personnel policies.
A-4. Developing academic budgetary priorities.
A-5. Implementing academic budgetary procedures.

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

1640.35
DISABILITY AFFAIRS COMMITTEE

1640.36
DISMISSAL HEARINGS COMMITTEES

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

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

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

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

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

### 1640.40
**INSTRUCTIONAL SPACE COMMITTEE**

**A. FUNCTION.**

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

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

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

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

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

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

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

### FSH 1640.41
**FACULTY AND STAFF POLICY GROUP (FSPG)**

**A. FUNCTION.**

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

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

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

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

1640.42
FACULTY AFFAIRS COMMITTEE (FAC)

A. FUNCTION.

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

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

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

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

1640.43
FACULTY APPEALS HEARING BOARD

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

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

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

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

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

1640.44

**FACULTY SENATE**

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

1640.46

**ARTS COMMITTEE**

**A. FUNCTION:**

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

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

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

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

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

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

1640.47

**FISCAL EMERGENCY COMMITTEE**

1640.48
GRADUATE COUNCIL
[See 1700 V for the function and structure of this council.]

1640.50
GRIEVANCE COMMITTEE FOR STAFF EMPLOYEES
[See 3860 for the function and structure of this committee.]

1640.51
GRIEVANCE COMMITTEE FOR STUDENT EMPLOYEES
[See 3880 for the function and structure of this committee.]

1640.53
HONORS PROGRAM COMMITTEE

A. FUNCTION.

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

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

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

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

1640.54
INSTITUTIONAL REVIEW BOARD

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

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

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

B. STRUCTURE AND MEMBERSHIP.

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

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

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

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

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

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

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

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

1640.55
INFORMATION TECHNOLOGY COMMITTEE

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

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

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

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

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

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

1640.58
UBUNTU

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

B. FUNCTION.

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

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

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

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

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

1640.60
LIBRARY AFFAIRS COMMITTEE

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

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

1640.64 OFFICER EDUCATION COMMITTEE

A. FUNCTION. [See also 1565 G.]

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

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

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

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

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

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

1640.66 PARKING COMMITTEE

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

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

1640.69 PROMOTIONS REVIEW COMMITTEE

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

1640.70 PUBLICATIONS BOARD

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

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

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

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

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

1640.71
RADIATION SAFETY COMMITTEE

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

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

1640.72
RESEARCH COUNCIL

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

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

1640.74
SABBATICAL LEAVE EVALUATION COMMITTEE

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

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

1640.76
SAFETY AND LOSS-CONTROL COMMITTEE

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

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

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

1640.77
SCIENTIFIC MISCONDUCT COMMITTEE

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

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

1640.78
SHARED LEAVE REVIEW COMMITTEE

1640.80
STAFF COUNCIL
[See 1800 for the function and structure of this committee.]

1640.81
UNIVERSITY STAFF COMPENSATION COMMITTEE

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

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

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

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

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

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

FSH 1640.83
STUDENT CONDUCT BOARD

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

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

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

1640.84
STUDENT FINANCIAL AID COMMITTEE

A. FUNCTION. [See also 2900.]

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

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

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

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

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

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

1640.86
TEACHER EDUCATION COORDINATING COMMITTEE

A. FUNCTION. [See also 4300]

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

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

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

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

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

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

1640.87
UNIVERSITY TEACHING COMMITTEE

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

A. FUNCTION.

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

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

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

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

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

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

A. FUNCTION. For the purposes of this policy, advising includes mentoring and retention activities.

A-1. To promote a faculty and administrative culture dedicated to effective student advising.

A-2. To review and make recommendations concerning policies and procedures that affect student advising.

A-3. To monitor the student advising program and to advise on the design and content of reports to the Vice Provost for Academic Initiatives, Faculty Senate, deans, unit leaders, and faculty.

A-4. To serve as an advisory resource for Executive Director of Student Success Initiatives to promote effective student advising.

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

1640.89
UNIVERSITY COMMITTEE FOR GENERAL EDUCATION

A. FUNCTION.

A-1. University Committee for General Education serves as the curriculum body for general education by soliciting and approving proposals and courses to be included in the University’s general education and general education courses eligible for transfer to other state institutions (SBOE general education matriculation “GEM” courses). The UCGE committee also engages in program review and assessment and then makes recommendations for the continuous refinement of general education in conjunction with the Director of General Education and the Assistant Director of Institutional Research and Assessment. Recommendations for change will be forwarded to UCC, Faculty Senate, and the university faculty.

A-2. The committee reports periodically (at least once a year) to the Faculty Senate on the status of general education.

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

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

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

1640.90
UNIVERSITY ASSESSMENT & ACCREDITATION COMMITTEE (UAAC)

A. FUNCTION

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

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

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

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

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

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

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

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

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

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

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

A-12. Maintain a timeline for accreditation reporting.

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

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

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

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

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

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

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

1640.92
UNIVERSITY DEVELOPMENT COUNCIL

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

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

1640.94
UNIVERSITY MULTI-CAMPUS COMMUNICATIONS COMMITTEE

A. FUNCTION.

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

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

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

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

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

A. FUNCTION.

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

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

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

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

Version History

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

Amended January 2022. Updated structure of Information Technology Committee.

Amended July 2021. Editorial changes.

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

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

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

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

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

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

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

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

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

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

**Amended July 2015.** Revised A-1, A-2, A-3, A-4, B, and C of the University Budget and Finance Committee. Added C-1 and C-2 of the Dismissal Hearings Committees, and B-1 and B-2 of the Faculty Appeals Hearing Board. Created the University Security and Compliance Committee.

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

**Amended July 2014.** Revised B of the Honors Program Committee, and A-2, A-3, and B of the Teacher Education Coordinating Committee. Added A-4 to the Teacher Education Committee.

**Amended January 2014.** Revised C of Ubuntu, B of the Borah Foundations Committee, and B of the Safety and Loss-Control Committee.

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

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

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

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

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

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

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

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

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

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


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

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

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


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

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

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

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

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

Adopted 1979.
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: FSH 1640.90 COMMITTEE DIRECTORY--UAAC

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: Barb Kirchmeier, chair, UAAC

Policy Sponsor, if different from Originator: Francesca Sammarucca, Faculty Secretary

Reviewed by General Counsel ___Yes x No Name & Date:

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

The UAAC wishes to add two non-voting, ex officio members to the committee: Director of General Education and Director of CETL. The Director of General Education oversees assessment for the general education program, and their perspective is important to the committee’s work. The CETL Director (or other representative from CETL) would be able to provide information about Canvas to the committee during discussions; additionally, CETL is a partner for faculty during the assessment process. While adding these two positions does increase the size of this already-large committee, because they would be non-voting members, we are not worried about the additional committee members keeping the committee from doing their business.

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

None.

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

None.

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
1640.90
UNIVERSITY ASSESSMENT & ACCREDITATION COMMITTEE (UAAC)

A. FUNCTION

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

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

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

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

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

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

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

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

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

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

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

A-12. Maintain a timeline for accreditation reporting.

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

B. STRUCTURE AND MEMBERSHIP. Eleven faculty representatives, comprising one from Library and one from each of the following colleges: Agricultural and Life Sciences; Art and Architecture; Business and Economics; Education, Health and Human Sciences; Engineering; Graduate Studies; Law; Letters, Arts, and Social Sciences; Natural Resources; and Science. The representative from the College of Graduate Studies shall be named by their Dean. Preference shall be given to faculty members with expertise and experience in assessment and accreditation, and a chair shall be chosen by the Committee on Committees from among the faculty representatives, preferably a tenured faculty member. The following positions shall serve on the committee as ex officio members (without vote): the Vice Provost of Academic Initiatives or designee, Associate Director of Assessment & Accreditation, a recorder from the office of Assessment & Accreditation, a representative from the office of Equity, Diversity & Inclusion, a representative from Strategic Enrollment management, the Director of General Education, and the Director of CETL (or designee).
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: FSH 1640.87 UNIVERSITY TEACHING 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: Rachel J. Halverson

Policy Sponsor, if different from Originator:

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

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

   A. The University Teaching Committee wishes to have representation from an undergraduate student and
   a graduate student. Including representation of both student groups will provide a necessary perspective
   and source of information for committee work regarding instruction at the university.

   B. The University Teaching Committee feels that it is appropriate for the Director of Center for
   Excellence in Teaching and Learning to have voting rights, similar to the rights granted to the director of
   general education.

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

   None

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

   None

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first
after final approval (see FSH 1460 D) unless otherwise specified in the policy.
1640.87

UNIVERSITY TEACHING COMMITTEE

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

A. FUNCTION.

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

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

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

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

B. STRUCTURE. Six faculty members, preferably some of whom have received university-level teaching awards; an associate dean; the director of general education; an undergraduate student; one graduate student; a representative from the Office of Institutional Effectiveness and Accreditation (without vote); and the Director of the Center for Excellence in Teaching and Learning, or designee (without vote).
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* ☐ Interim ☐ Minor Amendment
Policy Number & Title: FSH 6920 UNIVERSITY LIBRARY

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ 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.”

Policy originator: Ben Hunter

Policy sponsor, if different from originator: Diane Kelly-Riley

Reviewed by General Counsel: ___ Yes ___ No  Name & Date: Kent Nelson, 1/30/23

Comprehensive review? ___ Yes ___ No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
   Comprehensive review. Revised to remove Library operations information, which will continue to reside on the Library website. Language clarified in C-2.

2. **Fiscal Impact:** What fiscal impact, if any, will this change have?
   None.

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

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
A. PURPOSE. This policy describes the role of the University of Idaho Library and regulates the establishment of departmental libraries.

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

C. POLICY

C-1A. INTRODUCTIONIn general, As Idaho's flagship research library, the University of Idaho Library (Library) connects our users with information, ideas, tools, and spaces; enriches formal and informal learning opportunities; supports and advances research, scholarly, and creative activity; builds partnerships through regional and national outreach; and preserves university, state, and regional historical archives. We—The Library champions the transformative power of ideas and learning, inspire our students to engage in a lifelong pursuit of intellectual development, and provides an essential foundation for innovation, research, and scholarship. It is the U.S. Government documents regional repository and a designated Earth Science Information Center. The Library seeks to build and maintain mutually beneficial partnerships to ensure faculty, staff, and students have the broadest access to the Library collections, while providing services to citizens of the state and region.

B. SERVICES.

— B-1. Loan Privileges,

a. Books in the general collection have a six-week loan period. Loan periods for materials in other collections may be shorter. All materials are subject to recall after two weeks.

b. Faculty members are exempt from overdue charges with the exceptions of fines associated with overdue interlibrary loan, consortial, or recalled materials. Highly specialized materials needed by faculty members for continuous close-at-hand use may be loaned for an extended period.

— B-2. Interlibrary Loans,

a. The Library administers an interlibrary loan service to facilitate borrowing scholarly materials from other libraries for use by faculty members, staff and students.

b. Interlibrary loans are agreements between libraries. The lending library establishes loan periods and any special use conditions. Overdue materials borrowed through interlibrary loan are subject to fines as infractions may interrupt service to other library users.

— B-3. Electronic Resources,

a. The Library licenses and makes available electronic content for use by students, faculty, and staff currently affiliated with UI. Use of licensed content is dictated by terms agreed to by both the Library and the content provider. These agreements typically prohibit excessive downloading of content, commercial use, and use by...
individuals not directly affiliated with the UI. If the Library is notified that a user is violating the terms of a license, appropriate action will be taken by the Library to address the violation in question and, as necessary, to prevent further abuse.

b. Individuals not affiliated with the UI have limited use of most resources through public terminals in the Library.3

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**B-4. Course Reserve.**

a. Faculty members are encouraged to place materials on course reserve at least one week prior to class assignments.

b. Requests forms to create a reserve list are available online or in the Library.

e. Faculty members may place personal copies on reserve. Non-library materials should be properly identified with a mark of ownership.

d. If library materials are to be purchased for reserve, sufficient time should be allowed for their acquisition.

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**B-5. Library Use Lectures.**

a. Upon request, librarians conduct specialized lectures on using and evaluating information resources.

b. Instructors may make arrangements for the lectures through the appropriate librarian.

e. Students may consult individually with librarians after lectures are given to gain additional insights about the research process.

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**B-6. Resource Requests.**

a. Faculty members are encouraged to work with their librarians to select materials that will serve the current and future needs of the UI. Resources may be requested via email or through the online resource purchase request form.

b. New periodical subscription requests should be made through a librarian. Due to the cost of these materials, the Library is judicious in acquiring new titles without an evaluation of existing titles.

e. Resources needed immediately (for reserve or because of demand) will be ordered and processed in an expedited fashion.

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**B-7. Use of Copyrighted Materials.** U.S. copyright law governs the reproduction, preparation of derivative works, distribution, performance, display, and transmission of copyrighted materials. The University Library reserves the right to refuse any request by a patron that, in Library’s judgment, would involve the Library acting in violation of U.S. copyright law.

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**B-8C-2. Departmental Libraries.** It is the policy of the UI to maintain a strong central library. Branch libraries are discouraged. In view of the special character of library resources in the field of law To comply with accreditation requirements, the College of Law maintains a library and staff with specialized training in law librarianship (see 6925).

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**D- B-9. Additional Information.** PROCEDURE
UI FACULTY-STAFF HANDBOOK  
Chapter VI: OTHER GENERAL INSTITUTIONAL POLICIES  
Section 6920: University Library  

D-1. 

a—For additional information about the Library and its operations, see the [Library website](#).

D-2. b—Faculty members who wish to suggest changes in Library regulations or policies or operations should feel free to make these suggestions known to the Library staff or members of the Library Affairs Committee (see 1640.60).

Version History:

**Amended July 2023.** Comprehensive review. Revised to remove Library operations information, which will continue to reside on the Library website. Language clarified in C-2.

**Amended July 2018.** Significantly revised to reflect current policies.

**Adopted July 1996.**
For instructions on policy creation and change, please see https://www.uidaho.edu/governance/policy

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

Faculty Staff Handbook (FSH)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: FSH 5600 RESEARCH CONFLICTS OF INTEREST

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: Kay Dee Holmes

Policy Sponsor, if different from Originator: Chris Nomura

Reviewed by General Counsel ☒ Yes ___No Name & Date: Manisha Wilson 9/1/22

1. Policy/Procedure Statement: Briefly explain the reason for the proposed addition, revision, and/or deletion.
   
   Comprehensive review and rewrite to bring UI procedures into compliance with regulatory requirements.

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

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

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

LAST REVISION: July 2007 (editorial)

CONTENTS:
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B. Scope
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A. PURPOSE
The purpose of this policy is to ensure that no Research Conflicts of Interest directly and significantly impact the design, conduct, or reporting of research or sponsored project activities at the University of Idaho.

The University of Idaho strives to promote objectivity in Research by ensuring that Research at the University of Idaho is free from bias due to an investigator’s financial interests. This policy states the requirements and procedures for disclosing Significant Financial Interests and how a Research Conflict of Interest is determined and managed. Note that for purposes of this policy, a “Research Conflict of Interest” is a “Financial Conflict of Interest” as defined by the U.S. Department of Health and Human Service Public Health Service (PHS) and the Department of Energy (DOE), and a “Conflict of Interest” as defined by the National Science Foundation (NSF) (see C-7).

B. SCOPE. This policy applies to Investigators on Research Projects funded by a Funding Entity as defined in C-4.

C. DEFINITIONS
C-1. “Equity” means any interest in the profits of or other ownership interest in any commercial or non-profit enterprise, including common stock and other securities, and any right to acquire any of the foregoing such as an option, warrant, or other security that is convertible into an equity security.

C-2. “Family” or “Family Member” means the Investigator’s spouse and dependent children.

C-3. “Funding Entity” means a federal agency or other sponsor that requires an Investigator to disclose their Significant Financial Interests.

C-4. “Intellectual Property” means the rights from a patent, trademark, copyright, trade secret, or other similar intangible property right, including but not limited to, inventorship or authorship.

C-5. “Investigator” means any person at UI who is responsible for the design, conduct, or reporting of funded Research.

C-6. “Research” means a creative endeavor or a systematic investigation, study or experiment designed to develop or contribute to generalizable knowledge. The term encompasses basic and applied research (e.g., a published article, book, or book chapter), product development (e.g., a diagnostic test or drug), and any activity for which research funding is available through a grant or cooperative agreement, research grant, career development award, center grant, individual fellowship award, infrastructure award, institutional training grant, program project, or research resources award.

C-7. “Research Conflict of Interest” or “RCOI” means a Significant Financial Interest or a financial relationship (for DOE funded projects) of an Investigator or the Investigator’s Family that could directly and significantly affect the design, conduct, or reporting of Research.
C-8. “Research Conflict of Interest Officer” or “RCOI Officer” means the person appointed by the Vice President of Research to review all disclosures of Significant Financial Interests and to identify and resolve and Research Conflicts of Interest.

C-9. “Significant Financial Interest” or “SFI” means any of the following Financial Interests (1) that reasonably appear to be related to the Investigator’s institutional responsibilities and (2) held by an Investigator or Family Member:

a. Remuneration (such as salary, consulting fees, honoraria, paid authorship, payments for services, etc.) received from a foreign or domestic entity other than the UI in the last 12 months and valued at $5,000 or more;

b. Equity or other ownership interest in a foreign or domestic entity that is valued at $5,000 or more;

c. Equity in a non-publicly traded foreign or domestic entity;

d. Income from the previous 12 months or projected income for the next 12 months that is related to Intellectual Property rights and interests and is $5,000 or more.

e. Remuneration (such as salary, lab space, and other tangible benefit) from participation in a Foreign Government-sponsored Talent Recruitment Program (FGTRP) or intangible benefit from participation in an FGTRP. An FGTRP is an effort organized, managed, or funded by a foreign government, or a foreign government instrumentality or entity, to recruit science and technology professionals or students (regardless of citizenship or national origin, or whether having a full-time or part-time position).

A Significant Financial Interest does not include:
1. Remuneration received directly from the University of Idaho for carrying out University responsibilities;
2. Remuneration received from seminars, lectures, or services on advisory committees or review panel, or teaching engagements sponsored by public or nonprofit entities;
3. Remuneration from mutual funds and retirement accounts if the Investigator or Investigator’s Family Member does not directly control the investment decisions made for the fund or account.

C-10. “SFI Disclosure” means the electronic form used by the University for Investigators to disclose the Significant Financial Interests of themselves and their Family.

C-11. “Sponsored Travel” means travel related to an Investigator’s university responsibilities and paid on behalf of the Investigator rather than reimbursed so that the exact monetary value of the travel is not readily available.

D. DISCLOSURES, UPDATES, AND CHANGES
D-1. Disclosures at the time of the proposal. All Investigators on proposals that require disclosure of SFIs must disclose their SFIs before submitting the proposal for funding. If the Investigator has an SFI Disclosure on file that is less than one year old and reflects all current SFIs for the Investigator and Family Members, a new SFI Disclosure is not required. SFI Disclosures will not be reviewed until the Funding Entity selects the proposal for funding.

D-2. Disclosures when funding is received. If an Investigator’s proposal for Research is selected for funding by the Funding Entity the Investigator shall submit an updated SFI Disclosure to reflect any additional Significant Financial Interests the Investigator or Investigator’s Family acquired after the proposal was submitted.

D-3. Annual disclosures and changes. It is the Investigator’s responsibility to update the SFI Disclosure within 30 days of the Investigator or Investigator’s Family acquiring a new or increased SFI. Investigators shall keep their SFI Disclosure current and submit an updated SFI Disclosure every 12 months. Investigators shall receive
notifications from the University’s electronic system when they need to submit an updated disclosure.

D-4. New Investigator added after work begins on a project. If a new Investigator is added to a Research project after work begins, the new Investigator must submit an SFI disclosure before doing any work on the project. The RCOI Officer has 60 days to review the new Investigator’s SFI disclosure and implement a management plan.

D-5. Disclosure after work begins on a project. Investigators are required to renew or re-certify their SFI disclosure every 12 months during the life any Research projects that require SFI Disclosures. The RCOI Officer has 60 days from disclosure of the SFI to review the SFI, determine if an FCOI exists, and implement a management plan. If an FCOI is found, the RCOI Officer shall also review all applicable Research projects the Investigator is working on to determine if the FCOI biased the design, conduct, or reporting of any Research project. If an FCOI is found to have biased a Research project, the RCOI Officer shall take steps to mitigate the bias and shall notify the Funding Entity (if required) and take action as required by the Funding Entity.

D-6. Sponsored Travel disclosures. Investigators must disclose any Sponsored Travel that was paid for on their behalf in the 12 months preceding the disclosure date, was related to their institutional responsibilities, and was paid for by a foreign or domestic entity (but not a state or federal government entity, a U.S. institution of higher education, a U.S. academic teaching hospital, a U.S. medical center, or a U.S. research institution affiliated with an institution of higher education). If the travel meets the foregoing criteria, the Investigator shall disclose the following information about the travel:
   a. the purpose of the trip,
   b. identity of the sponsor/organizer,
   c. the destination, and
   d. the duration of the travel.

D-7. Confidentiality. SFI Disclosures shall be kept confidential to the extent allowed by Idaho law, except as required for the performance of University duties.

E. REVIEW AND MANAGEMENT OF RESEARCH CONFLICTS OF INTEREST

E-1. Review and management
   a. The RCOI Officer shall review all SFI Disclosures to determine if a Research Conflict of Interest exists. A Research Conflict of Interests exists when the RCOI Officer reasonably determines that a SFI could directly and significantly affect the design, conduct, or reporting of the Research. The RCOI Officer may seek input and guidance from other institutional individuals and units when reviewing an SFI Disclosure.
   b. No funds may be encumbered nor work started on a Research project until the SFI Disclosure review is completed and, if required, a management plan put into place.

E-2. Management plan for a Research Conflict of Interest
   a. If the RCOI Officer determines that an SFI is a Research Conflict of Interest, the RCOI Officer will draft a management plan to manage, reduce, or eliminate the Research Conflict of Interest. A management plan could consist of (but is not limited to) any of the following:
      1. Disclosing the Research Conflict of Interest to the appropriate audience or research participants.
      2. Monitoring or oversight of the Research for bias by an independent 3rd party.
      4. Change of personnel, their duties, or disqualification of personnel from participating in the Research.
      5. Total or partial sale of the SFI that created the RCOI.
      6. Modification or severance of the relationship that created the RCOI.
   b. The RCOI Officer shall submit the management plan to the University’s Vice President for Research and Economic Development for approval. Work on the project may begin and costs start to accrue after the management plan has been approved by the VPR.
F. REPORTING AND RECORD RETENTION

F-1. Reporting. As required by the funding agency, the University will submit information regarding the FCOI to the funding agency.

F-2. Record Retention. Records created and maintained under this Section 5600 shall be kept for at least three years from the date on which the final expenditure report is submitted to the funding agency or as required by the funding agency.

G. TRAINING. Investigators shall complete RCOI training before incurring or obligating costs on a project if the Funding Entity requires RCOI training. The training shall be repeated every four years for the life of the project or as required by the Funding Entity and immediately when any of the following occur:

G-1. The University revises the policies or procedures of the policy (FSH 5600) in a way that affects the Investigator’s obligations;
G-2. When an individual is identified as an Investigator;
G-3. An Investigator is not in compliance with the University’s RCOI policy or management plan; or
G-4. When requested by the RCOI Officer, a supervisor, or other University official.

H. ENFORCEMENT AND SANCTIONS

H-1. Investigators will receive automated reminders to submit their disclosures. Violations of this policy may be grounds for discipline or sanctions against an employee. The RCOI program office may notify investigators who are more than 30 days delinquent on submitting their disclosure or completing training that they need to complete their disclosure or training. The RCOI Officer may suspend relevant activities or impose other sanctions to help resolve Research Conflicts of Interest or noncompliance with this policy and program obligations.

H-2. The provisions of H-1 apply not only to noncompliance with this policy but also to noncompliance by an Investigator with any requirement relating to conflicts of interest to which UI is subject under state or federal law.

Version History:

Amended 2023. Rewritten to address gaps and redundancies and improve readability.


Adopted 1996.

10/95
POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)
☐ Addition XX Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: FSH3250 Flextime/Flexplace (Requesting title change to Flexwork)

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.”

Comprehensive Review was Conducted

Originator: Brandi Terwilliger, Director of Human Resources

Policy Sponsor, if different from Originator: Brian Foisy, VP Finance and Administration

Reviewed by General Counsel X Yes ___ No Name & Date: Kim Rytter, 12/20/22

1. Policy/Procedure Statement: Briefly explain the reason for the proposed addition, revision, and/or deletion.
   Updated throughout to revise procedures and ensure compliance with export control requirements in international flexwork arrangements. A committee met and developed the recommendations with inclusion from Provost Office, VP Foisy, OIT, Export Controls, International Program Office, etc. Faculty Staff Policy Group also reviewed.

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.
   APM70.23

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. ASAP as this is having an impact on individuals currently.
FLEXTIME/FLEXPLACEFlexwork

OWNERS:

Human Resources Director
Brandi Terwilliger
brandit@uidaho.edu

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

LAST REVISION: 2022 January 2023

A. PURPOSE. This policy establishes the conditions under which employees may be allowed a change in work location or schedule. This policy addresses only discretionary flexwork arrangements; procedures for accommodations of disability are addressed in FSH 6420. The purpose of flextime/flexplaceflexwork is to accommodate the personal needs of employees and/or to enable university departments to provide services for more hours each day. A department may use flextime and flexplaceflexwork when either it would help an employee better accommodate personal needs and where the arrangement would not adversely affect productivity of the employee’s department or the ability of the department to provide service for faculty, staff, and students.

B. SCOPE. This policy applies to all University of Idaho employees.

C. DEFINITIONS.

aC-1. Flexwork is a request initiated by the employee for a change of work location or work schedule from what was assigned that originally assigned and is when the original assignment is not necessary in order for the employee to perform University business, programs, or purposes.

b. Domestic Flexwork is a flexwork request for a change of work location within the United States.

c. International Flexwork is a flexwork request for a change of work location to a location outside of the United States. Because work located in U.S. territories requires similar review, it is included in the definition of International Flexwork.

D. POLICY. Units may use flexwork to provide services for more hours each day or when it would help an employee better accommodate personal needs, if the arrangement would not adversely affect productivity of the employee’s unit or the ability of the unit to provide service for employees and students.

BCD-1. CRITERIA CONSIDERATIONS FOR IN AUTHORIZING FLEXTIME OR FLEXPLACEFLEXWORK. Criteria Considerations applied in evaluating requests for flextime and/or flexplaceflexwork shall include, but are not limited to: 1) the effect on productivity of the employee, 2) the ability of co-workers to accomplish their work, and 3) the effect on productivity of the department/unit, 4) the degree to which the accommodation is necessary in order to allow the employee to retain his or her job,
D-2. INTERNATIONAL FLEXWORK. In some cases, International Flexwork arrangements may be treated as University International Travel as defined by APM 70.23. Employees requesting an International Flexplace Flexwork arrangement may not take any University-owned equipment with them travel unless they comply with the requirements in APM 70.23.

CDD-3. FLEX HOURS. The flex hours enumerated below apply to employees working in departments which operate on a typical business office schedule. All Most university departments units which provide business or student services are open between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, with summer hours between 7:30 a.m. and 4:30 p.m. (Pacific Time for Moscow and surrounding areas and Mountain Time for Boise and surrounding areas). Such departments units are expected to be staffed during these hours, except for the noon hour in small departments units. Hours of operation for other departments units are influenced by the services they provide and the needs of faculty, staff, employees and students.

EED-1. The departmental administrator supervisor and the employee requesting flexwork must determine measures of productivity prior to approval of the flexwork request. The measure of productivity must be approved by the employee’s chain of supervision up to Vice President or Provost as identified by guidance maintained on the Human Resources website. The measure of productivity will be incorporated into the flexwork agreement. When work at home is to be incorporated into an approved flextime flexwork arrangement (flexplace), duration (not to exceed six months), of approval for off-site work and measures of productivity will be determined in advance by the departmental administrator and the employee, with the concurrence of the dean or director and/or Vice President/Provost, and incorporated into the flextime/flexplace flexwork agreement.

a.E-2. If the flexwork request working at home requires relocation of university equipment, such as a computer and peripheral equipment, the relocated equipment will be inventoried by the unit. Contact and appropriate arrangements made with the Risk Management Office to discuss property coverage and contact OIT the Office of Information Technology regarding computer security of the equipment. The departmental administrator supervisor is expected to verify return of the equipment when the flexplace flexwork arrangement ceases.

b.E-3. If the flexwork request arrangement contemplates work at an alternate location, the employee working at a flexplace must maintain adequate internet connectivity to support security and management software on any assigned technology resources. The employee must be accessible by telephone (where applicable). When technology support is necessary, the employee may be required to be available during university business hours.

c.E-4. Employees granted a flexwork request arrangement for a change of work location working at a flexplace must be available for real-time synchronous communications (e.g., telephone or web video conference) during designated working hours unless otherwise approved by the department/unit.
Amended January 2023. Updated throughout to revise procedures and ensure compliance with export control requirements in international flexwork arrangements. Comprehensive review.


POLICY COVER SHEET
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Faculty Staff Handbook (FSH)
☐ Addition ☐ Revision* x Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: FSH 5500 LABORATORY RECORD-KEEPING GUIDELINES

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ 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."

Policy originator: Arch Harner, Director ORA
Policy sponsor, if different from originator: Chris Nomura, VPRE
Reviewed by General Counsel: XYes __No Name & Date: Manisha Wilson 3/1/23
Comprehensive review? xYes __No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.
   This item does not meet the criteria for university-wide policy.

2. Fiscal Impact: What fiscal impact, if any, will this change have?
   None.

3. Related Policies/Procedures: Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
   FSH 5300.

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
LABORATORY RECORD-KEEPING GUIDELINES

OWNER
Office of Research and Economic Development
Vice President
Chris Nomura
vpresearch@uidaho.edu

LAST REVISION: July 2007

A. To safeguard the possibility of patenting an invention, the inventors should maintain records of their research work in a fashion that will clearly establish priority dates and adequately describe the invention.

B. Effective protection requires the use of a bound notebook and observance of the following practices (recommended by the Patent Committee of the Idaho Research Foundation and based on a statement issued by the National Association of College and University Business Officers):

B-1. Legibly enter in ink, concurrent with the work on a daily basis, a complete and accurate record of the research activities and sign and date each page below the entered data.

B-2. Whenever possible, preface each series of pages with a brief and generic statement of the work that is to be performed (i.e., statement of problem) rather than what the results are expected to be. Avoid gratuitous conclusions.

B-3. Similarly, when an experiment or run is completed and it represents the reduction to practice of only one or more species, include a paragraph setting forth still other species and parameters of variables and the reasons they are expected to be effective in order later to provide valid basis for a generic claim. This is conveniently included under a “Modifications and Extensions” heading and need not include complete data at that time.

B-4. Faithfully have the work corroborated by having the notebooks witnessed by dated signature of an associate (not a co-worker or collaborator in that particular research area who is or could be a joint inventor). Notation of witness should appear after the last line of an experiment and not necessarily at the bottom of every page. If necessary or desirable, explain in detail the work performed.

B-5. Before destroying any samples, run sheets, or records of any kind, the inventor must make certain that the discards are of no value to the university or to anyone associated with the project.

B-6. Notify the Idaho Research Foundation promptly of any proposed publications (including abstracts) involving patentable inventions in order to preserve property rights in research. (Laws in this country permit the filing of a patent application within one year of public disclosure, but some foreign countries will not accept an application claiming invention for anything already published.)

B-7. Record observations of physical results even if they are not fully appreciated or understood at that time.

B-8. Use the last four or five pages for an index as desired.

B-9. Start a new page for each new experiment and draw a continuous diagonal line through unused portions of pages remaining at the close of an experiment.
B-10. Avoid erasures but, where necessary, cross out entries with a single line; date and initial the changes.

Version History:

Amended 2022. Editorial changes.

Adopted 1979.
68: FINAL EXAM SCHEDULES

In Workflow
1. Registrar's Office (none)
2. Provost's Office (kudas@uidaho.edu; mstout@uidaho.edu; jvalkovic@uidaho.edu; gwen@uidaho.edu)
3. Ready for UCC (disable)
4. UCC (none)
5. Post-UCC Registrar (none)
6. Faculty Senate Chair (mstout@uidaho.edu; jvalkovic@uidaho.edu; cari@uidaho.edu)
7. Provost's Office (kudas@uidaho.edu; mstout@uidaho.edu; jvalkovic@uidaho.edu; gwen@uidaho.edu)
8. State Approval (mstout@uidaho.edu; jvalkovic@uidaho.edu; lindalundgren@uidaho.edu)
9. NWCCU (sara@uidaho.edu; mstout@uidaho.edu)
10. Catalog Update (V00814390@uidaho.edu)
11. Theodore Unzicker (tunzicker@uidaho.edu)

Approval Path
1. Thu, 15 Sep 2022 18:24:05 GMT
   Theodore Unzicker (tunzicker): Approved for Registrar's Office
2. Thu, 06 Oct 2022 23:13:38 GMT
   Gwen Gorzelsky (gwen): Approved for Provost's Office
   Theodore Unzicker (tunzicker): Approved for Ready for UCC
   Theodore Unzicker (tunzicker): Rollback to Ready for UCC for UCC
5. Wed, 02 Nov 2022 17:48:53 GMT
   Theodore Unzicker (tunzicker): Approved for Ready for UCC
6. Tue, 08 Nov 2022 18:58:03 GMT
   Theodore Unzicker (tunzicker): Approved for UCC
7. Mon, 09 Jan 2023 16:41:56 GMT
   Theodore Unzicker (tunzicker): Approved for Post-UCC Registrar

New Proposal
Date Submitted: Tue, 13 Sep 2022 16:04:40 GMT

Viewing: Final Exam Schedules
Last edit: Tue, 13 Sep 2022 16:04:39 GMT
Changes proposed by: Dwaine Hubbard

Faculty Contact
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<tr>
<td>Lindsey Brown</td>
<td><a href="mailto:lindseybrown@uidaho.edu">lindseybrown@uidaho.edu</a></td>
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Request Type
Other

Effective Catalog Year
2023-2024

Title
Final Exam Schedules

Request Details
These are the final examination schedules for Fall 2023 and Spring 2024.

Supporting Documents
Final Exam Schedule Fall 23.xlsx
Final Exam Schedule Spring 24.xlsx

Reviewer Comments
Key: 68
## Fall Final Examination Schedule
**December 11-15, 2023**

Regular classrooms will be used for the exam unless the instructors make special arrangements through the Registrar’s Office. In order to avoid conflicts, rooms must be reserved in the Registrar’s Office for “common final” exams. Instructors will announce to their classes rooms to be used for all sectioned classes having common final exams. **Instructors may deviate from the approved schedule only upon recommendation of the college dean and prior approval of the Provost.**

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- **Common final exam** periods are from 7:00 to 9:00 p.m. on Monday, Tuesday, Wednesday, and Thursday.
- Students with more than two finals in one day may have the excess final(s) rescheduled. The **conflict exam** periods are from 5:00 to 7:00 p.m. on Thursday and Friday. A student must make arrangements with the department and the instructor of the course to schedule the final exam in one of the conflict exam periods.
- Evening classes, those starting at 5:00 p.m. or later, will have the final examinations during the final exam week at the regular class time.
- For online classes that have in person finals, the final examination will be on the Saturday following the final examination week in the Fall semester. In the Spring semester these in person finals will be held on the Saturday prior to the final examination week.
- Non-Standard time patterns will use the final exam start time in the day/time pattern of the earlier hour. For example, a Tuesday section with an 8:30 a.m. start time would use the 8:00 a.m. final exam time for Tuesday.
- If a class meeting day and time is not found in the final examination schedule above, the instructor of the class is responsible for contacting the Office of the Registrar to identify the appropriate day and time for the final examination.
### Spring Final Examination Schedule
**May 6-10, 2024**

Regular classrooms will be used for the exam unless the instructors make special arrangements through the Registrar’s Office. In order to avoid conflicts, rooms must be reserved in the Registrar's Office for “common final” exams. Instructors will announce to their classes rooms to be used for all sectioned classes having common final exams. **Instructors may deviate from the approved schedule only upon recommendation of the college dean and prior approval of the Provost.**

<table>
<thead>
<tr>
<th>First Regular Class Meeting Day of the Week</th>
<th>Class Start Time</th>
<th>Final Exam Day</th>
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80: FOUR DIGIT COURSE NUMBERING

In Workflow
1. Registrar’s Office (none)
2. Provost’s Office (kudas@uidaho.edu; mstout@uidaho.edu; jvalkovic@uidaho.edu; gwen@uidaho.edu)
3. Ready for UCC (disable)
4. UCC (none)
5. Faculty Senate Chair (mstout@uidaho.edu; jvalkovic@uidaho.edu; cari@uidaho.edu)
6. Provost’s Office (kudas@uidaho.edu; mstout@uidaho.edu; jvalkovic@uidaho.edu; gwen@uidaho.edu)
7. Post-UCC Registrar (none)

Approval Path
1. Tue, 07 Feb 2023 15:34:34 GMT
   Dwaine Hubbard (dhubbard): Approved for Registrar’s Office
2. Tue, 07 Feb 2023 17:24:52 GMT
   Gwen Gorzelsky (gwen): Approved for Provost’s Office
   Theodore Unzicker (tunzicker): Approved for Ready for UCC
   Sydney Beal (sbeal): Approved for UCC

New Proposal
Date Submitted: Fri, 03 Feb 2023 16:30:24 GMT

Viewing: Four Digit Course Numbering
Last edit: Fri, 03 Feb 2023 16:30:24 GMT
Changes proposed by: Dwaine Hubbard

Faculty Contact

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Email</th>
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</thead>
<tbody>
<tr>
<td>Lindsey Brown</td>
<td><a href="mailto:lindseybrown@uidaho.edu">lindseybrown@uidaho.edu</a></td>
</tr>
</tbody>
</table>

Request Type
Other

Effective Catalog Year
2025-2026

Title
Four Digit Course Numbering

Request Details
Due to the limited course numbers available for future course offerings in some programs the University will be transitioning undergraduate and graduate courses to a four-digit course numbering scheme effective with the 2025-26 Catalog. To remain in compliance with Idaho State Board of Education policies the first digit of each course number will be duplicated. As an example, with this transition ENGL 101 Writing and Rhetoric I will become ENGL 1101 Writing and Rhetoric I.

Supporting Documents
UG and GR Course Renumbering.docx

Key: 80
TO: University Curriculum Committee
FROM: Office of the Registrar
RE: Undergraduate and Graduate Course Numbers
DATE: February 3, 2023

Due to the limited course numbers available for future course offerings in some programs the University will be transitioning undergraduate and graduate courses to a four-digit course numbering scheme effective with the 2025-26 Catalog. To remain in compliance with Idaho State Board of Education policies the first digit of each course number will be duplicated. As an example, with this transition ENGL 101 Writing and Rhetoric I will become ENGL 1101 Writing and Rhetoric I.
Title: Resolution on Temporary Emergency Policy for Summer and Fall 2024 and Spring 2025 admission terms

Author: University of Idaho Faculty Senate

WHEREAS Current admission criteria for Fall 2023 and Spring 2024 were put in place to accommodate the irregularities of high school grading practices and changes to the College Board’s standardized testing schedule, through the current emergency policy approved by President Green on April 13, 2022.

WHEREAS A decision has to be made about criteria for the next admission cycle and beyond;
WHEREAS Before making a permanent decision, collecting student success data for one more year is helpful, as new data will be minimally impacted by Covid;
WHEREAS College rankings typically use ACT and SAT scores. Presently, ranking systems are not taking into account those scores, but it’s unclear what the permanent status will be. That information will be useful.

WHEREAS One year from now, we will be aware of the direction taken by our peer institutions.

BE IT RESOLVED THAT THE UNIVERSITY OF IDAHO FACULTY SENATE SUPPORTS the implementation of a Temporary Emergency Policy by President Scott Green to allow the following admission criteria for Summer and Fall 2024 and Spring 2025 admission terms only:

- The U of I will revert to the use of 6th semester high school grades in the admission consideration, and
- The U of I will make an admission decision based upon GPA only where a test score is not available, and
- The U of I will establish a minimum high school GPA of 2.60 for admission.
- Under this accommodation, the U of I would not require a standardized test for admission but would require a placement test score prior to registration.
- As reflected in existing practice, students with a GPA between 2.3 and 2.59 will be directly admitted into the Vandal Gateway Program.
- Students whose GPA is below 2.3 will apply through an appeal process administered by the Admissions Committee.
DATE: March 16, 2023

TO: Francesca Sammarruca, Faculty Secretary
    Kelly Quinnett, Faculty Senate Chair

CC: Torrey Lawrence, Provost & Executive Vice President
    Diane Whitney, Policy Coordinator

FROM: C. Scott Green, President

SUBJECT: Response to request for approval of Emergency Policy on Admission Criteria

In response to your memo of March 8, 2023 following the University Faculty Meeting and pursuant to Faculty-Staff Handbook (FSH) 1420 A-1, the Resolution titled “Temporary Emergency Policy for Summer and Fall 2024 and Spring 2025 Admission Terms” is approved for the reasons outlined in the Faculty Senate Resolution.

This Temporary Emergency Policy will allow the following admission criteria for Summer and Fall 2024 and Spring 2025 admission terms only:

- The U of I will revert to the use of 6th semester high school grades in the admission consideration, and

- The U of I will make an admission decision based upon GPA only where a test score is not available, and

- The U of I will establish a minimum high school GPA of 2.60 for admission.

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POLICY COVER SHEET

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https://www.uidaho.edu/governance/policy

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<table>
<thead>
<tr>
<th>Faculty Staff Handbook (FSH)</th>
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<tr>
<td>☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment</td>
<td>APM 30.12 Acceptable Use of Technology Resources</td>
</tr>
</tbody>
</table>

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

Originator: Teresa Amos

Policy Sponsor, if different from Originator: Dan Ewart

Reviewed by General Counsel | X Yes ___No | Name & Date: Manisha Wilson, 6/21/22

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

   Updated policy to include new technologies used to disguise a person’s location. Comprehensive policy review.

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

   None.

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

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.
APM 30.12 -- Acceptable Use of Technology Resources

July 2022 Updated: September-March 2021

Contents:

A. Purpose
B. Scope
C. Definitions
D. Policy
E. Non-Compliance
F. Exceptions
G. Contact Information
H. References

A. Preamble: Purpose:

The University of Idaho (U of I) provides access to technology resources and assets in order to support its land grant mission in all areas. These include instruction, research, outreach, and service missions; administrative functions; and student and campus life activities. This policy sets forth the rights and responsibilities of users of U of I technology resources. It also defines or links to examples of measures that may be taken by the institution to ensure the integrity of U of I technology resources and compliance with applicable law and policy.

B. Scope:

This policy applies to all users of U of I technology resources, whether or not they are formally affiliated with U of I or whether they are accessing them on a U of I campus or using technology resources from other locations.

C. Definitions:

C-1. Technology Resources:

All university owned, operated, leased, or contracted technology, including but not limited to:
- Computing, networking, telecommunication, storage, and information resources;
- All information maintained within the university’s computing resources;
- All technology resources including all hardware, software, applications, databases, and storage media;

C-2. Data Owner:

...
The Data Owner is defined as the unit administrator with direct responsibility for all access and use of designated types of data. Use of this term, in connection with this policy, shall not affect university claims or rights of ownership of data or ownership of third-party data in the possession of the university.

D. Policy

The University of Idaho provides access to and use of its technology resources to its students, staff, faculty, and others, as part of its business practices that, in turn, in order to support its mission. Access and use of U of I technology resources is a privilege and requires that users of such technology resources act responsibly. This is, regardless of ownership of the end point computing device used to access these resources.

Users shall only access and/or make use of U of I technology resources in a manner that is consistent with applicable federal and state laws, and Idaho State Board of Education, and U of I policies and procedures. Users accessing U of I technology resources have no expectation of privacy with respect to such access to and use of computers and networks; they may also include, but are not limited to, laws and policies related to personal conduct, flextime/flexplace, and university international travel as reflected in the U of I Faculty Staff Handbook and other university policies. (See FSH 2170, Item B-7, FSH 3250, and ARM 70.23). Users accessing U of I technology resources have no expectation of privacy with respect to such use of U of I technology resources.

80.1 User Responsibilities. Users of U of I technology resources must:

a. Follow all applicable federal and state laws;

b. Actively maintain the security of all devices accessing U of I technology resources or being used to access, store, or process U of I-maintained data.

c. Actively maintain the security and privacy of university data or U of I-maintained third-party data and store or process such data only in authorized locations, consistent with U of I policies and standards.

d. Report privacy, security, or technology policy violations to the U of I IT/IS/IT Security Office using the OIT Support Portal or security@uidaho.edu.

80.2 User Actions Constituting Misuse of U of I Technology Resources. Users of U of I technology resources shall be considered misuse of U of I technology resources:

a. Utilizing any identity or account not specifically assigned by U of I to the user;

b. Hindering, monitoring, or intercepting another user’s network traffic, except as expressly authorized by the U of I as an exception to this policy (See section F.5);

c. Attempting to access, disclose, destroy, use, or modify university systems or data without authorization of data owners;

d. Using technology resources for the creation or transmission of materials which may put any person’s personal safety at risk;

e. Using technology resources for unauthorized access to any system or network.
f. Using technology resources for unlawful communications or activity, including threats of violence, obscenity, child pornography, defamation, harassing communications (as defined by law), such as cyberstalking or other similar activities in violation of stalking laws,

g. Engaging in the unauthorized copying, distributing, or transmitting of copyrighted materials (see FSH 5300), such as software, music, or other media. See FSH 5300 Copyrights, Protectable Discoveries and Other Intellectual Property Rights.

h. Using technology such as traffic anonymizers, Tor, proxy services, or third-party VPN that disguise country of location while accessing U of I technology resources, except as expressly authorized as an exception to this policy (see section FE).

i. Using technology resources or applications to provide an unauthorized gateway or access point in or out of any U of I networks.

j. Using or accessing technology resources from unauthorized non-US locations, including those limited by Export Control, trade sanctions, or other laws, regulations, or University policy. See APM 45.19 U.S. Export Controls, APM 70 23 for International Travel, authorization/University International Travel, and FSH 3750 Flextime/Flexplace.

d-k. Using technology resources for partisan political or campaign activities (see FSH 6230), such as participating or intervening in a campaign for public office or making technology resources available to a candidate, campaign, political party, or political actions committee. See FSH 6230 Political Rights of University Employees and (see also FSH 3170 University Ethics section B-10).

el. Using technology resources for commercial purposes (including but not limited to personal financial gain), except as approved/allowed by FSH 3260- Professional Consulting and Additional Workload.

f.m. Using university resources for personal, non-commercial purposes, excluding uses such as personal email or access to the internet, when such activities do not interfere with an individual's employment responsibilities at UI or that give rise to a cost to U of I.

g. Using technology resources for unlawful communications or activity, including threats of violence, obscenity, child pornography, defamation, harassing communications (as defined by law), such as cyberstalking or other similar activities in violation of stalking laws.

h. Using technology resources for the creation or transmission of materials which may put any person's personal safety at risk;

i. Using technology resources for unauthorized access to any system or network;

j. Engaging in the unauthorized copying, distributing, or transmitting of copyrighted materials (see FSH 5300), such as software, music, or other media.

E. B-3. Noncompliance. The U of I may take any actions it deems necessary to protect and manage the security and integrity of its technology resources. Noncompliance with this policy may result, depending upon the nature of the noncompliance, in the user's account or access to U of I technology resources being temporarily suspended, or disabled, or permanently terminated. In the case of temporary suspension, U of I may require implementation of certain remedial measures or satisfaction of certain educational courses prior to reinstatement of the user's account or access. Additionally, the user may be referred for institutional sanctions to the appropriate university disciplinary body and may be subject to civil and criminal penalties.

B-4. Remediation. The UI may take any actions it deems necessary to protect and manage the security and integrity of its technology resources, including but not limited to temporarily
suspension or disabling user accounts or limiting the available resources through traffic shaping, data caps, or other measures.

F. Scope. This policy applies to all users of UI technology resources, whether or not formally affiliated with UI and whether on a UI campus or accessing and using technology resources from remote locations.

D. Exceptions to the Policy.
Sections BD-2, (B through D-2.-m4.-f) do not apply to students, guests, or residents in university housing except when such uses are in violation of federal or state law, or give rise to a cost to U of I.

Requests for other exceptions to this policy may be submitted in writing through the OIT Support Portal, The © to the U of I Information Security Officer who will assess the risk and make a recommendation to the UI-CIO, the U of I Vice President for Information Technology and Chief Information Officer.

G. Process/Procedure/Standards. Given the changing nature of technology, users are encouraged to regularly review the latest on the ITS website for specific guidance on acceptable uses of technology resources.

F. Contact Information.
The ITS/ITSO Information Security Office (info-securityguides.uidaho.edu) can assist with questions regarding this policy and related standards. Please submit your question on the OIT Support Portal. Given the changing nature of technology, users are encouraged to regularly review the latest IT standards for specific guidance on acceptable uses of technology resources.

H. G. References.
Federal Information Security Management Act (FISMA) – National Institute of Standards and Technology (NIST) SP-800-53, Revision 4, NIST – SP 800-171 revision 2
U of I – FSH 2300 – U of I Student Code of Conduct
U of I – FSH 2400 – Disciplinary Process for Alleged Violations of Student Code of Conduct

U of I – FSH 3170 – University Ethics
U of I – FSH 3250 – Flextime/Flexplace
U of I – FSH 3260 – Professional Consulting and Additional Workload
U of I – FSH 5300 – Copyrights, Protectable Discoveries and Other Intellectual Property Rights
U of I – FSH 5700 – Research Data
U of I – APM 30.11 – University Data Classification and Standards
U of I – APM 45.19 – Export Controls, U.S.
U of I – APM 65.02 – Records Inventory, Retention and Disposition
U of I – APM 65.06 – University Electronic Records Management Guidelines
Version History

Amended 2022. Comprehensive review and revision, including language to address new technologies to disguise a person’s location.

Amended 2017. Substantially revised to address responsibilities of users and systems without being specific to frequently changing types of technology resources.

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

Administrative Procedures Manual (APM)
☐ Addition XX Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: APM 30.16 – Technology Hardware Lifecycle Management

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

Originator: Teresa Amos

Policy Sponsor, if different from Originator: Dan Ewart

Reviewed by General Counsel X Yes _No Name & Date: Manisha Wilson, 3/30/23

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

   Policy revised throughout in collaboration with the Faculty Senate.

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

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

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

   As soon as possible.
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A. Purpose

Technology hardware is used to support instruction, research, outreach, and service missions; administrative functions; and student and campus life activities. This policy addresses the lifecycle management and stewardship of U of I technology hardware to provide quality support; data security; the lowest possible total cost of ownership; and compliance with applicable federal and state laws, Idaho State Board of Education and U of I policies and procedures, and industry best practices.

Each piece of technology hardware connected to University systems represents a use of University resources, including personnel time and operating funds, and can represent a risk to our institution if not managed properly throughout its complete lifecycle from procurement to decommissioning. The Office of Information Technology/Information Technology Services (OIT/ITS), in collaboration with Contracts and Purchasing Services (C/PS), strives to acquire and maintain technology hardware in a manner that:

- Ensures specifications to meet University current and, wherever possible, future technology needs,
- Provides the lowest possible total cost of ownership,
- Supports the secure acquisition, compliant baseline configuration, and appropriate ongoing security posture for University infrastructure, systems, and data, and
- Complies with applicable federal and state regulations as well as Idaho State Board of Education and U of I policies and procedures.

B. Scope.

This policy applies to all technology hardware owned or leased by the University regardless of the source of funding, location or intended purpose.
This policy applies to all technology hardware owned, used or operated by the University and its employees and affiliates, regardless of the source of funding, location or intended purpose.

C. Definitions

C-1. **Technology Hardware.** All University-owned, -leased, or -maintained computing equipment that could process or store University data. Technology Hardware. All University-owned, -leased, or -maintained computing equipment that processes or stores University data.

C-2. **Managed Technology Device.** Standard technology hardware that is managed by ITSOIT-defined security and management software.

C-3. **Security and Management Software.** Tools required by the University to maintain continuous, appropriate, and compliant configuration and security management for the University’s technology hardware. This may include but is not limited to antivirus, vulnerability, and configuration management tools defined in the standards for APM 30.11.

C-4. **Standard Technology Hardware.** Hardware available directly from OIT which has been predetermined by OIT to meet the needs of most users while also meeting the supportability, security and regulatory needs of the University. Standard technology hardware is the preferred option for new hardware requests.

Standard Technology Hardware. Technology hardware as defined and documented by ITS that meets University specifications. Standard technology hardware will be the default hardware purchased and utilized unless it does not meet the needs of the situation and an ITS exception is granted. Standards will be reviewed on a regular basis and documented in the ITS Portal.

C-5. **Total Cost of Ownership.** Total Cost of Ownership - The complete lifecycle cost of technology hardware including, but not limited to, purchase price, delivery costs, installation, updating, warranties, and personnel costs for maintenance, repair, and decommissioning, when appropriate.

The complete lifecycle cost of technology hardware including but not limited to purchase price, delivery costs, installation, updating, warranties, and personnel costs for maintenance, repair, and decommissioning. Purchase price is only a component of total cost of ownership.

C-6. **High-Performance Computing.** Computing services in a data center environment such as those provided by U of I Research Computing and Data Services (RCDS).

D. Policy
D-1. University of Idaho employees shall procure technology hardware, regardless of funding source, through the U of I technology procurement process as documented on the OIT Portal. Whenever feasible, requester shall consider selection of Standard Technology Hardware as the preferred option. Standard Technology Hardware shall be the preferred option. OIT will make all reasonable attempts to review requests for non-standard technology hardware within five business days. OIT will either approve the non-standard hardware request or provide suitable alternatives deemed suitable by OIT.

D-2. Technology hardware may not be purchased on University issued P-cards except by OIT as a part of the U of I technology procurement process unless covered by activities referenced in D-3 below. Personal funds reimbursed by the University may not be used to purchase technology hardware shall not be reimbursed by the University.

D-3. OIT acknowledges that certain types of activities will have special circumstances around their use and are therefore exempt from the OIT procurement policies described herein. Compliance with all other provisions of this policy is still required. Exemptions must be approved by OIT in advance of their procurement. Example exemptions may include, but are not limited to:

a. Technology hardware used for centralized high-performance computing. Compliance with all sections of APM Chapter 60 is still required.

b. Technology hardware that is part of a package to run specific equipment or systems as required by the manufacturer or reseller.

c. Devices used in research, teaching and learning, that do not access, store, nor process University data.

D-4. Whenever feasible, technology hardware shall be treated as a managed technology device. Exceptions to this will be at the discretion of OIT.

OIT will make reasonable attempts to inform the user prior to software modification or removal from a managed technology device unless required to address security incidents or to meet legal, audit, or other compliance requirements with local, state or federal law.
Whenever feasible, technology hardware shall be treated as a managed technology device. Exceptions to this will be at the discretion of ITS.

D-54. All technology hardware shall be tracked in and through central inventory management systems as documented on the ITS OIT Portal.

D-65. Repairs or upgrades of technology hardware shall be coordinated through OIT except those referenced in item D-2 above.

Repairs or upgrades of technology hardware shall be coordinated through ITS OIT.

D-76. Security and management software shall not be removed or rendered unusable for any reason on any managed technology device unless preapproved through ITS OIT.

D-87. No hardware or software shall be added, modified, or removed from technology hardware that negatively impacts the performance of security and management software.

D-98. Upon any of the below events, managed devices shall be cleaned of all data through an approved ITS OIT process and reset to meet managed device standards, unless an exception is approved by ITS OIT; in addition, all technology equipment shall be evaluated by ITS OIT to ensure use is still appropriate.

- The end of employment of an employee
- Change of position of an employee
- Realllocation of technology hardware resources
- Receipt of new technology hardware
- Situations deemed necessary to address security or compliance

As part of an employee’s offboarding process, the supervisor is responsible for contacting ITS OIT to secure electronic information that is subject to archival or records management policy.

D-109. Surplus or disposal of technology hardware will be coordinated through ITS OIT as documented on the ITS OIT Portal.

E. Noncompliance
Noncompliance with this policy may result, depending upon the nature of the noncompliance, in the user’s account or access being suspended to U of I technology resources as stated in Section B.3 of APM 30.12 (Acceptable Use of Technology).

If technology hardware is procured in a noncompliant manner or causes interference to any University business process, any or all of the following may occur:

- Technology hardware may be disabled or removed from accessing the University network
- Technology hardware may be blocked from accessing University systems and data
- Technology hardware may be returned to the vendor

Any costs of remedying noncompliance will be the responsibility of the unit in violation of this policy.

F. Exceptions

Exception requests must be preapproved. Technology hardware needs will be considered based on program need. Exceptions to this policy will require prior approval of the Vice President for Information Technology and Chief Information Officer or designee based on a recommendation approved by on the supervising VP/dean/director.

Exception requests to this policy can be submitted for approval on the ITSOIT Portal site. [Click here for more information.]

G. Contact Information.

ITSOIT can assist with questions regarding sections D-1 through D-5 and D-9 of this policy and related standards. Questions should be submitted through the ITSOIT Portal. The ITSOIT Information Security Office can assist with questions regarding sections D-6 through D-8 of this policy and related standards. General questions can be directed to the Vice President for Information Technology and Chief Information Officer or designee.

H. References.

UI – APM 60.04 – Internal Purchases and Charges
UI – APM 30.11 – University Data Classifications and Standards
Standards for Data Classifications
CIS Critical Security Control #1 (Inventory and Control of Enterprise Assets)
NIST 800-171r2 – 3.4.1 (Configuration Management), 3.8.3 (Media Sanitization)
Critical Security Control #2 (Audit)
ITSOIT Portal - xxx
Version History

**Amended 2023.** Policy revised throughout.

**Amended 2022.** Comprehensive review and revision. Standardized purchasing process to allow UI to obtain better pricing for new computing resources.

**Adopted 2007.**
POLICY COVER SHEET

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

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

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<td>Policy Number &amp; Title: APM 90.35 UI Vandal Identification Cards</td>
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*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Originator: Teresa Amos

Policy Sponsor, if different from Originator: Dan Ewart

Reviewed by General Counsel   X Yes ___No   Name & Date: Jim Craig 5/28/22

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

   Removed outdated procedural information; clarified language throughout.

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.
To provide a learning environment based on accountability and security, the University of Idaho provides an identification system that allows access to many card-related services. A Vandal Card is a tool to validate an individual’s purpose at U of I and reason to be on premises via designated authorities, particularly areas not accessible to the public. The Vandal Card is also utilized by various University services such as the library, dining services, and door or gate access to university functions. The U of I recommends all staff, faculty, and students have a properly issued Vandal Card.

B. To facilitate this, the U of I recommends all staff, faculty, and students have proper University-issued credentials (Vandal Card).

A Vandal Card is a tool to validate an individual’s purpose at U of I and reason to be on premises via designated authorities, particularly areas not accessible to the public. The Vandal Card is also utilized by various University services such as the library, dining services, and door or gate access to university functions.

There may be some requirements from areas of U of I that might require identification and enrollment or employment at the university.

To enhance a more user-friendly environment by providing an identification system that allows efficient access to many card-related services throughout the University of Idaho.
Credential resource for University purposes card not for official identification outside of U of I. Identification the are a conduit to validate via designated authorities also utilized bymail plans, door or gate access to scope. This policy applies to all Vandal Card holders University wide for all classifications University of Idaho employees, students, and affiliates.

**C. Definitions**

**BC-1 Affiliate.** Anyone who is not an employee, student, or otherwise employed by the University of Idaho directly. This includes vendors, contractors, partner institutions such as the Health Clinic, etc. Affiliate Cards require sponsorship from a U of I authority for issuance.

**C-2. Cardholder.** The person whose name and photograph appear on the Vandal Card, the individual.

**C-3. Vandal Card.** A University-issued identification card issued for the purpose of accessing programs and services administered by the University of Idaho.

**D. Policy**

**D-1. General**

* a. All employees and students should be issued a Vandal Card.
* b. University of Idaho Vandal Cards are the property of the University of Idaho.
* c. This card is Vandal Cards are, not for official identification outside of U of I, nor do they replace government issued identification.

**D-2. Eligibility**

* a. A Vandal Card can be issued if the individual fits into one of the classifications specified on the OIT Portal.
* b. Affiliate cards require sponsorship from a U of I authority for issuance.

**D-3. Validity.** Vandal Cards are valid only for the duration of the cardholder’s status as an employee, student, or affiliate. Upon termination of the status, the access provided by the Vandal Card will be deactivated. The Vandal Card is issued to serve specific purposes based on the classification of the card issued. The purposes may change over time. Current purposes can be found on the OIT Support Portal.
Vandal Cards are valid only for the duration of the cardholder’s status as an employee, student, or affiliate. Upon termination of the status, the access provided by the Vandal Card will be deactivated.

D-4 Cardholder Responsibilities

- The individual whom the Vandal Card is issued to is responsible for all transactions and uses of the card unless it is reported lost or stolen.
- Vandal Cards are not transferable and will be confiscated if found being used by someone other than the cardholder.
- Vandal Cards may not be lent out or used by anyone other than the person whose name and photograph appear on the card.
- The cardholder must immediately report a lost or stolen card to the Office of Information Technology. A replacement fee may be charged to replace a lost Vandal Card.
- University of Idaho assumes no responsibility for misuse or charges to cardholder’s account.
- Vandal Cards may not be replicated and the information they contain may not be extracted from the card.

The purposes may change over time. Current purposes can be found in D-3. Vandal Cards are not transferable.

D - Vandal Cards may not be lent out or used by anyone other than the person whose name and photograph appear on the card. A replacement fee may be charged to replace a lost Vandal Card. The fee amount is available at https://www.uidaho.edu/vandalcard-fees, and must be paid to receive a replacement card. More information or assistance can be found at https://www.uidaho.edu/vandalcard. D - Vandal Cards are not allowed to be lost or stolen. Vandal Cards are automatically deactivated if an individual leaves the University of Idaho, if the individual no longer qualifies in any of the categories listed in Section B [ren. & ed. 12-08]

E. Noncompliance

Noncompliance with this policy may result, depending upon the nature of the non-compliance, in the user’s account or access to U of I buildings being temporarily suspended, or disabled, or permanently terminated. In the case of temporary suspension, U of I may require implementation of certain remedial measures prior to reinstatement of the user’s Vandal Card access. Additionally, the user may be referred for institutional sanctions to the appropriate university disciplinary body and may be subject to civil and criminal penalties.
F. Exceptions. Issuance of a Vandal Card for a situation not included in the standards Exceptions to this policy will be considered based on program and university need and will require prior approval of the U of I Vice President for Information Technology and Chief Information Officer or designee based on a recommendation approved by the supervising VP/Dean/Director. Exceptions to this process can be submitted for approval on the OIT Portal site. Click here for more information.

G. Contact Information. OIT can assist with questions regarding this policy and related standards. Submit your questions or request services by contacting OIT.

OIT can assist with questions regarding this policy and related standards. Submit your questions or request services by contacting OIT.

Version History

Amended 2022. Removed outdated procedural information; clarified language throughout.

Amended 2008. Removed elements of policy that referred to areas outside of UI authority; revised policy related to account deactivation.

Amended 2006.

Adopted 2005.
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POLICY COVER SHEET

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

Administrative Procedures Manual (APM)
XAddition ☐ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: APM 01.01 Office of General Counsel

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

Originator: Diane Whitney, University Policy and Compliance Coordinator

Policy Sponsor, if different from Originator: Kent Nelson, Acting General Counsel

Reviewed by General Counsel X Yes ___No Name & Date: Kent Nelson, 11/11/22

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

   The purpose of this policy is to outline the function and authority of the Office of General Counsel, including retention of outside counsel, acceptance of service of process, and responding to subpoenas, public record requests, and similar requests for information.

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

   None.

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

   None.

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
APM 01.01
Office of General Counsel

A. Purpose. The purpose of this policy is to outline the function and authority of the University of Idaho Office of General Counsel (OGC).

B. Scope. This policy applies to all employees and students at the University of Idaho.

C. Policy

C-1. Responsibility. The OGC provides advice and legal services to the University of Idaho and all of its colleges, divisions, units, and related entities, on the broad range of legal matters affecting the University. The OGC represents the University of Idaho and may not represent individual employees or students except when these individuals are named as defendants in litigation as a result of actions or omissions within the course and scope of their employment or institutional representation. For personal legal advice, employees and students should consult a private attorney.

C-2. Retention of Outside Counsel. Due to the volume or to the specialized nature of legal services required by the University, it will sometimes be necessary to hire the services of attorneys outside of the OGC to represent the University. All outside legal counsel must be retained by the General Counsel, regardless of the source of funds that will pay for the outside legal counsel. Legal services to be rendered by any outside attorney shall be limited to the scope of services approved by the General Counsel, and the scope of services shall not be expanded without prior approval of the General Counsel.

C-3. Service of Process. Only the General Counsel or their designee shall accept service of legal process on behalf of the University. If an individual asks an employee or student to accept receipt of legal papers on the University’s behalf, the employee or student shall decline acceptance of the documents and direct the individual to the OGC.

C-4. Subpoenas and Other Requests for Information. The OGC manages the response to subpoenas and other requests for information, such as public record requests, to ensure compliance with privacy and other legal obligations. If an individual asks an employee or student to accept a subpoena or similar request for information, the employee or student shall decline acceptance of the documents and direct the individual to the OGC. Other requests for information, whether written or verbal, should be directed to the OGC.
POLICY COVER SHEET

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

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* X Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: 90.38 – ID cards for Non-UI Affiliates

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

Originator: Teresa Amos

Policy Sponsor, if different from Originator: Ellis, Nyssa

Reviewed by General Counsel Yes x No Name & Date:

1. Policy/Procedure Statement: Briefly explain the reason for the proposed addition, revision, and/or deletion.
   This APM is being deleted because the procedures and definitions contained in it have been incorporated into the revised 90.35 APM.

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

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

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
A. **General.** It is occasionally desirable for non-UI affiliates to have access to UI facilities. For example, WSU graduate students may participate in research programs located on the UI campus. The Vandal Card system is used to control door access to a number of locations across campus, including some that non-UI affiliates may require access to. The Vandal Card office may issue a temporary ID card to non-UI affiliates under certain circumstances to provide access to those locations.

B. **Sponsorship.** The temporary ID for a non-UI affiliate must be requested by the Dean or department head of the college or department that the cardholder will be working with. This request must be in writing and signed by the Dean, Associate Dean, Vice President or Director only. Signature authority may not be delegated for temporary card requests. This request should also include an indication of when the association with the non-UI affiliate is expected to end.

C. **Expiration.** The temporary ID must have an expiration date specified, no more than 12 months from the time of its issuance. This expiration date will be printed on the face of the temporary ID.

D. **Reissuing.** If a temporary ID expires, another may be issued, but a new written and signed request from the Dean or department head is required, just as in the initial issuance.

E. **Photo ID.** The non-UI affiliate must bring an acceptable photo ID with them and present it to the Vandal Card office staff for verification at the time of card issuance. No ID card will be issued without proper photo ID. The various forms of acceptable photo ID are discussed in APM chapter 90.35 section C. [ed. 12-10]
POLICY COVER SHEET
For instructions on policy creation and change, please see https://www.uidaho.edu/governance/policy

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

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

Administrative Procedures Manual (APM)
☐ Addition X Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: 65.02 - Records Inventory, Retention and Disposition

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

Originator: Teresa Amos

Policy Sponsor, if different from Originator: Dan Ewart, VP & CIO Office Information Technology

Reviewed by General Counsel       Yes □ No ☑ Name & Date: Kent Nelson, 12/8/22

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

   Updated to comply with current records retention requirements.

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

   None.

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

   None.

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

   To be effective immediately upon approval.
Contents:

A. Purpose
B. Scope
C. Definitions
D. Policy
E. Procedure
F. Non-Compliance
G. Contact Information
H. Related Information

A. Purpose. This policy governs the preservation, transfer, disposal, and destruction of institutional records. The University of Idaho maintains a records management policy to comply with legal requirements, ensure security of confidential information, and preserve its history.

B. Scope. This policy applies to all Institutional Records, including Active, Inactive, and Archival Records, as defined below.

C. Definitions

C-1. Active Record: Any record that is being updated, manipulated, accessed, or relied upon by a University employee on a reasonably regular basis.

C-2. Archival Record: An Inactive Record that has permanent or historic value and is not required to be retained in the office in which it was originally generated.

C-3. Inactive Record: A record that is no longer an Active Record but still must be maintained for compliance with the SBOE Records Retention Schedule or other requirement, including state and federal law.

C-4. Institutional Record: Recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity. Institutional Records are preserved for varying periods to provide information and evidence concerning policies, decisions, procedures, functions, or other activities of the institution.

C-5. Office of Record: The administrative unit or academic department responsible for managing the relevant records.

C-6. Records Management: Systematic control of all records from their creation or receipt through their processing, distribution, organization, storage, retrieval and ultimate disposition.

C-7. SBOE Records Retention Schedule: The Idaho State Board of Education (SBOE) Public Higher Education Records Retention Schedule, which contains information necessary to implement the records management program at the University of Idaho.
D. Policy

D-1. In general. It is the policy of the University of Idaho to comply with the SBOE Records Retention Schedule and all state and federal laws governing institutional records retention. The University of Idaho maintains a records management program within the Office of Information Technology (OIT) which guides employees in the preservation, transfer, disposal, and destruction of institutional records.

D-2. Office of Record. OIT shall have the authority to designate the Office of Record for each type of Institutional Record. Each Office of Record shall be responsible for compliance with this policy for the records within its purview.

D-3. Records retention
   a. Active records. Each Office of Record shall maintain active records according to the timeframes established in the SBOE Records Retention Schedule or any institution-specific timeframe established by OIT.

   b. Archival records. Each Office of Record shall transfer inactive records of permanent or historical value to the University Library’s Special Collections and Archives.

   c. Records subject to investigation and litigation holds. No person may destroy any record pertaining to anticipated or ongoing investigation, legal action or proceeding, audit, or similar activity, even if the records retention date has been expired, until the matter has been resolved and the Office of Record has been specifically advised in writing by OIT or the Office of General Counsel that such records may be destroyed.

D-4. Records disposition. Each Office of Record shall destroy inactive records once the retention period has been met, provided the record is not subject to investigation or litigation hold. Offices of Record must follow OIT procedure when destroying University records.

E. Procedure. Each Office of Record shall comply with all procedures contained in the OIT Portal procedure on Records Management.

F. Noncompliance. Noncompliance may result in discipline up to and including dismissal and may subject the employee to civil and criminal penalties.

G. Contact Information. For questions on records management, please contact records@uidaho.edu.

H. Related Information
   • Idaho State Board of Education Public Higher Education Records Retention Schedule
   • State of Idaho Records Manual
   • OIT Portal procedure on Records Management

Version History

Amended January 2023. Complete rewrite; comprehensive review.

Amended May 2015. Added definitions for Confidential Records and Sensitive Records; revised procedures.

Amended August 2008. Revised to clarify, align with goals and requirements of Office of
General Counsel, and coordinate with electronic records policy (APM 65.06), edited in conjunction with this revision.

Adopted August 2005.
POLICY COVER SHEET
For instructions on policy creation and change, please see
https://www.uidaho.edu/governance/policy

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

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

Administrative Procedures Manual (APM)
☐ Addition XX Revision* □ Deletion* □ Emergency □ Minor Amendment
Policy Number & Title: APM70.23 University International Travel

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

Comprehensive Review was Conducted

Originator: Brandi Terwilliger, Director of Human Resources

Policy Sponsor, if different from Originator: Brian Foisy, VP Finance and Administration

Reviewed by General Counsel □ Yes X No Name & Date: Kim Rytter, 11/1/22

1. Policy/Procedure Statement: Briefly explain the reason for the proposed addition, revision, and/or deletion.
   Updating to account for revised process and incorporate international flexwork requests and process. A committee met and developed the recommendations with inclusion from Provost Office, VP Foisy, OIT, Export Controls, International Program Office, etc. Policy owner, Christina Albrigio was also consulted and has no concerns or additional edits.

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.
   FSH3250

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.
   ASAP as this is having an impact on individuals currently.
APM 70.23 University International Travel
July 2021

A. Definitions

A-1. Authorized Third Party. Any person not a University employee or student who is authorized to travel for University business, programs or other purposes, including volunteers, scholars, contractors, alumni, community members, guests, or public officials.

A-2. Faculty/Staff-Led International Travel (FSIT). University International Travel led by a UI employee involving UI undergraduate or graduate students, employees, authorized third parties, alumni, or the public. 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. International travel that is 1) not related to University business, programs, or other purposes, or 2) not approved pursuant to the procedure outlined in B-1. Examples include personal travel, such as spring break or vacation travel, and travel that is not approved by the University.

A-5. University International Travel. International travel that: 1) is related to University business, programs, or other purposes and /or has been approved in an international flexwork agreement (see FSH3250) and 2) meets the conditions of and has been approved consistent with the requirements set forth in this procedure. International travel relating to an approved international flexwork agreement must comply with FSH 3250.

A-6. Travel 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. 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-7. University International Emergency Management Team (UIEMT). An ad hoc committee consisting of University administrators who support and assist 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.

B. Procedure

B-1. Employee University Employee and Authorized Third Party International Travel. The University of Idaho will authorize international travel by employees or authorized third party as contemplated in A-1 above on behalf of or under the auspices of the University only when the
following have occurred at least 30 days prior to travel, unless permission for a shorter timeframe is explicitly granted by IPO:

a. Advance approval 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.teerradotta.com/index.cfm?FuseAction=Abroad.Home, which shall include review for any applicable export control and trade sanction restrictions or prohibitions by the Office of Research and Economic Development (“ORED”). Approved international flexwork agreements (See FSH3250) are considered to be university international travel and follow the same required approval processes as for all other university international travel.

B-2. Faculty/Staff-Led International Travel. Employees leading students abroad must 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-3. Student International Travel. The International Programs Office will authorize international travel by 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:

a. Advance approval through the use of a travel authorization, if applicable (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://www.uidaho.edu/academics/ipo/study-abroad, which shall include review for any applicable export control and trade sanction restrictions or prohibitions by the Office of Research and Economic Development (“ORED”).

B-4. Travel to Country 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.

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. Flexwork travel out of country without completing the full approval process will result in non-approved business travel. Non-University International Travel and require the use of annual leave or leave without pay for the duration of the unauthorized business travel. Non-University International Travel. In addition, any traveler on Non-University International Travel will not be eligible for the University’s coverage that falls under risk management and insurance policies insurance coverage, other than that provided as employee benefits, 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 Non-University traveler shall take University equipment
or resources without written approval from the President or Designee when it meets business needs of the university 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

**Version History**

**Amended January 2023.** Procedures updated to address international flexwork requests.

**Amended January 2020.** Comprehensive review. Procedures updated to align with changes to State Department system for international travel advisory levels.

**Adopted February 2015.**
POLICY COVER SHEET

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

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

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

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* X Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: 90.40 – UI Business Technology Incubator

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

Originator: Teresa Amos

Policy Sponsor, if different from Originator:  Patrick Momont

Reviewed by General Counsel  Yes x No   Name & Date:

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

   This function is no longer in existence at the U of I.

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

   None

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

   None

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

   January 1.
A. **General.** The University of Idaho's Business Technology Incubator (UIBTI) is designed to facilitate the commercialization of technology by providing first-class, affordable space and an array of support services for young, growing, high-tech companies, especially companies created as spin-offs from UI technology and research.

B. **Conference Room Reservations.** The tenant companies in the Incubator are afforded first priority on use of the Incubator conference room. However, the room is available for use as a University conference room under the following conditions:

B-1. **Priority.** Incubator tenants have first priority for use of the conference room. If the conference room has been scheduled for non-tenant use, and the meeting has been publicly advertised (such as a public workshop scheduled by Conference Services), incubator staff will find meeting space elsewhere for tenants. However, if the conference room has been scheduled for non-tenant use and the meeting has not been publicly advertised, tenants have priority use of the conference room if notice is given 24 or more hours in advance.

B-2. **Scheduling.** The conference room may be scheduled by calling the Incubator's receptionist at (208) 883-4703.

C. **Tours.** The staff of the incubator is pleased to provide tours of the facility at any time. Although scheduling of tours of preferred, drop-in visitors are welcome.
POLICY COVER SHEET

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

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<td>Policy Number &amp; Title:</td>
<td>65.06 – University Electronic Records Management Guidelines</td>
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*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Originator:   Teresa Amos

Policy Sponsor, if different from Originator:  Dan Ewart

Reviewed by General Counsel   Yes x No   Name & Date:

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

   Information in 65.06 has been moved to APM 65.02 which was updated January 2023.

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.

   30.12

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
A. General. More and more University records (as defined in 65.02 A-1) are being stored in electronic format (see also FSH 1470). Records, regardless of where and how they are stored, are University assets, and are subject to the same policies. Electronically stored records have some characteristics that require considerations that do not apply to paper, microfilm, or other visually-accessible media.

A-1. Metadata defined. Metadata is information about a record. For example, date of record creation, date of email receipt, file format, record series, a ‘record contains sensitive information’ flag, are all potential metadata fields. Some metadata fields (file creation date, file last modified date, etc.) are frequently attached to electronic document types without user intervention. Others may require user interpretation and input.

A-2. Electronic Record Maintenance. Electronically stored records must be able to be recreated or reproduced in a reasonable facsimile to their original appearance as they existed at the time of creation or initial transmission, including metadata and associated information (email attachments, linked documents, etc), for the life of the record. Specific procedures related to this are outlined in B-3.a. and B-3.b.

B. Process. The administrator of each university area, department or administrative unit (unit), is responsible for management of records generated by, or in the custody of, the organizational unit, regardless of the media or manner in which the records are stored.

B-1. Records Indexing. Departments shall be aware of what electronic records they have generated or are in their custody, and shall be able to provide a complete inventory of those records to General Counsel within 10 working days, upon receipt of an inventory request.

B-2. Records Management principles applied to electronically stored records. All units are responsible for managing their records [see APM 65.02 A-3]. This section sets out best practices for electronically stored records.

a. Data Security. Units should establish and document measures for protecting sensitive or critical University information from disclosure. Inherent in this responsibility is the need to define data that requires protection from unauthorized disclosure.

b. Unit Record Continuity. Units should develop documentation of unit-specific systems, such as data bases, spreadsheets or customized applications, and should provide for the future use of those records by keeping media and necessary software current for the retention period of the records in question.

1) Electronic Media Migration. For electronically stored records, the need to be able to recreate the record [see A-2] means that the record must from time to time be moved from one storage media to another to prevent media obsolescence from rendering the records unreadable. Electronic records should be migrated to new media no less frequently than every 3 years. The destination media shall be designated the record copy, and the source media should be destroyed upon verification of the data integrity of the destination media.

2) Software Migration. Electronically stored records are frequently dependent on software for interpretation and display. For example, Microsoft PowerPoint documents are not legible without a compatible version of Microsoft PowerPoint. In order to be able to recreate a facsimile of the record [see A-2], records should from time to time be migrated to a currently available software package. Electronic records dependent on software to interpret and display them should be migrated to current software packages no less frequently than every 3 years.
B-3. **Backup Files and Disaster Recovery.** Electronically stored records shall be protected from hardware malfunction, accidental erasure, and disasters which may render the records unavailable.

a. **Records stored on central servers.** The preferred mechanism for electronic record storage is to store records on central servers provided by Information Technology Services (ITS), which performs backups and disaster recovery services on those servers. Units shall inform ITS of the nature of the records that they wish to store, and work with ITS and Records Management to find a suitable location and mechanism to store those records.

b. **Records stored on local machines.** University records shall not be stored on local machines without the express written permission of either General Counsel or Records Management.

B-4. **Legal Compliance.** Units shall work with Records Management to ensure that the unit is in compliance with laws and policies concerning electronic recordkeeping practices, and as needed or requested shall also work with General Counsel.

C. **Information.** To receive forms or for consultation, visit or contact Records Management, SUB (Student Union Building) Room 53, Moscow, Idaho 83844-4247. Telephone (208) 885-2580, or (fax) (208) 885-9255. See also the Records Center web site at [http://www.uidaho.edu/rcdmgmt](http://www.uidaho.edu/rcdmgmt).
All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

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<td>Policy Number &amp; Title: APM 15.30 CAPITAL PROJECT REQUESTS</td>
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*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Policy originator: Diane Whitney, Policy Director

Policy owner, if different from originator: Trina Mahoney, Asst VP University Budget and Planning

Reviewed by General Counsel: X_Yes __No Name & Date: Kent Nelson 2/22/23

Comprehensive review? ___X Yes ___No

1. **Policy/Procedure Statement**: Briefly explain the reason for the proposed change.
   Does not meet FSH 1460 criteria for inclusion in university policy.

2. **Fiscal Impact**: What fiscal impact, if any, will this change have?
   None.

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

4. **Effective Date**: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
A. General. Capital Planning and Budget is the unit responsible for the development of the campus capital strategy and capital development plan. Departments wishing to determine funding strategies and sources for their desired capital projects should begin by contacting Capital Planning and Budget at (208) 885-7044.
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*
- Interim
- Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)
- Addition
- Revision* x Deletion*
- Interim
- Minor Amendment

Policy Number & Title: 40.09 LOST AND FOUND SERVICES

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: Rusty Vineyard, Director, Facilities

Reviewed by General Counsel: X__Yes ___No   Name & Date: Kent Nelson 2/22/23

Comprehensive review? ___X Yes ___No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change. Does not meet FSH 1460 criteria for inclusion in university policy.

2. **Fiscal Impact:** What fiscal impact, if any, will this change have?
   None.

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

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
A. General. Facilities – Recycling/Surplus/Solid Waste department, serves as the official campus Lost and Found. Articles that have been lost on campus should be held in UI offices near the place where they are found for one (1) week. The articles should then be sent over via Campus Mail 2281 for delivery to Lost and Found. [ed. 7-09, 2-15]

B. Process. Follow the process as outlined on the UI Surplus Policies & Guidelines. [rev. 7-09, ed. 2-15]

C. Information. Any questions regarding Lost and Found Services should be addressed to UI Surplus Office at (208) 885-2091 or surplus@uidaho.edu. [ed. 7-09]
POLICY COVER SHEET
For instructions on policy creation and change, please see https://www.uidaho.edu/governance/policy

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

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

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* x Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: 40.21 BUILDING SERVICES

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: Rusty Vineyard, Director, Facilities

Reviewed by General Counsel: X__Yes __No Name & Date: Kent Nelson 2/22/23

Comprehensive review? __X Yes __No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change. Does not meet FSH 1460 criteria for inclusion in university policy.

2. Fiscal Impact: What fiscal impact, if any, will this change have? None.

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

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
A. General. Building Services provides custodial services and minor maintenance for the General Education facilities at the UI. Building openings for classes and special events are performed by Building Services and the Building Maintenance Department. The Registrar’s Office (208-885-6731) is responsible for scheduling the use of all general education classrooms. If a building, or room, is locked and should be open, contact Facilities at (208) 885-6246, after hours at (208) 885-6271.

Note: Normally no cleaning or building opening/lockup is available on holidays when UI is officially closed. However, in extraordinary circumstances arrangements can be made by calling Facilities at (208) 885-6246.

B. Services Provided:

- Custodial and General Cleaning
- Custodial Special Requests
- Floor Maintenance Requests
- Minor maintenance for academic buildings on campus
- Pest control

C. Contact: More detail of specific services and information can be obtained at Building Services website or calling Facilities at (208) 885-6246.
POLICY COVER SHEET

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

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

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

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: 40.27 CAMPUS MAIL SERVICES

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: Rusty Vineyard, Director, Facilities

Reviewed by General Counsel: X__Yes __No Name & Date: Kent Nelson 2/22/23

Comprehensive review? __X Yes __No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.
   Does not meet FSH 1460 criteria for inclusion in university policy.

2. Fiscal Impact: What fiscal impact, if any, will this change have?
   None.

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

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
A. General. UI CMSR personnel pick-up and deliver interoffice, Fed Ex Ground, UPS Ground, and U.S. Mail on a regularly scheduled route system at specified campus locations. Campus locations are identified by unique nine-digit campus ZIP codes. Because of USPS regulations, CMS may only deal with UI Business Mail & Packages. See the following Campus Addressing Web Page.

The university has been assigned a unique ZIP code, 83844; separate from the City of Moscow, ID zip code. Please use this zip code for all official university correspondence.

B. Services. Bar codes, mail (bulk, budget, certified, express, insured, international), and all other services can be found on the Campus Mail website.

Approval for Postal Charges Required. Requisitions and petty-cash vouchers for purchases of postage items, e.g., stamps, meter postage, etc., must be approved by the Manager of Campus Mail before being submitted to Business and Accounting Services for processing.

C. Procedures. A budget number in the form of a barcode is required to charge postage costs too. Postal charges are billed monthly to departmental budgets. These charges are reflected on the monthly Detail Transaction Report (FWRDOAR). See CMR Addressing Web Page for details.

C-1. Campus Mail Restrictions. Campus mail is to be used for official UI purposes only. Personal mail should not be sent through the campus mail system. See CMR Guidelines & FAQ Web Page for details.

C-2. UPS Shipments. Campus Mail ships items UPS. A UPS mailing label must be used for those items shipped UPS. Go to our website to download UPS Labels.

C-3. UI Bulk Mail Sustainability Initiative.

DC. Information Contact. Any questions can be directed to Campus Mail Services regarding campus mail operations or U.S. Postal Service (USPS) Automation Compatibility requirements should be addressed to Campus Mail operations at (208) 885-7011 or campusmail@uidaho.edu or website—http://www.uidaho.edu/facilities/les/campusmail or Campus Mail Home Page. (Note: USPS Automation Compatibility requirements can provide significant discounts on outgoing U.S. Mail as well as provide enhanced service and delivery capabilities.)
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*
- Interim
- Minor Amendment

Policy Number & Title:

**Administrative Procedures Manual (APM)**
- Addition
- Revision* x Deletion*
- Interim
- Minor Amendment

Policy Number & Title: **90.23 CAMPUS RECREATION**

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

**Policy originator:** Diane Whitney, Policy Director

**Policy sponsor, if different from originator:** Blaine Eckles, Vice Provost for Student Affairs and Dean of Students

**Reviewed by General Counsel:** X Yes  __No  Name & Date: Kent Nelson 2/22/23

**Comprehensive review?** ___X Yes  __No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change. Does not meet FSH 1460 criteria for inclusion in university policy.

2. **Fiscal Impact:** What fiscal impact, if any, will this change have?
   None.

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

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
PREAMBLE: This section outlines recreational opportunities for students, faculty, staff, and the general public offered by Campus Recreation. In January 2017 an outdated section on Swim Center use was removed and January 2018 this was moved from FSH 6880 into Chapter 90 of the APM. For further information, call 208-885-6381. [ed. 7-00, rev. 1-17, 1-18]

A. General. Campus Recreation, within the division of Student Affairs, provides the University of Idaho (UI) community, and to a limited extent, the general public, with a multitude of recreational opportunities. Activities provide opportunities for:

A-1. Spending leisure time in structured and unstructured sport, wellness and recreational activities.

A-2. Increasing the quality of campus life through increased knowledge, opportunities, interests and behaviors that promote healthy lifestyles.

A-3. Delivering a student driven philosophy which offers experiential leadership opportunities integrated with professional training and mentoring.

A-4. Supporting the University’s mission with experiences which encourage social interactions with diverse populations and promote personal reflection and learning opportunities.

A-5. Increasing interest in sport and recreational activities which can continue throughout the participant’s lifetime.

B. Campus Recreation manages the following programmatic areas:

B-1. Intramural Sports. The Intramural Sports Program provides organized recreational and competitive activities consisting of men’s, women’s, and co-rec in individual, dual, and team sports for the UI community.

B-2. Wellness Program. The Wellness Program provides a variety of opportunities including: group fitness classes, personal training sessions and fitness assessments by certified personal trainers and fitness instructors.

B-3. Outdoor Program. The Outdoor Program is dedicated to provide education and resources for wilderness-based, human powered, and environmentally sound activities. It promotes teamwork, leadership and growth through outdoor adventure experiences.

B-4. Sport Clubs. The Sport Club program gives UI students the opportunity to engage in an in-depth sports experience. Clubs participate in intercollegiate competitions and conduct club activities including: practice, instruction, organization, social events and tournament play.

B-5. Student Recreation Center (SRC). Located on the north side of campus, the SRC houses all programs within the department of Campus Recreation. With over 80,000 square feet, it provides opportunities to workout, play, relax and spaces for special events, programs and activities.

B-6. Special Events. Special events provide opportunities to participate in organized activities not met through other recreation programs.

B-7. Facility and Space Reservations. Campus Recreation schedules a variety of UI fields, courts, spaces and facilities. Please contact the Campus Recreation main office for more details.

C. Use of the Student Recreation Center.

C-1. UI Students. Full time students have full access to the SRC as part of their tuition and fees. Part time students must purchase a pass for access. A gap fee pass is available for part time students with
the cost determined by the difference in the number of credits being taken and what a full-time student pays into Campus Recreation’s student fees. Access to the SRC excludes Wellness Program classes, and Climbing Center clinics and equipment. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-2. UI Faculty and Staff. Faculty and staff must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-3. UI Affiliates. UI affiliates (retirees, alumni, IH employees and affiliate employees) must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-4. Miscellaneous Programs. Special Programs and other students who do not pay student fees towards Campus Recreation must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-5. University Departmental Guests. UI departments may purchase departmental single visit passes that can be used by their guests for access to the SRC. The departmental single pass must be given to SRC personnel and a waiver of liability form signed for SRC access. Passes must be purchased in the Campus Recreation main office.

C-6. Spouses. The spouse of a UI student, faculty, staff or affiliate must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-7. General Public. Persons not affiliated with the UI must purchase a non-UI specific pass for SRC access. A valid photo identification is required to purchase a pass.

C-8. Children. Policies regarding children include the following:

a. Children under the age of 18 must be accompanied and supervised by their parent/s or guardian/s who are participating in the same activity.

b. Access to the SRC for children is limited to special youth programs and will be defined by specific event.

c. Unattended children (under the age of 18) are not allowed in the SRC Atrium.
POLICY COVER SHEET
For instructions on policy creation and change, please see
https://www.uidaho.edu/governance/policy

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

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

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* x Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: 90.25 PITMAN CENTER

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

Policy originator: Diane Whitney, Policy Director
Policy sponsor, if different from originator: Rusty Vineyard, Director, Facilities
Reviewed by General Counsel: X__Yes __No Name & Date: Kent Nelson 2/22/23
Comprehensive review? __X Yes __No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change. Does not meet FSH 1460 criteria for inclusion in university policy.

2. Fiscal Impact: What fiscal impact, if any, will this change have?
   None.

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

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
A. **General.** The UI Student Union Building (SUB) and the Idaho Commons are the centers of campus life and afford a variety of facilities and services for dining [University Dining Services—See 80.31] and for recreational, social, and cultural activities. The construction and operation of the SUB and Idaho Commons are financed through student fees. The services and program of activities conducted in the SUB and Commons have been developed cooperatively with the Associated Students of the University of Idaho (ASUI), the faculty, staff, and administration.

B. **SUB Room Reservations.** Rooms at the SUB can be reserved through the Conference Coordinator, Monday through Friday, 8:00am—4:00pm, at (208) 885-6956. Rooms at the Commons can be reserved through the information desk at (208) 885-2667. Rooms are reserved on a first-come, first-served basis. To avoid cancellation charges, twenty-four hours notice is required for cancellation of rooms.

B-1. **Student Use of the SUB and/or Commons.** A student organization or regularly enrolled student may use the SUB or Commons facilities without charge. The Associated Students of the University of Idaho (ASUI) maintains a list of valid student organizations. Any organization that is non-student will be charged standard fees for the use of the building. (Note: Direct charges may be assessed to student groups depending upon the needs and nature of the organization's meeting.)

B-2. **Faculty/Staff Use of the SUB and/or Commons.** Faculty and staff may use the SUB facilities without charge for university meetings. (Note: Direct charges may be assessed to faculty/staff groups depending upon the needs and nature of the organization's meeting.)

B-3. **Other Groups.** Non-student, faculty or staff groups will be assessed a standard rental rate for use of the SUB facilities. Several other conditions of charges are as follows:

- If a group reserves a room and is one-half faculty, staff, or students, then one-half the room rental rate is assessed.
- If a group is less than one-half faculty, staff, or students, then the full room rental rate is assessed.
- If a group, university or other, charges a fee to attend the meeting or conference, then the full room rate is assessed.
B-4. SUB Facility Use Charges. A schedule of SUB room usage fees is kept by the SUB Conference Coordinator.

C. Information Desk. The SUB and/or Commons Information Desk provides the following services for students, faculty, and staff:

- FAX transmittals. (Note: $2.00 for first page and $1.00 for every other page. International FAX is $4.00 per page. FAX received is $.50 per page.)
- Provides campus and community information to the public, students, faculty and staff.
- Transfers phone calls to other departments and individuals in the SUB and elsewhere on campus.
- Provides check-cashing services for students, faculty, and staff members with valid UI identification cards.
- Provides equipment reservations for use in the building.
- Study Groups. Student groups may reserve smaller meeting rooms on a first-come, first-serve basis for the purpose of studying. Other rooms may be reserved for studying during periods of low usage provided no one else needs the rooms for meeting purposes.

D. Information. Any questions regarding the SUB facilities and/or reservations should be addressed to the Information Desk, at (208) 885-4636 or at the Commons at (208) 885-2667.
POLICY COVER SHEET
For instructions on policy creation and change, please see
https://www.uidaho.edu/governance/policy

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<th>Policy Number &amp; Title: Administrative Procedures Manual (APM)</th>
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<tr>
<td>Reviewed by General Counsel: X__Yes __No Name &amp; Date: Kent Nelson 2/22/23</td>
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1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change. Does not meet FSH 1460 criteria for inclusion in university policy.

2. **Fiscal Impact:** What fiscal impact, if any, will this change have? None.

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

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

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”*
A. General. SUB Sound Production & Lighting Services is the audio/visual department of the UI Student Union Building. The department provides technical support as needed for events in the SUB. Services provided by SUB Sound Production & Lighting Services include the following:

A-1. Sound Reinforcement. Sound reinforcement is available for events ranging from medium-scale live concerts to small lectures and ceremonies.

A-2. Stage Lighting. Limited stage lighting is available for various events.

A-3. Teleconferencing. Conference rooms are the SUB are wired to a central audio and video patching system. This allows the capability to offer live video teleconferencing services.

A-4. Audio/Visual Equipment Rate Charges. Detailed rate sheets are available, listing both UI rates and commercial rates for use of equipment and services. For information or questions, contact SUB Sound Production & Lighting Services at (208) 885-6947.
POLICY COVER SHEET

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

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

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

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* x Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: 90.51 CHEMSTORE SERVICES

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: David Sargent, ChemStores Manager

Reviewed by General Counsel: X__Yes __No Name & Date: Kent Nelson 2/22/23

Comprehensive review? __X Yes __No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.
   Does not meet FSH 1460 criteria for inclusion in university policy.

2. Fiscal Impact: What fiscal impact, if any, will this change have?
   None.

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

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
A. General. ChemStores, a unit in the Department of Chemistry, sells laboratory supplies for instructional and research purposes to members of the University of Idaho community.

A-1. Location/Hours. ChemStores is located in Renfrew Hall, Room 23. Operating hours are 8:00am-12:00 noon and 1:00pm-5:00pm, M-F, during the academic year, and 7:30am-11:30am and 12:30pm-4:30pm, M-F, during summer. For inquiries, please call (208) 885-7974.

A-2. Inventory. ChemStores stocks a variety of items commonly used in scientific laboratories, such as organic solvents, liquid nitrogen, acids, ethanol, dry ice, scientific glassware, plasticware, and laboratory hardware. Chemicals are sold in sealed containers, with the exception of ethanol and reagent-grade acetone, which are dispensed from 54-gallon drums. ChemStores purchases supplies from a major supplier on an annual contract and takes advantage of quantity discounts. If an item is not regularly stocked in ChemStores, the store-keeper can place a special order.

B. Purchasing Process. To purchase from ChemStores, customers must go to the sales window and provide a valid UI budget number. ChemStores does not make deliveries. Sales are entered onto the Banner Stores Module and are posted immediately. The default account code is E5741, Medical, Laboratory & Technical Supplies, but any code can be used per the customer’s request. Charges are not routed to Banner approval queues.

B-1. Cash Sales. Cash sales are permitted for all stock except chemicals.

B-2. Sales Receipts. At the time of the sale, the customer will sign a receipt and be given one copy. The original will be retained in ChemStores.

B-3. Returns. ChemStores accepts items for return if they have not been used or opened and if they are returned within a reasonable time period.

B-4. Viewing ChemStores Transactions on Banner. Banner Finance users may view ChemStores transaction in a variety of ways, including querying on the charge listed on the Daily Transaction Activity form (FGITRND, accessed from the Organization Budget Status form, FGIBDST) or by querying directly via the Banner Stores Issue/Return Query form FSIISSQ.

C. Information. Any questions regarding ChemStores should be addressed to the ChemStores Storekeeper at (208) 885-7974.