

**REGULAR MEETING OF THE
FACULTY OF THE UNIVERSITY OF IDAHO**

Wednesday, September 20, 2017
3:00-4:30pm (pt) 4:00-5:30pm (mt)
Moscow – Vandal Ballroom Bruce M. Pitman Center; Boise – IWC 248A; Coeur d'Alene – 213;
Idaho Falls – 350A; Twin Falls – B-66

Provost and Executive Vice President John Wiencek Presiding (standing in for President Chuck Staben)

- **Call to Order**
- **In Memoriam**
- **Minutes** Meeting of May 2, 2017
- **Announcements**
- **Special Orders**

Introduction of New Faculty Members & Recognition of 2017 Promoted/Tenured Faculty

Each college dean and the Provost and Executive Vice President will introduce new members of the faculty by name and unit. Faculty who were promoted/tenured this year will also be recognized.

- **President's Remarks**
- **Discussion**
- **Adjournment**

Light refreshments will be available at the meeting.

Liz Brandt
Secretary of the Faculty
<http://www.webpages.uidaho.edu/facultycouncil>
(885-6151)

NOTE: 107 faculty members (both on- and off-campus) constitute a quorum. Quorum and voting regulations can be viewed at [FSH 1520 Article III](#). To determine your voting right as a faculty member please see [FSH 1520 Article II Section I](#). Those who are recognized by the president for the purpose of speaking should identify themselves by name and discipline or position.

University of Idaho

A LEGACY OF LEADING

IN MEMORIAM

for
University Faculty Meeting
September 20, 2017

This listing was compiled by the Office of the Provost and Executive Vice President, September 15, 2017, for the dates April 1, 2017 through September 19, 2017. Faculty omitted will be recognized on the listing prepared for the next University Faculty Meeting.

James H. Cooley

Professor Emeritus of Chemistry
-May 2017-



Samantha Ramsay

Associate Professor of Family and
Consumer Sciences
-July 2017-



Mark E. DeSantis

Professor Emeritus of Zoology
-September 2017-



Lorin W. Roberts

Professor Emeritus of Botany
-April 2017-



Alfred (Fred) W. Jensen

Professor Emeritus in Foreign
Languages and Literatures
-April, 2017-



Norman R. Logan

Professor Emeritus in Music
-April, 2017-



Dwaine J. Marten

Professor Emeritus in Physical
Education
-March, 2017-



William McLaughlin

Professor Emeritus of Conservation
Social Sciences
-September 2017-



University of Idaho

NEW FACULTY AND ADMINISTRATORS, 2017-18

This listing includes new members of the faculty/administration for the beginning of the fall semester and was compiled by the Office of the Provost and Executive Vice President, **September 30, 2017** as provided in the *Faculty Staff Handbook 1540E*. Faculty whose employment occurs after this date will be acknowledged on the 2018-19 listing.

ADMINISTRATION

CARNEY, Ginger, Dean and Professor, Department of Biological Sciences, College of Science (Ph.D., 1998, University of Georgia; B.S., 1991, University of Georgia)
Office: Mines 321 Phone: (208) 885-6195

Dr. Carney joins the University of Idaho from Texas A&M University, where she was a faculty member in Biological Sciences and Associate Dean for Assessment and College Climate. Dr. Carney began working for Texas A&M in 2004 as Assistant Professor in Biological Sciences, moving to Associate Professor in 2010. She was an Associate Dean for the College of Science at Texas A&M for three years before joining us at UI as the Dean for the College of Science.

CASTRO, Cynthia, Director of Student Success Initiatives, Strategic Enrollment Management (M.S., 2004, University of New Mexico; B.A., 2002, University of Arizona)
Office: Idaho Commons, Room 311 Phone: (208) 885-7203

Ms. Castro joined the UI in January 2016 as the Academic Support Programs director. As of July 2017 was appointed Director of Student Success Initiatives. She has oversight of Academic Support Programs including Tutoring & College Success, Student Support TRiO and Student-Athlete Support Services. In addition she provides leadership for Advising Services. Ms. Castro has over 15 years in higher education, most recently as the Associate Director of Academic Services at Washington State University.

FISHER, Joy, Executive Director, University of Idaho Foundation (M.B.A., 1992, Washington State University; B.S., 1981, University of Idaho)
Office: Mary E. Forney Hall, Room 102 Phone: (208) 885-4000

Ms. Fisher has served the University of Idaho for 35 years, most recently serving as the director of finance for the Foundation, a role she has held since 2010. Her career at UI began in 1982, and she has held finance and accounting positions in the Student Union/ASUI, Controller's Office and Business and Accounting Services.

GERRY, Bobbi, Assistant Vice Provost, Strategic Enrollment Management (M.B.A., 2006, Franklin Pierce University; B.A., 2004, Franklin Pierce University)
Office: Bruce Pitman Center, Room 117 Phone: (208) 885-7331

Ms. Gerry joined the UI as the Assistant Vice Provost for Strategic Enrollment Management in May 2017. She has oversight of Admissions from Recruitment to Application including Campus Events, Tours and New Student Orientation. In addition Ms. Gerry provides leadership for our Distance & Extended Education programs, Dual Credit, Summer Session, Independent Study in Idaho and will be working to help grow our online capabilities. Ms. Gerry has 20 years in leadership experience, most recently as the executive director of the International University Transfer Program through Navitas at the University of New Hampshire.

GHIMIRE, Nav, Associate Director of Extension and Professor, Department of Agricultural and Extension Education, College of Agricultural and Life Sciences
(Ph.D., 2010, Iowa State University; M.S., 2005, University of Melbourne, Australia; B.A., 1988, Tribhuvan University, Nepal)
Office: UI Boise Center, Suite 180 Phone: (208) 364-4056

As the Associate Director of Extension, Dr. Ghimire will provide administrative and evaluation leadership for Extension faculty and staff statewide. Dr. Ghimire previously worked for University of Wisconsin Extension serving as a county-based faculty member and an evaluation specialist.

GOEBEL, P., Department Head and Professor, Department of Forest, Rangeland and Fire Sciences, College of Natural Resources
(Ph.D., 2001, Michigan Technological University; M.S., 1995, Ohio State University; B.S., 1993, Virginia Polytechnic Institute and State University)
Office: Natural Resources Bldg. 204A Phone: (208) 885-7311

Dr. Goebel joins us as a full professor and Department Head of the Department of Forest, Rangeland and Fire Sciences. He comes to the University of Idaho from Ohio State University where he was a professor of Forest Ecosystem Restoration and Ecology and most recently served as Interim Associate Dean for Research and Graduate Education for the College of Food, Agriculture, and Environmental Science.

HENDRICKS, Cher, Vice Provost for Academic Initiatives and Associate Professor, Department of Leadership and Counseling, College of Education, Health and Human Services
(Ph.D., 1998, University of South Carolina; M.Ed., 1992, University of Houston; B.A., 1989, Baylor University)
Office: Administration Bldg. Room 104 Phone: (208) 885-7941

Prior to joining the UI in July 2017, Dr. Hendricks served as Associate Vice President for Academic Affairs and the Founding Director of the Center for Teaching & Learning at the University of West Georgia. Past positions include assessment and accreditation coordinator and interim director of the Ed.D program in School Improvement, both in the College of Education. For three years, she worked at Georgia Tech as a Research Scientist in the Center for Education Integrating Science, Math, and Computing. In her current role at the UI she will provide valuable leadership, expand academic programs, seek to provide pathways that engage and retain students, investigate new curricular structures, grow the Honors and Undergraduate Research programs, and seek to continually improve General Education.

HIMES, Katherine, Director, James A. and Louise McClure Center for Public Policy Research (Ph.D., 2007, University of Minnesota; M.B.A., 2001, University of Wisconsin-Madison; B.S., 1999, University of Minnesota)

Office: Grand Army of the Republic Hall (GAR), Boise

Phone: (208) 364-4549

With a strong commitment to public service, Dr. Himes has served as an American Association for the Advancement of Science, Science and Technology Policy Fellow and Regional Science & Technology Advisor at the U.S. Agency for International Development to support U.S. foreign policy broadly. Currently, she is a special advisor and adjunct faculty member at The Evergreen State College, teaching in the Master of Public Administration program and leading a college wide strategic initiative on entrepreneurship. She is also a Foreign Policy Interrupted Fellow, focused on authoring international science policy pieces. Her public service career began in the Provost Office at the University of Minnesota.

JOHNSON, Barry, Director, Military Student Services and Partnership, Strategic Enrollment Management

(M.A., 2010, U.S. Naval War College; M.A., 1996, Washington State University; B.S., 1986, Lewis-Clark State College)

Office: Bruce Pitman Center, Room 139

Phone: (208) 885-6229

Mr. Johnson joined the UI in July 2017 as the new Military Student Services and Partnership Director. As a retired Army colonel, he comes to us with over 30 years of leadership, managerial, and military experience. He provides staff leadership for the Navy, Army and Air Force ROTC departments, as well as Veteran Services and the Operation Education scholarship program for disabled veterans. He also develops partnerships with a breadth of military and veteran programs outside the university to build an exceptional education environment for veterans, military members and their families.

KAHLER, Dean, Vice Provost for Strategic Enrollment Management

(Ph.D., 2001, Southern Illinois University, Carbondale; M.P.A., 1992, Southern Illinois University, Carbondale; B.S., 1985, Winona State University)

Office: Bruce Pitman Center, Room 137

Phone: (208) 885-1570

Dr. Kahler joined us in October of 2016 as the Vice Provost for Strategic Enrollment Management, serving as the university's lead in enrollment marketing, recruitment, and retention efforts. He comes to us with more than 20 years higher education enrollment management experience, most recently from the University of Arkansas at Little Rock, where he served as Vice Chancellor.

KOLOK, Alan, Director, Idaho Water Resources Research Institute (IWRRI), Office of Research and Economic Development and Professor, Department of Fish and Wildlife Sciences, College of Natural Resources

(Ph.D., 1991, University of Colorado; M.S., 1982, University Washington; B.S., 1978, Miami University)

Office: Morrill Hall, Room 216

Phone: (208) 885-5771

INTERNAL CHANGES IN DEPARTMENTAL ADMINISTRATORS

ANDERSON, John W.; Program Head, Virtual Technology and Design, College of Art and Architecture

AWWAD-RAFFERTY, Rula; Interim Program Head, Interior Design, College of Art and Architecture

BAKER, Leslie; Department Chair, Geological Sciences and Geography, College of Science

CANNON, John; Interim Department Chair, Department of Curriculum and Instruction, College of Education, Health and Human Sciences

CORRY, Shauna; Interim Dean, College of Art and Architecture

DILLION, Lee; Associate Dean, College of Law, Boise

DOUMIT, Matt; Associate Dean, College of Agricultural and Life Sciences

DOYLE, Casey; Interim Head, Art and Design, College of Art and Architecture (Fall 2017 Only)

ETHEREDGE, Stacy; Associate Director, Law Library, College of Law

HANSEN, Lyle; District Director, Central District, UI Extension, College of Agricultural and Life Sciences

HART, Patricia; Interim Director, School of Journalism and Mass Media, College of Letters, Arts and Social Sciences

HENRICH, Kristin; Program Head, User and Research Services, University Libraries

HUBBS, Graham; Department Chair, Department of Politics and Philosophy, College of Letters, Arts, and Social Sciences

KELLY-RILEY, Diane; Associate Dean, College of Letters, Arts, and Social Sciences

JOHNSON-MAYNARD, Jodi; Department Head, Soil and Water Systems, College of Agricultural and Life Sciences

KITCHEL, Allen; Associate Dean, College of Education, Health and Human Sciences

LAWRENCE, Torrey; Associate Dean, College of Letters, Arts, and Social Sciences

LONG, Jerry; Associate Dean, College of Law

MCGUIRE, Mark; Associate Dean, College of Agricultural and Life Sciences

MCINTOSH, Chris; Interim Department Head, Agricultural Economics and Rural Sociology, College of Agricultural and Life Sciences

MCMURTRY, Jerry; Dean, College of Graduate Studies

ROHEIM, Cathy; Senior Associate Dean, College of Agricultural and Life Sciences

REINEKE, Sandra; Director, Honors Program

SCOTT, Elizabeth; Program Head, Landscape Architecture, College of Art and Architecture

SHOOK, Steven; Associate Dean, College of Natural Resources

SIELERT, Vanessa; Interim Director, Lionel Hampton School of Music, College of Letters, Arts, and Social Sciences

SPENCER, Marnie; District Director, Eastern District, College of Agricultural and Life Sciences

STEVENSON, Jeanne; Vice Provost for Faculty

TURNER-RAHMAN, Greg; Program Head, Art and Design, College of Art and Architecture (On sabbatical Fall 2017)

WARNER, Mark; Associate Dean, College of Letters, Arts, and Social Sciences

WOLF, Brian; Department Chair, Department of Sociology and Anthropology, College of Letters, Arts, and Social Sciences

WULFHORST, JD; Director, Environmental Science Program, College of Natural Resources

NEW FACULTY

(ALPHA BY COLLEGE AND THEN DEPT.)

COLLEGE OF AGRICULTURAL AND LIFE SCIENCES

Agricultural Economics and Rural Sociology

DU, Xiaoxue, Assistant Professor of Agricultural Economics
(Ph.D., 2017, University of California at Berkeley; M.S., 2012, University of Idaho; B.M., 2006, Tianjin Institute of Urban Construction, China)
Office: Agricultural Science Bldg., Room 39D Phone: (208) 885-4277

Dr. Du recently completed her Ph.D. in Agricultural and Resource Economics from UC Berkeley. Her research interests include the economics of Crop Insurance and International trade.

LU, Liang, Assistant Professor of Agricultural Economics
(Ph.D., 2017, University of California at Berkeley; M.S., 2012, University of Idaho; M.A., 2009, Nankai University, China; B.S., 2006, Yanshan University, China)
Office: Agricultural Science Bldg., Room 27 Phone: (208) 885-5849

Dr. Lu recently completed his Ph.D. in Agricultural and Resource Economics from UC Berkeley. His research interests include Supply Chain Design, Production Economics, and Contract Theory.

MAAS, Alexander, Assistant Professor of Agricultural Economics
(Ph.D., 2016, Colorado State University; M.S., 2011, University of Connecticut; B.S., 2006, Boston University)

Office: Agricultural Science Bldg., Room 39C

Phone: (208) 885-5786

Dr. Maas completed his Ph.D. in Agricultural and Resource Economics at Colorado State University. He comes to us from CSU where he was a Research Scientist for the One Water Solutions Institute.

Animal and Veterinary Science

COLLE, Michael, Research Assistant Professor in Animal and Veterinary Science
(Ph.D., 2017, University of Idaho; M.S., 2014, University of Idaho; B.S., 2011, University of Wisconsin-River Falls)

Office: Agricultural Science Bldg., Room TBD

Phone: To be determined

After a year with Jenny O Turkey as a Food Technologist, Dr. Colle joins the Department of Animal and Veterinary Science at the University of Idaho. He brings several years of experience in research and instruction surrounding the Meat Science field. Dr. Colle joins the Department of Animal and Veterinary Science as a Meat Scientist; working in research and teaching.

KONETCHY, Denise, Assistant Professor in Animal and Veterinary Science
(M.P.H., 2017, University of Iowa; D.V.M., 1986, Washington State University; B.S., 1984, Washington State University)

Office: Agricultural Science Bldg., Room 216

Phone: (208) 885-7390

Dr. Konetchy comes to the UI from a rural Large and Small Animal Veterinary Practice. She is a diplomat member of the American College of Veterinary Preventative Medicine (DACVPM). She's responsible for Small Ruminant health/disease prevention on campus. In addition, Dr. Konetchy will instruct and provide educational experiences for undergrads up to 4th year Veterinary Students in Small Ruminant health and disease management/prevention.

Eastern Extension District

GAMETT, Brad J., Assistant Professor, Extension Educator

(M.A., 2010, Idaho State University; B.S., 2001, Idaho State University)

Office: Butte County Extension Office

Phone: (208) 527-8587

Prior to becoming an Extension Educator in January 2017, Mr. Gamett worked as the Butte County Weed Superintendent in Arco, Idaho, since 2003. Mr. Gamett has a Bachelor's degree in Business Administration and a Master's Degree in Geographic Information Systems, both from Idaho State University. He will provide leadership and programs in agriculture and community economic development.

Entomology, Plant Pathology, and Nematology

LUCKHART, Shirley, Research Professor of Entomology

(Ph.D., 1995, Rutgers University; M.S., 1990, Auburn University; B.S., 1986, University of Florida)

Office: Life Sciences South, Room 262

Phone: (208) 885-1698

Dr. Luckhart comes to us from the faculty of the School of Medicine at the University of California Davis, where she led several efforts to study the causes of and solutions to infectious diseases. She is an expert in arthropod-borne infectious diseases. Her major focus is malaria, including innate immunity in the mosquito and mammalian host and interventions to block both disease and transmission.

Food Science

KRONENBERG, Jeff P., Clinical Assistant Professor in School of Food Science

(M.S., 1983, Cornell University; B.S., 1980, Western Washington University)

Office: UI Boise Center, Room 242

Phone: (208)364-4937

Mr. Kronenberg has provided instruction for industry stakeholders in Idaho and across the country on food safety, quality management systems, food processing technologies and lean manufacturing. He is active with national organizations on curriculum development for nationwide food safety training. In addition, he provides direct technical assistance to companies across the region so that they can improve their operations and remain leaders in the global food marketplace.

Margaret Ritchie School of Family and Consumer Sciences

CHAPMAN, Erin, Clinical Assistant Professor in Child Family Consumer Studies

(Ph.D., 2009, Iowa State University; M.S., 2004, Iowa State University; B.A., 2001, University of Northern Iowa)

Dr. Chapman has been with the University of Idaho since 2010 and recently accepted a position as a Clinical Assistant Professor. Her areas of specialty include human development, sexuality education, healthy relationships, parent-child relations and family communication and research methods in social science.

ERICKSON, Luke, Associate Professor, Extension Specialist in Finance

(Ph.D., pending, Idaho State University; M.S., 2006, Utah State University; B.S., 2004, Brigham Young University; A.A., 1998, Ricks College)

Office: Boise Water Center, Room TBD

Phone: To be determined

Mr. Erickson is not new to the University of Idaho, but is in a new position. He accepted the position as Extension Specialist, Personal and Family Finance, and Associate Professor. Mr. Erickson served as the County Educator in Madison County since 2006. He received tenure and promotion to Associate Professor in 2011. His new position starts in October and will be located at the UI Boise Center.

Northern Extension District

DEPHELPS, Colette, Assistant Professor, Area Extension Educator-Community Food Systems (M.S., 1994, Washington State University; B.S., 1991, Western Washington University)
Office: Agricultural Science Bldg., Room 333 Phone: (208) 885-4003

Ms. DePhelps role is to provide overall leadership and facilitation for collaborative, multidisciplinary and multifaceted education and applied research in Community Food Systems and Small Farms for the ten-county area of northern Idaho. Previously, she worked as a food systems and organizational development consultant and Executive Director/Special Projects Director for Rural, Roots, Inc. (a member-based small farm organization located in Moscow, ID). Her areas of expertise include: community food systems, small farms, local foods marketing, facilitation, project design, evaluation, strategic planning, leadership and team development.

Plant Sciences

MA, Rong(Rachel), Research Assistant Professor in Plant Sciences (Ph.D., 2014, University of Illinois; M.S., 2010, Nankai University, China; B.S., 2007, Hebei University, China)
Office: Agricultural Science Bldg. 325B Phone: (208) 885-6009

Dr. Ma joins the UI Weed Science program after completing her Ph.D. and a post-doc at the University of Illinois. As a plant physiologist, her research focus is on the biochemical and molecular mechanisms that are responsible for the development of herbicide resistance in weeds. Dr. Ma will teach courses in plant physiology and the mechanisms of herbicide activity.

Soil and Water Systems

KAYLER, Zachary, Assistant Professor in Watershed Nutrient Management (Ph.D., 2009, Oregon State University; M.S., 2004, University of California Berkeley; B.S., 2001, University of California, Berkeley)
Office: Agricultural Science Bldg., Room 114 Phone: (208) 885-5616

Before joining the University of Idaho, Dr. Kayler worked as a Research Biologist with the USDA Forest Service and was a Visiting Scientist with the Center for Accelerator Mass Spectrometry, Lawrence Livermore National Laboratory. His past research has been focused on the use of stable isotopes to measure water and nutrient fluxes across landscape elements. Dr. Kayler will apply his experience to quantify nutrient flows and retention in agroecosystems and will teach a course in watershed nutrient management.

STRICKLAND, Michael, Research Assistant Professor of Microbial Ecology (Ph.D., 2009, University of Georgia; B.A., 2005, William Jewell College)
Office: Agricultural Science Bldg., Room 109 Phone: (208) 885-0960

Dr. Strickland came to the University of Idaho from Virginia Tech where he was Assistant Professor of Biological Sciences. After earning his PhD in Ecology, he completed a 3-year post-doc at Yale University. His past research has focused on linking microbial community structure

to processes including litter decomposition and nutrient cycling. Dr. Strickland will be responsible for teaching a senior/graduate level course in microbial ecology.

WHEELER, Tadd, Instructor in Soil and Water Systems
(Ph.D., 2014, University of Idaho; B.S., 2008, University of Washington)
Office: James Martin Laboratory 63 Phone: (208) 885-0704

Dr. Wheeler completed his Ph.D. on nutrient cycling processes in riparian systems. He is responsible for teaching beginning and advanced welding and small engines and helps facilitates FFA, Ag. Mech. competitions.

Southern Extension District

AMENDE, Jacqueline R., Assistant Professor in Family and Consumer Science, Extension Educator
(M.S., 2016, Saint Louis University; B.S., 2015, University of Idaho)
Office: Canyon County Extension Office Phone: (208) 459-6003

Ms. Amende provides leadership and programs for Family and Consumer Sciences programs in Canyon County. Work experience includes four semesters as a student intern for UI 4-H Up for the Challenge (Coeur d'Alene), School District Food Service Management (Ontario, OR), West Central Community Center WIC (Spokane, WA), St. Alphonsus Clinical Dietetics (Ontario, OR) and Nutrition Advisor for Eat Smart Idaho (SNAP-Ed and Expanded Food and Nutrition Education Program, EFNEP). Ms. Amende is a Registered Dietician Nutritionist (RDN) and has expressed a passion for community nutrition.

JOHNSON, Carrie R., Assistant Professor in 4-H Youth Development, Extension Educator
(M.S., 2012, University of Idaho; B.S., 2006, University of Idaho)
Office: Canyon County Extension Office Phone: (208) 459-6003

Ms. Johnson comes to us from the University of Idaho, Gem County Extension Office where she previously served as the 4-H Program Coordinator for Gem and Boise Counties, the Annie's Project Coordinator, and the 4-H Fair Secretary. As a nine-year member of 4-H in Gem County, she was inspired to go to the University of Idaho and is a first-generation college student.

MANKER, Gretchen L., Assistant Professor in Family and Consumer Sciences, Extension Educator
(M.S., 1993, University of New Mexico; B.S., 1988, University of Wyoming)
Office: Jerome County Extension Office Phone: (208) 324-7578

Ms. Manker provides leadership and programs for Family and Consumer Sciences programs in Jerome County. She spent 16 years as a Nutrition Advisor for the Extension Nutrition Program (ENP) and Eat Smart Idaho (SNAP-Ed and Expanded Food and Nutrition Education Program, EFNEP). Ms. Manker has provided nutrition instruction and training for diverse audiences throughout the Magic Valley and brings a wealth of teaching experience to this position.

MILLS, Rebecca, Instructor, Associate Extension Educator
(M.A., 2008, Oklahoma State University; B.S., 2004, Brigham Young University)
Office: UI Boise Center, Suite 190 Phone: (208) 364-4579

Ms. Mills comes to UI Extension with 11+ years of Extension experience with previous roles in 4-H (Oregon State University Extension) and 4-H/Family & Consumer Sciences (Utah State University Extension). Ms. Mills holds a Bachelor's Degree in Animal Science/Ag Business and a Master's Degree in Agricultural Education and looks forward to helping Idaho produce growers meet the challenges related to the Produce Safety Rule of the Food Safety Modernization Act (FSMA). Her position is made possible by a four-year collaborative Food and Drug Administration grant with the Idaho State Department of Agriculture (ISDA).

MORRISROE-AMAN, Bridget, Assistant Professor in Family and Consumer Sciences, Extension Educator
(M.A., 2011, Boise State University; B.A., 1998, Boise State University)
Office: Ada County Extension Office Phone: (208) 287-5900

Ms. Morrisroe-Aman provides leadership and programs for Family and Consumer Sciences programs in Ada County. She spent five years as a UI CYFAR grant program coordinator and ten years with the Extension Nutrition Program (ENP) and Eat Smart Idaho (SNAP-Ed and Expanded Food and Nutrition Education Program, EFNEP) as a Southern District/District II program coordinator. She has broad connections with many health-related agencies and organizations throughout the Treasure Valley that will enhance her Food and Nutrition Extension programs.

STOKES, Bradley, Assistant Professor in Irrigated Cropping Systems, Extension Educator
(M.S., 2012, University of Idaho; B.S., 2008, University of Idaho)
Office: Elmore County Extension Office Phone: (208) 587-2136

Mr. Stokes provides leadership and programs for cropping systems in Elmore County. He spent three years as a UI Extension IPM Assistant and most recently worked at ISDA as a Senior Agricultural Investigator. He is an avid insect collector and has a strong IPM (Integrated Pest Management) background.

TATE, Kimberly, Instructor, Associate Extension Educator
(B.A., 2014, Boise State University)
Office: UI Boise Center, Suite 180 Phone: (208) 364-4581

Ms. Tate will be developing educational materials for the statewide Pest Management and Pesticide Safety Education Program to train pesticide safety applicators and Master Gardeners. She is planning to launch a new online presence for UI Extension pesticide safety education. Ms. Tate worked for six years as the Master Gardener Program Assistant in the Ada County Extension office and brings a lot of experience and expertise on educating homeowners and ornamental pesticide applicators.

4-H Youth Development

TOOMEY, M. Maureen, Assistant Professor of Healthy Living, Area Extension Educator
(M.Ed., 1993, University of Idaho; B.A., 1983, University of Utah; B.S., 1981, University of Utah)
Office: Caldwell Research & Extension Center, Ste. A-B Phone: (208) 454-7648

Ms. Toomey is an experienced youth development leader with an unwavering commitment to Idaho families and youth. She directs the Idaho 4-H healthy living program building strong

partnerships within and outside the university. She has diverse experiences working with rural communities and directing outreach to Latino youth and families.

MELVILLE, Nancy S., Assistant Professor of Volunteer Leadership Development, Area Extension Educator

(M.A., 2001, University of San Francisco; B.A., 1974, College of Idaho)

Office: Caldwell Research & Extension Center, Ste. A-B Phone: (208) 454-6556

Ms. Melville provides state-wide leadership to 4-H Volunteer Leadership Development. She is responsible for statewide training in best practices of volunteerism, youth development and conflict resolution. She collaborates with organizations and agencies to enhance volunteer systems. As a career school administrator, Ms. Melville brings valuable experience and knowledge to help develop curriculum and training for faculty, staff and volunteers.

COLLEGE OF ART AND ARCHITECTURE

Architecture

LAWRENCE, Scott, Assistant Professor of Architecture

(M.Arch., 2009, University of Colorado, Denver; B.E.D., 2006, University of Colorado, Boulder)

Office: Art & Architecture South (AAS) Room311D

Phone: (208) 885-6933

Mr. Lawrence has served as the Lead Designer for Colorado firm Nguyen Lawrence Architecture, working on restaurant, retail and residential projects. He is also the Co-Founder and President of Immersion Workshop, a Colorado not-for-profit organization, which attracts an international group of participants and coordinates in-residence design workshops focused on context specific design to advance students and allied professionals.

COLLEGE OF BUSINESS AND ECONOMICS

Accounting

CHEN, Linda, Assistant Professor of Accounting

(Ph.D., 2009, University of Arizona; M.A., 1991, Dalhousie University; B.A., 1989, Nanjing University, China)

Office: J.A. Albertson Building 129

Phone: (208) 885-7153

Dr. Chen joins the University from Washington State University's Carson College of Business. Her background also includes faculty position at the University of Massachusetts-Boston.

Business

MARTIN, Todd, Instructor of Operations Management

(Ph.D., pending, Washington State University; M.Acct., 2011; University of Idaho; B.S., 2010, University of Idaho)

Office: J.A. Albertson Building 127

Phone: (208) 885-7506

Mr. Martin is currently finishing his Ph.D. in Business Administration – Information Systems at Washington State University where he was a Teaching Assistant in the Carson College of Business. He has also worked for The Bon Marche and a couple of small firms in the finance industry. Mr. Martin has been with the UI's College of Business and Economics since 2014.

NALLE, Darek, Instructor of Finance

(Ph.D., 2001, Oregon State University; M.S., 1998, Oregon State University; B.S., 1993, Miami University)

Office: J.A. Albertson Building 228

Phone: (208) 885-7342

Dr. Nalle is changing faculty positions at the University in the College of Business and Economics. He is returning to campus after working as a financial consultant and as a Federal official. He was also faculty member in the College of Natural Resources and at the University of Nevada, Reno.

SASAHARA, Akira Sasahara, Assistant Professor of Economics

(Ph.D., 2017, University of California, Davis; M.A., 2011, Hitotsubashi University, Japan; B.A., 2009, Keio University, Japan)

Office: J.A. Albertson Building 219

Phone: (208) 885-7048

Dr. Sasahara joins the College of Business and Economics after completing his Ph.D. in Economics at UC Davis. His research and field study focus included international trade and international macroeconomics. He is originally from Japan, where he received his M.A. and B.A. degrees.

COLLEGE OF EDUCATION, HEALTH AND HUMAN SCIENCES

Curriculum & Instruction

BAKES, Warren, Instructor in Curriculum & Instruction

(Ed.S., 1981, University of Idaho; M.S., 1968, University of Idaho; B.S., 1963, University of Idaho)

Office: N/A

Phone: (208) 667-2588

Dr. Bakes has worked extensively in the education field as a superintendent, principal, and teacher in his home state of Idaho. He still resides in Idaho with his wife and three children. Dr. Bakes' interests include reading, travel, hunting, fly fishing, camping, skiing, and photography.

BILLING, Carol, Instructor in Curriculum & Instruction

(M. Ed., 2004, National University; B.S., 1992, Cal Poly San Luis Obispo)

Office: IWC 440J

Phone: (208) 364-4004

Ms. Billing comes to us from the College of Western Idaho where she has been instructing teacher preparation courses, computer applications and freshmen orientation courses. She once served as president of the National Association of Community College Teachers

Education Programs (NACCTEP) and is currently enrolled in the doctoral program researching online pedagogy at the University of Idaho.

DOUSAY, Tonia, Assistant Professor of Learning Sciences
(Ph.D., 2013, University of Georgia; M.S., 2000, Texas A&M University; B.S., 1999, Texas A&M University)

Office: Education Building 311

Phone: (208) 885-5724

Dr. Dousay is a Google Certified Innovator with more than 15 years of K20 instructional design and eLearning project management experience. She completed her PhD in Learning, Design, and Technology, and is an assistant professor of Learning Sciences with EHHS. Dr. Dousay emphasizes STEAM-learning, giving attention to art and agriculture and how we empower learners to be interdisciplinary.

KETCHUM, Robert, Instructor in Curriculum & Instruction
(Ph.D., 1985 Washington State University; M.Ed., 1975, Eastern Washington University; B.A., 1973 Eastern Washington University)

Office: Harbor Center Room 125

Phone: (208) 292-2518

Dr. Ketchum brings over 40 years in education and business and industry training. This includes 20 years as Executive Director of Workforce Training at North Idaho College's Workforce Training Center. Dr. Ketchum served for 10 years as Idaho's representative to the American Association of Community Colleges' Workforce Training State Liaison Network. His board roles have included the National Council for Workforce Education, and Coeur d'Alene's Jobs Plus' Economic Development Association. Dr. Ketchum is CEO of The Ketchum Group, LLC.

MCCONNELL, Melissa, Instructor in Curriculum & Instruction
(Ed.D., 2008, University of Wyoming; M.Ed., 2001, University of Wyoming; BA., 1999, University of Wyoming; BS., 1994, University of Wyoming)

Office: Boise Center

Phone: (208) 874-3576

Dr. McConnell has served 16 years as university faculty, 12 of those years here at the University of Idaho.

MCCONNELL, Rodney, Instructor in Curriculum & Instruction
(Ph.D., 2006, University of Wyoming; M.A., 1997, University of Wyoming; B.A., 1994, University of Wyoming)

Office: Boise Center

Phone: (208) 874-3577

Dr. McConnell has served 20 years as university faculty, 12 of those years here at the University of Idaho.

QUANT, Robert, Instructor in Curriculum & Instruction
(M.Ed., 2012, University of Idaho; M.A., 2008, Webster University; B.S., 1999, Regents College)
Office: CDA 125

Phone: (208) 292-1409

Mr. Quant grew up in Washington, but has traveled extensively. He went into the Navy and has experience in commercial diving, education, computer systems, business, electronics and

electrical control. He is now an Instructor at the University of Idaho out of the Coeur d' Alene campus and has two sons that attend the University of Idaho.

Exercise Science and Health

EGAN, Cate Anne, Assistant Professor in Physical Activity Pedagogy
(Ph.D., 2017, University of South Carolina; M.S., 2011, University of Wisconsin La Crosse; B.S., 2005, Appalachian State University)
Office: Education Building 307 Phone: (208) 885-1053

Dr. Egan holds a doctorate degree in Physical Education Pedagogy. Her research interests include public-health aligned physical education, comprehensive school physical activity programming, and the Whole School, Whole Community, and Whole Child approaches to increasing physical activity and reducing sedentary time in youth populations.

Leadership & Counseling

MAHFOUZ, Julia, Assistant Professor in Educational Leadership
(Ph.D., 2017, Pennsylvania State University; M.A., 2005, American University of Beirut; T.D., 2002, American University of Beirut; B.A., 2002, American University of Beirut)
Office: Education Building 204 Phone: (208) 885-0963

Dr. Mahfouz holds a Ph.D. in Educational Leadership with a minor in Curriculum & Instruction and Comparative & International Education from Pennsylvania State University. Her research agenda has been shaped by her experience as an international educator as a high school teacher, principal (K-12), curriculum coordinator, and developer of a summer camp program. Dr. Mahfouz's research interests include exploring the social and emotional dynamics of educational settings and their effect on school climate.

WARGO, Elizabeth, Assistant Professor in Educational Leadership
(Ed.D., 2016, University of Montana; M.I.T., 2004, Whitworth University; B.A., Business Administration, 2002, Seattle University)
Office: ED 204 Phone: (208) 885-0963

Dr. Wargo is an educational leader and researcher whose work is aimed at illuminating the humanistic aspects of technology adoption and helping others navigate the thinning line between technology and self. Since 2011, Dr. Wargo has engaged in collaborative research with the International School Research Collaborative and holds a reputation for designing participatory research-informed decision making experiences in school, industry, and government settings.

Movement Sciences

BAILEY, Joshua P., Assistant Professor of Exercise Science and Health
(Ph.D., 2017, University of Nevada, Las Vegas; M.S., 2014, University of Nevada, Las Vegas; B.S., 2012, University of Nevada, Las Vegas)
Office: ED 308 Phone: (208) 885-1054

Dr. Bailey's research identifies gait pattern changes throughout an endurance run, highlighting possible effects of perceived fatigue. He is passionate about cultivating young researchers, as shown by his mentoring numerous undergraduates and high school students as members of his research team. In addition to his passion for research, he and his wife of seven years are excited to share the outdoor lifestyle with their family of two boys and two Chihuahuas.

BAKER, Jayme, Clinical Assistant Professor in the Athletic Training Program
(D.P.T., 2012, Loma Linda University; B.S., Kinesiology, 2008, California State University - Fullerton)
Office: ED 122 Phone: (208) 885-1055

Dr. Baker holds an undergraduate degree in Kinesiology with an emphasis in athletic training. She has served as the Head Athletic Trainer at Rubidoux High School and as adjunct faculty for the athletic training program and Kinesiology Department at California Baptist University. Dr. Baker and her husband moved to Moscow in 2013, where she served as an adjunct faculty member for Master of Science in Athletic Training program at UI for the past four years, while continuing to serve as adjunct faculty for the Kinesiology program at CBU.

GRINDLEY, Emma, Instructor in Movement Sciences
(Ed.D., 2005, West Virginia University; M.A., 2005, West Virginia University of Idaho; M.S., 2000, Frostburg State University; B.S., 1996, University of Wolverhampton)
Office: Physical Education Building 103 Phone: (208) 885-2181

Dr. Grindley has worked as an instructor, mental health counselor, advisor, and research assistant. She has travelled across the United States and abroad to pursue both her educational and professional aspirations. She has also served her community as a parks commissioner in Moscow, ID and volunteered at the West Virginia University Hospital.

Special Education

SCHEEF, Andrew, Assistant Professor in Special Education
(Ph.D., 2016, Washington State University; M.Ed., 2010, Washington State University; M.A.L.S., 2000, SUNY Stony Brook; B.A., 1998, Ithaca College)
Office: ED 406 Phone: (208) 885-7377

Dr. Scheef is an Assistant Professor of Special Education with EHHS and recently completed his Ph.D. in Special Education, and serves as the managing editor of the Journal of International Special Needs Education. He has extensive experience teaching in public schools, received a Fulbright Distinguished Award in Teaching (Singapore), and has been recognized by three divisions of the Council for Exceptional Children (CEC) as an emerging researcher in the field of special education. His research focuses on supporting post-school transition for students with disabilities.

COLLEGE OF ENGINEERING

Biological Engineering

RICHARDSON, Ben, Research Assistant Professor in Biological Engineering

(Ph.D., 2012, Southern Illinois University; B.S., 2008, Illinois College)

Office: EP 410

Phone: (208) 885-6182

Postdoctoral Research Associate in Integrative Physiology and Neuroscience at Washington State University from 2014 to August, 2017. Dr. Richardson's research primarily involves the development and use of electrophysiology techniques to evaluate synaptic function and coding properties in the cerebellum and sensory thalamus. As a graduate student in Don Caspary's lab at Southern Illinois University (School of Medicine), he worked on understanding synaptic and coding properties that are altered in the aged auditory thalamus. He went on to be a postdoctoral researcher at the University of Florida with Habibeh Khoshbouei to characterize novel mechanisms regulating the trafficking of neuronal membrane proteins.

Computer Science

BEESTON, Julie, Clinical Assistant Professor in Computer Science

(Ph.D., 2012, University of Victoria; M.S., 1996, Carleton University, Ottawa; B.S., 1994, University of Victoria)

Office: Innovation Den, Coeur d'Alene

Phone: To be determined

Senior Software Architect at Lumberworld in Victoria, B.C., Canada from August 2016 to August 2017 and Senior Software Architect at The Islands Trust in Victoria, B.C., Canada from February 2015 to August 2016. Dr. Beeston's areas of expertise are hardware acceleration, 3D computer simulation, 3D video, radiotherapy, telecommunications, object oriented design, and programming languages. She teaches Software Engineering, Database Systems, Data Structures, Digital Logic and Computer Organization, Computer Architecture and Assembly Language, Operating Systems, Systems Analysis, Programming Languages, Object Oriented Programming, and Topics in Computer Science.

SHOVIC, John, Clinical Associate Professor in Computer Science

(Ph.D., 1988, University of Idaho; M.S., 1981, Montana State University; B.S., 1979, Montana State University)

Office: Innovation Den, Coeur d'Alene

Phone: To be determined

CS Program Manager joint appointment with the University of Idaho and North Idaho College 2016 to 8/2017. Visiting professor at Eastern Washington University in Cheney, WA from 2003 to 2005. Dr. Shovic's areas of expertise are embedded systems, manufacturing robotics, applications of AI Techniques, and entrepreneurship. He has taught Advanced Robotics, Manufacturing Robotics, Systems Software, Theory of Computation, and Analysis of Algorithms.

TOSIC, Predrag, Assistant Professor in Computer Science
(Ph.D., 2006, University of Illinois at Urbana-Champaign; M.S., 2005, University of Illinois at Urbana-Champaign; M.S., 1998, University of Illinois at Urbana-Champaign; M.S., 1995 University of Maryland; B.S., 1994, University of Maryland)
Office: Innovation Den, Coeur d'Alene Phone: To be determined

Associate Research Professor at the School of EECS at Washington State University and Data Scientist/Analyst as a consultant. As an early mid-career researcher, Dr. Totic has a unique mix of academic research, industrial and DOE lab R&D experiences. His research interests include data science, machine learning, intelligent agents, large-scale data mining and AI on the one hand, and cyber-physical systems, distributed coordination and control, large-scale complex networks, mathematical models and algorithms for smart energy and other grids.

XIAN, Min, Assistant Professor in Computer Science
(Ph.D., 2017, Utah State University; M.S., 2011, Harbin, Heilongjiang, China; B.S., 2008, Weihai, Shandong, China)
Office: TAB 309 in Idaho Falls Phone: (208) 757-5425

R&D Team Leader summers 2012 and 2013 with Beijing HDJC Image Technology Company in Beijing, China. Research Intern from March 2009 thru August 2009 at Pattern Recognition Research Center, HIT, in Harbin, Heilongjiang, China. Dr. Xian's areas of expertise are data topology modeling, biomedical big data analysis, robust data analysis, machine learning, computer vision and image analysis.

Electrical & Computer Engineering

HEFEIDA, Mohamed, Clinical Assistant Professor in Electrical & Computer Engineering
(Ph.D., 2013, University of Illinois, Chicago; M.S., 2006, Arab Academy for Science and Technology, Egypt; and B.S., 2004, Arab Academy for Science and Technology, Egypt)
Office: GJL 209 Phone: (208) 885-6518

Assistant Professor at the American University of the Middle East in Al-Eqaila, Kuwait from 9/2014 to 8/2017. Mohamed has taught various EE and CE courses at the undergraduate levels (e.g. Linear Circuit Analysis, Computer Architecture, Control Systems, ASIC Design Laboratory). He has conducted research and has supervised student research and projects in various topics related to embedded systems and communication protocols.

LEI, Hangtian, Assistant Professor of Electrical Engineering
(Ph.D., 2016, Texas A&M; B.E., 2011, Huzhong University of Science and Technology, Whuan, China)
Office: GJL 211 Phone: (208) 885-0952

Assistant Professor from 2/2016 to 8/2017 in the Department of Electrical and Computer Engineering at Jackson State University in Jackson, Mississippi. Dr. Lei's areas of expertise are power system operation and control, probabilistic methods applied to power system reliability evaluation, substation automation, and power system protection. He teaches Energy Systems II.

ROBERSON, Dakota, Assistant Professor of Electrical Engineering
(Ph.D., 2017, University of Wyoming; B.S., 2013, University of Wyoming)
Office: GJL 234G Phone: (208) 885-7889

Engineering Intern 2013 to 2017 at Sandia National Laboratories in Albuquerque, NM and Research Assistant 2013 to 2017 at the University of Wyoming in Laramie, WY. Dr. Roberson's areas of expertise are power system control (wide-area damping using active power modulation such as HVDC, energy storage, etc.), detection and correction of latency in closed-loop controllers, variable loop gain strategies, coupling of distributed systems, energy storage controller technology for smoothing, arbitrage, AGC, etc.), statistical signal processing (estimation/detection theory, Cramer-Rao Lower Bound, saddlepoint approximations and other high-order approximation techniques).

SHIH, Ting-Yen, Assistant Professor in Electrical & Computer Engineering, (Ph.D., 2017, University of Wisconsin-Madison; M.S., 2006, National Chung Cheng University, Taiwan; B.S., 2004, Tamkang University, Taiwan)
Office: GJL 214 Phone: (208) 885-0953

Research and Project Assistant 2013 to 2017 in the Applied Electromagnetics Laboratory in the Department of Electrical and Computer Engineering at the University of Wisconsin-Madison. Dr. Shih's areas of expertise are antennas and antenna arrays, RF/Microwave/mmWave circuits and systems, biomedical applications of RF/Microwaves, and microwave sensing and imaging. He teaches Antenna Principles and Design.

Engineering

PETERSEN, Jonathan, Instructor in Engineering
(M.Engr., 2012, University of Idaho; and B.S., 2010, University of Idaho)
Office: MCCL 405A Phone: To be determined

Instructor, Engineering Scholars Director, and Engineering EXPO High School Coordinator from January 2015 to August 2017. Mr. Petersen taught traditional, online, and honors sections of courses. He designed and implemented lecture and lab curriculums using active learning techniques shown to improve student learning, engagement, and material retention. He directed an interdisciplinary engineering program for high achieving students which included overseeing student led design projects, coordinating industry visits, and other activities designed to keep students engaged while elevating their collegiate experience.

Industrial Technology

MIRKOEI, Amin, Assistant Professor in Industrial Technology
(Ph.D., 2016, Oregon State University; M.S., 2011, University of Tehran, Iran; B.S., 2009, Islamic Azad University, Iran)
Office: TAB 310 in Idaho Falls Phone: (208) 757-5420

Visiting Assistant Professor 8/2016 to 8/2017 in the Department of Mechanical Engineering at Georgia Southern University and an Instruction 1/2013 to 8/2016 at Oregon State University.

Dr. Mirkouei's areas of expertise are sustainable design and manufacturing, operations research, energy systems modeling, life cycle assessment, real-time data analytics, bioenergy production processes, advanced & smart manufacturing, logistics & supply chain planning, project management, network optimization, and cyber-physical systems.

VAKANSKI, Aleksandar, Assistant Professor in Industrial Technology
(Ph.D., 2013, Ryerson University; M.A.Sc., 2003, Ss. Cyril and Methodius University; and B.Eng., 1998, Ss. Cyril and Metodius University)
Office: TAB 312, Idaho Falls Phone: (208) 757-5422

Assistant clinical professor in Industrial Technology at the University of Idaho from 8/2014 thru 8/2017. Dr. Vakanski's areas of expertise are cognitive robotics, learning from demonstration, vision-based control of robots, machine learning and artificial intelligence, and control systems and automation. He teaches courses in the areas of manufacturing, robotics, CAD design and quality control.

Nuclear Engineering

MCKELLAR, Michael, Research Assistant Professor in Nuclear Engineering
(Ph.D., 1992, Purdue University in Lafayette, Indiana; M.S., 1987, Purdue University; B.S., 1984, Brigham Young Universtiy)
Office: Idaho Falls Center Phone: (208) 757-5431

Research Engineer, Nuclear Science and Technology Directorate and Energy, Environment Science and Technology Directorate at Idaho National Laboratory in Idaho Falls. Dr. McKellar was a Project Manager/Technical Lead at INL from 1991 to 8/2017. He has expertise in process modeling, project support, and business development.

Mechanical Engineering

MAUGHAN, Michael, Assistant Professor in Mechanical Engineering
(Ph.D., 2017, Purdue University; M.S., 2007, University of Idaho; B.S., 2005, University of Idaho)
Office: EP 324H Phone: (208) 885-1041

Clinical Assistant Professor from 8/2015 to 8/2017 at the University of Idaho. Dr. Maughan's areas of expertise are micromechanics of materials, defect behavior in crystalline materials, product design and development, additive manufacturing and material property manipulation. He teaches Engineering Mechanics of Materials, Advanced Computer Aided Design, Mechanical Systems Design I/II, and Mechanical Engineering Analysis.

ROBERTSON, Daniel, Assistant Professor in Mechanical Engineering
(Ph.D., 2013, Brigham Young University; B.S., 2008 Brigham Young University-Idaho; A.A.S. 2002, Columbia Basin College)
Office: GJL 234G Phone: (208) 885-7889

Senior Research Scientist in Biomechanics at New York University-Abu Dhabi from 2016 to 8/2017. An Engineering Lecturer from 2015 to 8/2017 at New York University-Abu Dhabi. Dr. Robertson's areas of expertise are biomechanics, agricultural engineering, and interdisciplinary design. He teaches Mechanical Design Analysis, and Interdisciplinary Capstone Design.

SWENSON, Matthew, Assistant Professor in Mechanical Engineering
(Ph.D., 2017, Boise State University; M.Engr, 2016, Boise State University; B.S., 1999, Oregon State University)
Office: GJL 234J Phone: (208) 885-9029

Graduate Research Assistant in Materials Science and Engineering at Boise State University from 2013 to 2017 evaluating microstructural evolution dependence on irradiating particle (self-ion, proton, or neutron), dose, temperature, and alloy composition. Explaining variances in nanocluster evolution and defect cluster morphology, while linking them to the mechanical properties. Dr. Swenson's areas of expertise are characterize and model radiation effects in metals and alloys, correlating microstructure and mechanical properties, enabling the development and validation of metals and alloys for advanced nuclear reactor applications. He teaches Interdisciplinary Capstone Design, and Machine Component Design I.

COLLEGE OF LAW

Law

BALL, Katherine, Clinical Associate Professor of Law and Externship Director-Boise
(J.D., 2002, University of Idaho; B.A., 1997, Boise State University)

Prof. Ball has been with the University of Idaho, College of Law since 2008 and recently accepted a permanent position as a Clinical Associate Professor. She has been the Externship Director for Boise since 2008. She also teaches Federal Courts using experiences from her numerous federal court clerkships to inform class discussions.

COVER, Benjamin, Associate Professor of Law
(J.D., 2009, Yale Law School; M.Sc., 2005, London School of Economics; B.Sc., 2004, University of Toronto)
Office: Idaho Law & Justice Learning Center (ILJLC) 320 Phone: (208) 364-4094

Prof. Cover joined the UI College of Law after serving as the legislative director for New Orleans City Councilmember LaToya Cantrell from 2013-2014. He graduated from Yale Law School in 2009. He received a Bachelor's of Science from the University of Toronto in 2004 and Masters of Science from the London School of Economics in 2005. His research and focus areas are in Election Law, First Amendment, Legislation, and State & Local Government.

GUNDER, Jessica, Clinical Assistant Professor of Law
(J.D., 2007, University of Missouri; B.A., 2003, University of Missouri)
Office: Idaho Law & Justice Learning Center (ILJLC) 328 Phone: (208) 364-4577

Prof. Gunder joined the law school faculty in 2017. She received her B.A. in both Political Science and Sociology in 2003 from the University of Missouri, graduating with honors. She then earned her J.D. in 2007 from the University of Missouri, where she was elected to

membership in the Order of the Coif and Order of Barristers. Following law school, Prof. Gunder served as a judicial clerk for the Honorable E. Richard Webber with the U.S. District Court for the Eastern District of Missouri. She also worked as an Assistant United States Attorney at the U.S. Attorney's Office for the District of Idaho, where she served as the Civil Division's Affirmative Civil Enforcement Coordinator and Civil Rights Coordinator.

HEDDEN-NICELY, Dylan, Associate Professor of Law, (J.D., 2011, University of Idaho; M.S., 2012, University of Idaho; B.S., 2009, University of British Columbia)
Office: Menard 206 Phone: (208) 885-0860

Prof. Hedden-Nicely a citizen of the Cherokee Nation of Oklahoma, graduated from the University of Idaho, College of Law, magna cum laude, with an emphasis in Native American law, as well as in natural resources & environmental law. Concurrently, Prof. Hedden-Nicely earned a master's degree in water resources (science & engineering). His thesis focused on the development of a systems dynamics based water balance model to assess the impact of the physical and anthropogenic constraints placed upon Coeur d'Alene Lake in North Idaho. He joined the UI College of Law after working in private practice with Howard Funke & Associates, a Native American-owned law firm that focuses exclusively on the representation of American Indian tribes. He is also the director of the College of Law's Native American Law Program.

LOCK, Barbara Z., Associate Professor of Law
(J.D., 1987, UCLA School of Law; LL.M, 1998, University of Washington; B.S., 1984, University of California, Riverside)
Office: Idaho Law & Justice Learning Center (ILJLC) 330 Phone: (208) 364-6187

Prof. Lock joined the UI College of Law after serving as a partner and associate with Higgins Geyer & Lock, P.L.L.C, in Seattle and has clerked for the Washington State Supreme Court. Prof. Lock received her J.D., from the University of California, Los Angeles in 1987 and her LL.M. in Taxation from the University of Washington School of Law in 1998. Her research/focus areas are in federal income taxation. She is also the director the Low Income Taxpayer Clinic.

COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES

English

BLANCHFIELD, Brian, Assistant Professor of Non-Fiction
(M.F.A., 1999, Warren Wilson College; B.A., 1995, University of North Carolina)
Office: Brink, Room 115 Phone: (208) 885-6156

Mr. Blanchfield taught creative writing and literature at The Iowa Writers' Workshop, The University of Montana, Pratt Institute, Otis College of Art and Design, and The University of Arizona, where he was also host of Speedway and Swan, a poetry-and-music program on KXCI Community Radio. His literary essays and poetry have appeared in many publications, including "Harper's Magazine," "The Nation, Oxford American," "The Paris Review," "Lana Turner," "StoryQuarterly," "Brick," "The Brooklyn Rail," "Conjunctions," "Guernica, A Public Space," and "Chicago Review."

JAMES, Benjamin, Clinical Assistant Professor of Film Studies
(M.A., 2005, University of Bristol; B.A.H., 2002, University of Warwick)
Office: Brink, Room 124 Phone: (208) 885-6156

Mr. James was previously a faculty lecturer at the University of Idaho, teaching new Theatre Arts classes, Foundations of Screenwriting. Prior to his University of Idaho service, Mr. James studied theatre and performance at the University of Warwick, regularly participating in productions as a writer and director and thereafter running a theatre company and a regular performance event for performers to receive feedback from their audiences. He has worked for the BBC, was former chairman of BAFTA Simon Relph, Warp Films and worked as an independent producer and director of music videos, short and feature-length films including a production of Shakespeare's "Hamlet" in original pronunciation.

TURPIN, Zachary J., Assistant Professor of American Literature
(Ph.D., 2017, University of Houston; M.A., 2007, College of Charleston and the Citadel; B.A., 2004, New York University)
Office: Brink, Room 204 Phone: (208) 885-6156

Zachary's teaching experience includes courses on the history of short fiction and of drama, American literature pre-1865, Walt Whitman, and academic and professional writing. His research focuses on nineteenth-century periodical culture, digital humanities, textual recovery, and the history of epistemology and the sciences.

WRAY, Tobias Wray, Clinical Assistant Professor and Director of the Creative Writing Program
(Ph.D., 2017 (expected), University of Wisconsin-Milwaukee; M.F.A., 2012, University of Arkansas; B.A., 2005, University of Minnesota)
Office: Brink, Room 203 Phone: (208) 885-6156

Mr. Wray is a poet, essayist and editor. He has taught Creative Writing, Literature, Composition and LGBT+ Studies for University of Wisconsin-Milwaukee, in addition to teaching courses in poetry, fiction and the art of the essay for Northwestern University's Center for Talent Development youth program. His work has appeared or is forthcoming in "Blackbird," "Bellingham Review," "The Spoon River Poetry Review," Third Coast, "Wasafiri: International Contemporary Writing and Queer Nature Anthology."

Journalism and Mass Media

LYMAN, Kristina, Instructor in Journalism and Mass Media
(M.B.A., 2014, University of Idaho; B.A., 1997, Wayne State University)
Office: Administration Building, Room 333 Phone: (208) 885-6458

Ms. Lyman has taught Media Writing at the University of Idaho, as well as Reporting and Writing and Intermediate Reporting and Writing at Arizona State University. She has served as home editor/writer/copy editor of "Nspire Magazine" (Coeur d'Alene), in addition to being owner/marketing consultant of Lyman Communications (Coeur d'Alene). Ms. Lyman was also vice president of communications of the Greater Phoenix Economic Council, senior content editor/justice team editor of "The Arizona Republic" newspaper and assistant metro editor of "The Detroit News."

Martin Institute for Peace Studies

DAMMAN, Erin, Clinical Assistant Professor-Global South
(Ph.D., 2012, Northwestern University; M.A., 2003, University of Natal-Durban; B.A., 2000, Macalester College)

Office: Administration Building, Room 327

Phone: (208) 885-0941

Dr. Damman has served as an assistant professor at Florida International University and adjunct faculty member at Washington State University. She has taught and developed courses, including International Protection of Human Rights, African Politics, Introduction to World Politics, Introduction to Comparative Politics, and Graduate Seminars in Research Design and Graduate Qualitative Methods.

Lionel Hampton School of Music

CONLON KHAN, Lori, Clinical Assistant Professor of Music Education
(Ed.D., 2012, Boise State University; M.Ed., 2007, Lesley University; B.A., 1982, Rocky Mountain College)

Office: Blake House, Room 103

Phone: (208) 885-0157

Dr. Conlon Khan has served as a visiting music education director and professor at Boise State University, teaching both undergraduate- and graduate-level courses. She has taught curriculum and music courses for Lesley University's satellite, Integrating the Arts Master's program. Having been involved in music education for over 30 years, she has also taught General Music K-6, including choir and percussion ensemble, for the Boise School District for over 30 years. Dr. Conlon Khan's area of research is in the field of music and reading, creating alternative interventions for struggling readers through musical activities, primarily improving pulse and pitch skills.

CLINE, Everett Eugene "Gene", Instructor in Music
(M.A., 1969, University of Missouri; B.M., 1965, Illinois Wesleyan University)

Office: Ridenbaugh, Room 204

Phone: (208) 885-6425

Mr. Cline was most recently appointed as a full-time instructor in the Lionel Hampton School of Music, after having served as a visiting instructor in years prior. He has also held positions with Louisiana State University and University of Missouri at Kansas City. Mr. Cline's previous experience also includes working as a coach/accompanist with the Kansas City Opera Institute, music director/principal conductor at the American Singers' Opera Project in New York City and founder/conductor of the River City Opera in Baton Rouge, Louisiana.

THOMPSON, Paul, Assistant Professor of Music and Director of Choral Activities
(D.M.A., 2016, University of Colorado; M.M., 2010, Peck School of the Arts; B.A., 2007, Marian University)

Office: Lionel Hampton School of Music, Room 109

Phone: (208) 805-6233

Dr. Thompson comes from Francis Marion University in Florence, South Carolina, where he was Director of Choral Activities and Voice Area Coordinator. He has also been a member of the choral faculty at the University of Wisconsin-Milwaukee and at the University of Wisconsin-Manitowoc, and spent four years directing the choirs at St. Mary's Springs High School in Fond du Lac, Wisconsin. Dr. Thompson has appeared as a soloist with the Boulder Philharmonic, The

Green Lake Festival, Bach Festival Florence, The King's Counterpoint, and the Florence Symphony Orchestra.

Politics & Philosophy

BLANKENSHIP, Bryce, Instructor of Philosophy

(M.A., 2013, University of Idaho; B.A., 2009, University of Missouri-Kansas City)

Office: Administration Building, Room 332

Phone: (208) 885-6328

Mr. Blankenship has had previous experience with the University of Idaho as a philosophy lecturer and online instructor, and now holds a full-time position in the Department of Politics and Philosophy as an instructor. Areas of expertise include Environmental Philosophy, Environmental Ethics, Aldo Leopold, Existentialism and Alienation. Areas of interest are Epistemology, Interdisciplinary Methods, Continental Philosophy, Marx, Ecological Persistence and Rehabilitation.

DAINOFF, Charles, Clinical Assistant Professor of Political Science

(Ph.D., 2017 (expected), University of Kentucky; M.A., 1991, Duke University; B.A., 1989, University of Chicago)

Office: Administration Building, Room 305D

Phone: (208) 885-6328

Mr. Dainoff has taught courses at Centre College, University of Kentucky and University of Cincinnati. In addition, his experience includes working in research and investigation for the Government Accountability Project in Washington, DC; as an investment analyst for California Institute of Technology; and as a social researcher in the Governor's Policy Office, Raleigh, North Carolina.

JOHNSON, Casey, Assistant Professor of Philosophy

(Ph.D., 2015, University of Connecticut; M.A., 2011, University of Connecticut; B.A., 2007, Connecticut College)

Office: Administration Building, Room 205E

Phone: (208) 885-7618

Dr. Johnson has held academic positions as a Post-Doctoral Fellow at The Humanities Institute at the University of Connecticut and Pre-Doctoral Fellow at Northwestern University's Mellon Foundation Sawyer Seminar. Dr. Johnson's areas of specialization are Social Philosophy, Social Epistemology and Feminist Philosophy of Language.

OVERTON, Michael, Assistant Professor of Political Science

(Ph.D., 2015, University of North Texas; M.P.A., 2014, University of North Texas; B.A., 2007, University of North Texas)

Office: Administration Building, Room 331

Phone: (208) 885-6328

Dr. Overton has taught courses in American intergovernmental relations, financial aspects of government, and public management/leadership and behavior. He has served as a grant manager for JPS Foundation/JPS Health Network, a research associate for the Center for Public Management; a transportation planner for North Central Texas Council of Governments; and a consulting revenue analyst for CityBase.Net.

QUINN, Aleta, Assistant Professor of Philosophy
(Ph.D., 2015, University of Pittsburgh; B.A., 2005, University of Maryland; B.S., 2005, University of Maryland)
Office: Administration Building, Room 205J Phone: (208) 885-6328

Dr. Quinn has held academic positions as an Ahmanson Postdoctoral Instructor in Philosophy of Science at California Institute of Technology; Research Collaborator at the National Museum of Natural History, Smithsonian Institution; Distinguished Fellow of the Notre Dame Institute for Advanced Study; and Guest Faculty for the History and Philosophy of Science Program at University of Notre Dame.

Psychology & Communication

KERSTEN, Michael, Clinical Assistant Professor of Psychology
(Ph.D., 2017, Texas Christian University; M.S., 2014, Texas Christian University; B.A., 2012, California State University, Dominguez Hills)
Office: Student Health Building, Room 204 Phone: (208) 885-0956

Dr. Kersten has served as an instructor at Columbia College, Texas Christian University and California State University, Dominguez Hills, teaching courses in research methods in behavioral science, statistics for behavioral science, social psychology, principles of behavior in psychology and research methods. He has given multiple guest lectures to include Introduction to Psychology, Measurement in Psychology, Motivation, Psychology of Personality, Research Methods, Senior Seminar, and Social Psychology.

MCDUNN, Benjamin, Clinical Assistant Professor of Psychology
(Ph.D., 2017, University of Georgia; M.S., 2013, University of Georgia; B.S., 2009, Clemson University)
Office: Student Health Building, Room 214 Phone: (208) 885-0956

Dr. McDunn served as an instructor at the University of Georgia. Courses taught included Research Analysis/Statistics, Research Design, and Cognitive Psychology. He has presented research findings at the Vision Science Society in St. Petersburg, Florida. Dr. McDunn published in the "Psychonomic Bulletin and Review," "Journal of Vision," as well as the journal, "Visual Cognition."

Sociology & Anthropology

GRINDAL, Matthew, Assistant Professor of Sociology
(Ph.D., 2014, University of California, Riverside; M.A., 2007, California State University, Northridge; B.A., 1995, California State University, Northridge)

Office: Phinney 319

Phone: (208) 885-6751

Dr. Grindal is a quantitative sociologist who researches the theoretical mechanisms that link ethnic identity processes (i.e., ethnic identity development and ethnic-racial socialization) to the health and delinquency outcomes of adolescents and young adults. Dr. Grindal has been an instructor at University of California, Riverside, and California State University, Long Beach.

HODWITZ, Omi, Assistant Professor of Criminology

(Ph.D., 2015, University of Maryland; M.A., 2009, Simon Fraser University; B.A., 2006, Simon Fraser University; B.A., 2005, Simon Fraser University)

Office: Phinney 313

Phone: (208) 885-2976

Dr. Hodwitz is a criminologist who specializes in terrorism studies, theory construction and application, and research methods. She has worked as a lecturer in the Department of Criminology and Criminal Justice at the University of Maryland; as an assistant research scientist at the Consortium for the Study of Terrorism and Responses to Terrorism at the University of Maryland; and as an instructor at the Center for Online and Distance Education at Simon Fraser University.

COLLEGE OF NATURAL RESOURCES

Forest, Rangeland and Fire Sciences

KARL, Jason, Associate Professor, Ruth M. Heady Endowed Chair of Rangeland Ecology (Ph.D., 2009, Michigan State University; M.S., 1998, University of Idaho; B.S., 1996, University of Idaho)

Office: Natural Resources Bldg. 205D

Phone: (208) 885-0255

Dr. Karl joins us as an Associate Professor and Heady Endowed Chair in the Department of Forest, Rangeland and Fire Sciences. He comes to the University of Idaho from his work as a Research Ecologist with the USDA Agricultural Research Service where he did his postdoctoral research.

COLLEGE OF SCIENCE

Biological Sciences

JONES, Adam, Professor of Evolutionary Biology

(Ph.D., 1998, University of Georgia; B.A., 1992, University of Colorado)

Office: LSS 240

Phone: (208) 885-0948

Dr. Jones earned his doctoral degree in genetics and comes to us from Texas A&M where he rose to the rank of Professor. The primary goals of his research are to understand the evolution of the genetic architecture and the operation of selection in natural populations.

Chemistry

STOIAN, Sebastian, Assistant Professor of Chemistry

(Ph.D., 2006, Carnegie Mellon University; B.S., 1999, University of Bucharest)

Office: Renfrew 313W

Phone: To be determined

Joined the University of Idaho, having most recently been employed as a Postdoctoral Research Fellow at the National High Magnetic Field Laboratory in Tallahassee, Florida. Graduated in 1999 with a BS in Chemistry from University of Bucharest, Romania, a Ph.D. in Chemistry from Carnegie Mellon in Pennsylvania, and two-year Postdoctoral Research Associate at Massachusetts Institute of Technology in Cambridge Massachusetts. Sebastian specializes in Mössbauer Spectroscopy.

WAYNANT, Kristopher, Assistant Professor of Chemistry

(Ph.D., 2008, New Mexico State University; M.S., 2008, New Mexico State University; B.S., 2002, Virginia Tech)

Dr. Waynant has been with the University of Idaho since 2014 and recently accepted a tenure-track position with the Department of Chemistry. His research focuses on the creative development of strategies towards building complex organic compounds and novel material frameworks.

Geography

FAN, Chao, Assistant Professor of Geographic Information Sciences

(Ph.D., 2016, Arizona State University; M.A., 2013, Arizona State University; B.E., 2010, Wuhan University)

Office: McClure 303D

Phone: (208) 885-0949

Before joining the University of Idaho, Dr. Fan was a Postdoctoral Research Scientist at the Field Museum in Chicago. She is a broadly trained GIS scientist whose research interests lie in spatial analysis and modeling, spatial econometrics, and remote sensing. Her research focuses on the development and application of spatial analytical tools and quantitative methods to address a variety of research topics including crop and landscape mapping, urban heat island adaptation and mitigation, and vegetation modeling.

HARLEY, Grant, Assistant Professor of Geography

(Ph.D., 2012, University of Tennessee; M.A., 2007, University of South Florida; B.A., 2005, University of South Florida)

Office: McClure 305D

Phone: (208) 885-0950

Assistant Professor in the Department of Geography and Geology, University of Southern Mississippi. Dr. Harley's research areas include: Dendrochronology, fire history, forest ecology, and climate science.

PTAK, Thomas, Assistant Professor of Geography

(Ph.D., 2016, University of Oregon; M.A., 2010, University of Oregon; B.S., 2007, Macquarie University)

Office: McClure 405B

Phone: (208) 885-6238

Instructor of Geography, University of Oregon. Visiting Assistant Professor, Sonoma State University, Department of Geography and Global Studies. Dr. Ptak's research areas include: Socioeconomic and environmental consequences of Hydropower development in Southwest China. His ongoing research analyzes how China's government is attempting to balance the pursuit of energy security, rapid development and environmental sustainability along with implications of transboundary energy exchange in border areas. Additionally, Dr Ptak's research examines the rescaling of orthodox energy systems across the Northwest United States.

Mathematics

ABBOTT, Ann, Instructor in Math

(M.S., 2002, University of Idaho; M.S., 2000, University of Idaho; B.A., 1988, Gonzaga University)

Office: Brink 11H

Phone: (208) 885-6767

In 1996 Ms. Abbott was a Graduate Research Assistant in the Department of Fisheries and Wildlife Resources here at the University of Idaho. In 1997, she moved over to Statistical Sciences as a Graduate Teaching Assistant, and worked her way up to Statistics Center Coordinator and Lecturer for Statistical Sciences, and will now be a full time lecturer in mathematics and statistical sciences.

ALLEN, Theresa, Instructor in Math

(Ph.D., 1993, University of Washington; M.A.T., 2009, University of Idaho; B.S., 1987, Gonzaga University)

Office: Brink G-9

Phone: (208) 885-7709

In 1987 Dr. Allen began as a Graduate Research and Teaching Assistant in the Department of Chemical Engineering at the University of Washington. She did her Postdoctoral Research at the Institute for Shock Physics at Washington State University in 1993. In 1995 she worked as a volunteer teacher at St. Joseph School in Alabama, and two years later was a volunteer teacher at St. Francis School in New Mexico. In 1999 she came to the University of Idaho as a Lecturer in mathematics, and now will be a full time instructor in mathematics.

TERRIO, Judith, Instructor in Math

(M.S., 1998, University of Idaho; B.A., 1976, Plymouth State College)

Office: Brink B-5

Phone: (208) 885-4041

Ms. Terrio worked as a high school teacher in Idaho and Colorado before coming to the University of Idaho in 1997 as a lecturer in the Department of Mathematics, and this year became a full time instructor for Mathematics.

WELHAN, Manuel, Instructor in Math

(Ph.D., 2010, University of Idaho; B.S., 2003, University of Idaho)

Office: Brink B-11A

Phone: (208) 885-0528

Dr. Welhan came to the University of Idaho in 2001 beginning as a Recitation Tutor in the department of Physics, in 2003 he was a teaching assistant for Mathematics, and was a tutor for

the Polya Math Center. He became a lecturer for mathematics in 2009, continuing at the University of Idaho now as a full time instructor for mathematics, specializing in Combinatorics.

COUNSELING AND TESTING CENTER

BLANCO, Karla, Assistant Professor, Psychologist
(Ph.D., pending, Washington State University; M.A., 2013, Washington State University; B.A., 2007, San Diego State University)

Ms. Blanco has been working with the Counseling and Testing Center since 2011. She is currently completing her doctorate in counseling psychology. She previously taught as an adjunct professor at San Diego State University, Southwestern College and San Diego Mesa College.

MAI, Nhu, Assistant Professor, Psychologist
(Ph.D., 2014, Washington State University; M.S., 2009, Washington State University; B.S., 2007, University of Houston)

Dr. Mai received her PhD from Washington State University in 2014 and her dissertation was titled "Exploring the Indigenous Structure of Vietnamese Personality: A Lexical Approach". Dr. Mai completed a postdoctoral residency at Texas State University and she was most recently employed as a staff psychologist at Washington State University's Counseling and Psychological Services. Dr. Mai has extensive experience in providing group psychotherapy and she has provided clinical training to graduate students on this treatment modality.

UNIVERSITY LIBRARY

DONEY, Jylisa, Assistant Professor, Social Sciences Librarian
(M.L.S., 2014, Indiana University; B.S., 2012, Utah State University)
Office: Library Room 416V Phone: (208) 885-0959

Ms. Doney comes to the University of Idaho from North Dakota State University where she has been serving as the Social Sciences Librarian since July 2014. She earned her Master of Library Science at Indiana University in May 2014. Ms. Doney serves as a Reference Librarian and Social Sciences Liaison to the College of Letters, Arts, and Social Sciences.

FOSTER, Kimberly, Instructor, First Year Experience Program
(M.L.S., 2016, University of Illinois; B.A., 2014, Miami University)
Office: 416W Phone: (208) 885-6344

Ms. Foster began at the University of Idaho Library in January 2017 from the University of Illinois at Urbana-Champaign where she served as a Graduate Assistant in Research and Information Services. Ms. Foster earned a Master in Library and Information Science in May of 2016 from the University of Illinois at Urbana-Champaign. She serves as a Reference Librarian and Instructor for the Library's First Year Experience Program.

MARTINEZ, Jessica, Assistant Professor, Science Librarian
(M.L.S., 2017, University of Washington; B.A., 2011, University of Colorado)
Office: 416X Phone: (208) 885-6248

Ms. Martinez comes to the University of Idaho from the University of Washington, Seattle where she earned Master in Library and Information Science in June 2017 and where she served as a Reference and Instruction Specialist at the Suzzallo and Allen Graduate Library. Ms. Martinez serves as a Reference Librarian and Liaison to the College of Science.

WWAMI MEDICAL EDUCATION PROGRAM

ADKINS, Benjamin, Clinical Assistant Professor in the Medical Education Program
(Board Certification, 2004, Memorial Family Medicine Residency Program; M.P.A., 2004, Indiana University; M.D., 2000, University of Dublin; B.S., 1995, University of Southern California)
Office: WWAMI Medical Education Building, Rm 124 Phone: (208) 885-6696

Dr. Adkins is a family medicine physician at Pullman Family Medicine in Pullman, WA. He serves as a part-time clinical faculty for the WWAMI Medical Education program as a teacher and mentor to medical students.

MALLATT, Jon, Clinical Associate Professor in Histology and Gross Anatomy
(Ph.D., 1979, University of Chicago; B.S., 1974, University of Wisconsin)
Office: WWAMI Medical Education Building, Room 116A Phone: (208) 885-1566

Dr. Mallat has taught for the WWAMI Medical Education Program for over 33 years, as an associate professor at the Washington State University (WSU), Department of Biological Structure. In 2016, he retired from WSU and was hired full time at the University of Idaho as a Clinical Faculty in the WWAMI Medical Education Program. Dr. Mallatt's expertise is Gross Anatomy and Histology, and has co-authored a human anatomy textbook that is now in its seventh edition. He received the WWAMI Award for Excellence in Teaching many times over his career, and is a member of the American Association for the Advancement of Science.

VU, Thanh Danae, Clinical Assistant Professor in the Medical Education Program
(Board Certification, 2001, Albert Einstein College of Medicine; M.D., 1997, New York Medical College; B.S., 1992, University of California, Berkeley)
Office: WWAMI Medical Education Building, Rm 124 Phone: (208) 885-6696

Dr. Vu is a physician at the Nimiipuu Health Center, Lapwai, ID, specializing in Obstetrics and Gynecology. She serves as a part-time clinical faculty for the WWAMI Medical Education Program as a teacher and mentor to medical students.

JEFFERSON, Glenn, Clinical Professor and Associate Director for Clinical Education in the Medical Education Program

(Board Certification, 1982, Family Practice Residency, Malcolm Grow Medical Center, Andrews Air Force Base; M.D., 1979, Virginia Commonwealth University; B.S., 1975, Chemistry, Hampden-Sydney College)

Office: WWAMI Medical Education Building, Rm 124

Phone: (208) 885-6696

Dr. Jefferson is a family medicine physician at Valley Medical Center in Lewiston, ID. He serves as a clinical faculty and associate director for clinical education in the WWAMI Medical Education Program leading a team of physicians in training and mentoring medical students.

Promotion and Tenure Awards

The University of Idaho extends warm congratulations to the faculty members who have recently been awarded promotion and/or tenure (effective with their appointment in fiscal year 2019). The UI will be recognizing these individuals at the University Awards for Excellence Dinner on Wednesday, April 25, 2018. For a complete list of awardees and to RSVP to the event, please visit the Excellence Awards webpage at <http://www.uidaho.edu/faculty-staff/excellence-awards>.

Hirotschi Abo promoted to Professor in the Department of Mathematics.

Belle Baggs promoted to Clinical Associate Professor in the Department of Movement Sciences.

Dennis Becker promoted to Professor in the Department of Natural Resources and Society.

Denise Bennett promoted to Associate Professor in the School of Journalism and Mass Media.

Marta Boris Tarre promoted to Associate Professor in the Department of Modern Languages and Cultures, with tenure.

Luigi Boschetti promoted to Professor in the Department of Natural Resources and Society.

Christopher Caudill promoted to Associate Professor in the Department of Fish and Wildlife Sciences, with tenure.

Erin Chapman promoted to Clinical Associate Professor in the School of Family and Consumer Sciences.

Erik Coats promoted to Professor in the Department of Civil and Environmental Engineering.

Rajal Cohen promoted to Associate Professor in the Department of Psychology and Communication Studies, with tenure.

Aliza Cover, Associate Professor in the College of Law, granted tenure.

Louise-Marie Dandurand promoted to Research Associate Professor in the Department of Entomology, Plant Pathology and Nematology.

Janine Darragh promoted to Associate Professor in the Department of Curriculum & Instruction, with tenure.

Helene Davis, Associate Professor in the College of Law, granted tenure.

Berna Devezer promoted to Associate Professor in the Department of Business, with tenure.

Stacey Doumit, promoted to Senior Instructor in the Department of Animal and Veterinary Science.

Jesse Dreikosen promoted to Associate Professor in the Department of Theatre Arts, with tenure.

Jan Eitel promoted to Research Associate Professor in the Department of Natural Resources and Society.

Timothy Ewers promoted to Extension Research Professor, Extension Specialist in the 4-H programs.

Sydney Freeman, Associate Professor in the Department of Leadership and Counseling, granted tenure.

Virginia Gillerman promoted to Research Professor in the Idaho Geological Survey.

Jonathon Hogge promoted to Extension Associate Professor, Extension Educator in the Eastern District, with tenure.

Leontina Hormel promoted to Professor in the Department of Sociology and Anthropology.

Robert Keefe promoted to Associate Professor in the Department of Forest, Rangeland and Fire Sciences, with tenure.

Delphine Keim promoted to Professor in the Department of Art and Design.

Brian Kennedy promoted to Professor in the Department of Fish and Wildlife Sciences.

Kristine Levan promoted to Associate Professor in the Department of Sociology and Anthropology, with tenure.

Reed Lewis promoted to Research Professor in the Idaho Geological Survey.

Tara MacDonald promoted to Associate Professor in the Department of English, with tenure.

Spencer Martin promoted to Clinical Associate Professor in the Lionel Hampton School of Music.

Stephen Miller promoted to Professor in the College of Law.

Gwen Mitchell promoted to Clinical Associate Professor in the Department of Curriculum and Instruction.

Steven Peterson promoted to Clinical Associate Professor in the Department of Business.

William Phillips promoted to Research Associate Professor in the Idaho Geological Survey.

John Rumel promoted to Professor in the College of Law.

Shaakirrah Sanders promoted to Professor in the College of Law.

Jeff Seegmiller promoted to Professor in the Department of Movement Sciences.

Gail Silkwood promoted to Extension Associate Professor, Extension Educator in the Northern District, with tenure.

Steven Smith promoted to Clinical Associate Professor in the School of Journalism and Mass Media.

Richard Stoddart, Associate Professor in the General Library, granted tenure.

Penny Tenuto promoted to Associate Professor in the Department of Leadership and Counseling, with tenure.

Grace Wittman promoted to Extension Professor, Extension Educator in the Southern District.

Frederick Ytreberg promoted to Professor in the Department of Physics.

2017-18 MEETING #2 OF THE FACULTY OF THE UNIVERSITY OF IDAHO

Wednesday, November 29, - 3:00-4:30 p.m. (PT), Bruce M. Pitman Center Vandal Ballroom
Boise – IWC 248A; Coeur d'Alene – 213; Idaho Falls – TAB 350A; Twin Falls – B-66
President Chuck Staben Presiding

- **Call to Order.**
- **In Memoriam.**
- **Minutes.** Meeting #1, [September 20, 2017](#)
- **Announcements.**
- **Special Orders.**

Report of the Faculty Senate

Below items are available:

http://www.webpages.uidaho.edu/facultycouncil/General_Faculty_Meetings/univ_faculty_meetings.htm

I. Proposed Changes/Additions to Faculty-Staff Handbook (FSH)

[FS-18-001](#): FSH 4930 – Honorary Degrees ([cover](#))

[FS-18-002](#): FSH 4400 – College Level Examination Program ([cover](#))

*[FS-18-003rev](#): FSH 2400 – Disciplinary Process for Violations of Student Code of Conduct ([flowchart](#))([cover](#))

*[FS-18-004rev](#): FSH 1640.83 – Student Conduct Board ([cover](#))

[FS-18-008rev](#): FSH 6880 – Campus Recreation ([cover](#))

*[FS-18-010](#): FSH 3320 – Annual Performance Evaluation Form ([cover](#))

*[FS-18-011](#): FSH 3320 – Annual Performance Evaluation Policy ([cover](#))

[FS-18-012](#): FSH 3720 – Sabbatical Leave ([cover](#))

[FS-18-013](#): FSH 1620 – University-level Committees ([cover](#))

[FS-18-014](#): FSH 1640.41 – Faculty-Staff Policy Group ([cover](#))

[FS-08-015](#): FSH 1640.86 – Teacher Education Coordinating Committee ([cover](#))

[FS-08-016](#): FSH 1640.87 – Teaching & Advising Committee ([cover](#))

[FS-18-018](#): FSH 2700 – [Student Feedback Form](#) (remove [transitional form](#))

*Emergency policies for formal approval.

II. Proposed Changes to the University of Idaho Catalog

[FS-18-005](#) (UCC-18-007a): Regulation F

[FS-18-006](#) (UCC-18-007c): Regulation J

[FS-18-007](#) (UCC-18-007d): Regulation O

[FS-18-009](#) (UCC-18-021): Final Exam Schedule

- **President's Remarks.**
- **Adjournment.** Refreshments will be available.

Liz Brandt, Secretary of the Faculty, (885-6151)

NOTE: 108 faculty members (all campuses statewide) constitute a quorum. Quorum and voting regulations are located in [FSH 1520 Article III](#). To determine your voting right as a faculty member, please see [FSH 1520 Article II Section I](#). Those who are recognized by the President, for the purpose of speaking, should identify themselves by name and discipline or position.

NOTICE: Off-campus faculty will receive a separate email with a URL to access the meeting live, if they are unable to attend at one of the designated locations. Also available at this site will be a streaming video link that can be viewed after the meeting for those unable to attend.

University of Idaho
University Faculty Meeting Minutes
2017-18 Meeting #1, September 20, 2017

Call to Order: Provost and Executive Vice President John Wiencek, standing in for President Staben, called the meeting to order at 3:01 pm.

Quorum Count: 138 faculty members were present (Moscow 120, Boise 5, Coeur d'Alene 3, Twin Falls 3, Idaho Falls 7) well above the 107 required faculty members for a quorum.

Minutes: It was moved and seconded (Wolf/Seamon) that the minutes of 2016-17 Meeting #2, May 2, 2017 be approved. The motion passed with 11 abstentions.

Introduction of New Faculty Members & Recognition of 2017 Promoted/Tenured Faculty:

Crystal Kolden Abatzoglou promoted to Associate Professor in the Department of Forest, Rangeland, and Fire Sciences, with tenure.

Julie Amador promoted to Research Associate Professor in the Department of Curriculum and Instruction, with tenure.

Lori Baker-Eveleth promoted to Professor in the Department of Business.

Matthew Brehm promoted to Professor in the Architecture Program.

Helen Brown promoted to Clinical Associate Professor in the Department of Movement Sciences.

Celeste Brown promoted to Research Professor in the Department of Biological Sciences.

Juliet Carlisle promoted to Associate Professor in the Department of Political Science, with tenure.

Lori Celaya promoted to Associate Professor in the Department of Modern Languages and Cultures, with tenure.

Lide Chen promoted to Associate Professor in the Department of Biological and Agricultural Engineering, with tenure.

Courtney Conway promoted to Research Professor in the Department of Fish and Wildlife Sciences.

Wendy Couture promoted to Professor in the College of Law.

Joseph De Angelis promoted to Associate Professor in the Department of Sociology and Anthropology, with tenure.

Raymond Dezzani promoted to Professor in the Department of Geography.

Raymond Dixon promoted to Associate Professor in the Department of Curriculum and Instruction, with tenure.

J. Casey Doyle promoted to Associate Professor in the Art and Design Program, with tenure.

Jeremy Falk promoted to Associate Professor in the Department of Agricultural and Extension Education, with tenure.

Leonard Garrison promoted to Professor in the Lionel Hampton School of Music.

Sarah Haan Associate Professor in the College of Law, granted tenure.

Lyle Hansen promoted to Extension Professor, Extension Educator in the Southern District.

Luke Harmon promoted to Professor in the Department of Biological Sciences.

Heather Heward promoted to Senior Instructor in the Department of Forest, Rangeland, and Fire Sciences.

Paul Hohenlohe promoted to Associate Professor in the Department of Biological Sciences, with tenure.

Patrick Hrdlicka promoted to Professor in the Department of Chemistry.

Stacy Isenbarger promoted to Associate Professor in the Art and Design Program, with tenure

Leda Kobziar promoted to Clinical Associate Professor in the Department of Natural Resources and Society.

Jakob Magolan promoted to Associate Professor in the Department of Chemistry, with tenure.

Juliet Marshall promoted to Research Professor, Extension Specialist in the Department of Plant, Soil, and Entomological Sciences.

Michael McCollough promoted to Professor in the Department of Business.

Roger McVey promoted to Associate Professor in the Lionel Hampton School of Music, with tenure.

Russell Meeuf promoted to Associate Professor in the School of Journalism and Mass Media, with tenure.

Brant Miller promoted to Associate Professor in the Department of Curriculum and Instruction, with tenure.

Craig Miller promoted to Research Associate Professor in the Department of Biological Sciences.

Roman Montoto promoted to Professor in the Architecture Program.

Alan Nasypany promoted to Clinical Associate Professor in the Department of Movement Sciences.

Linh Nguyen promoted to Associate Professor in the Department of Mathematics, with tenure.

Mary Oswald promoted to Senior Instructor in the Department of Biological Sciences.

Carol Padgham-Albrecht promoted to Professor in the Lionel Hampton School of Music.

Youngkyun Park promoted to Associate Professor in the Department of Business, with tenure.

David Pfeiffer Professor in the Department of Biological Sciences, granted tenure.

David Pimentel Associate Professor in the College of Law, granted tenure

Kasama Polakit Associate Professor in the Architecture Program, granted tenure.

Mark Roll promoted to Associate Professor in the Department of Chemical and Materials Engineering, with tenure.

Dojin Ryu promoted to Research Professor in the School of Food Science.

Dev Shrestha promoted to Research Professor in the Department of Biological Engineering.

Renae Shrum promoted to Senior Instructor in the Department of Statistical Science.

Alistair Smith promoted to Professor in the Department of Forest, Rangeland, and Fire Sciences.

Eva Strand promoted to Associate Professor in the Department of Forest, Rangeland, and Fire Sciences, with tenure.

Margaret Vaughn promoted to Associate Professor in the Department of Curriculum and Instruction, with tenure.

Liliana Vega promoted to Extension Associate Professor, Extension Educator in the Southern District, with tenure.

William Warren promoted to Extension Associate Professor, Extension Educator in the Northern District, with tenure.

Frank Wilhelm promoted to Professor in the Department of Fish and Wildlife Sciences.

Alexander Woo promoted to Associate Professor in the Department of Mathematics, with tenure.

Provost's Remarks. Provost Wiencek began by conveying President Staben's regrets that he was unable to attend the meeting. He congratulated faculty who had been promoted and tenured and welcomed new colleagues. He noted that now, at the beginning of the year, is an excellent time to reflect on our accomplishments of the past year but to keep our focus on attaining our strategic goals by 2025.

We are coming up to the end of the first waypoint on the strategic plan. Accomplishing the goals of the plan will not be based only on the efforts of deans and administration. Everyone needs to engage and get involved. The plan sets ambitious goals in four areas – innovate (scholarship and research), engage (outreach for the benefit of Idaho and our communities), transform (advancing the experiences of our students) and cultivate (developing a supportive and productive climate on campus). A slightly updated version of the plan will be presented by the president at the State of the University Address later this fall. In all these areas, our aim is to foster excellence and success -- our new faculty will be the root of where we are in 2025.

The university has just finished the program prioritization process. The provost acknowledged that the process has been very difficult. The recent history of our institution has made it difficult for people to engage; hopefully, we are moving past that so that we may shape our own future. We are developing local cascaded plans that are intended to let departments and colleges define how they will achieve success in the future. This distributed and broad process is the trademark of excellence. He encouraged us to take pride in what we have done with program prioritization. To do difficult things and do them well is the trademark of excellence. He anticipates that the salary adjustments and investments in competitive TA stipends that will help recruit better graduate students will show that this really is a pivotal moment.

A new faculty member commented that she was very discouraged that her department received low scores in the program prioritization process. She stated that dealing with this process was not a great way to start as a new faculty member. The provost explained that program prioritization had originally been developed as a response to zero-based budgeting. The University of Idaho has had several prioritization processes in the past that did not accomplish the goals established by the State Board of Education (SBOE). The SBOE directed the university's administration to move an effective program prioritization process forward that included the ranking of programs. He also commented that this type of process has become reality of public higher education. Boards, legislatures and taxpayers want to ensure that higher education institutions are accountable.

In an effort to make the process as helpful as possible, the University of Idaho focused on using its prioritization process to accomplish a reallocation of resources to high priority projects. Even so, the provost acknowledged that it is hard to make any ranking process pleasant. The process also wasn't a "science project" but rather was an attempt to devise a practical and inclusive way to rank diverse programs. The provost sought broad participation. Groups of faculty and staff worked on the rubrics and did the best they could. The Provost had a mid-year check-in with the university community and received many critical comments. The primary suggestion was that the ranking process be more aligned with the strategic plan. Adjustments were made based on the mid-year feedback. He acknowledged that any process will have flaws – there will always be high and low ranked programs. The provost encouraged faculty to keep the process in perspective – it was an informed process of reallocation. We met the expectations of the SBOE, linked the process to our strategic plan and engaged the campus community. In addition, the amount of the reallocation, nominally 2%, is relatively small. The reallocated resources will flow back to high priorities chosen by faculty and staff -- compensation and TA's. Finally, if we can grow enrollment, we will not have to reallocate as much in the future.

A senior faculty member commented that she had been at the university for 30 years. This was the most open process she has seen. She appreciated the civil exchange of ideas and believed the process was evidence of our ability as a community to disagree without divisiveness. Her program came out as mediocre in the rankings and will focus on improving. The provost commented that the Institutional Planning and Effectiveness Committee (IPEC) has been talking about how to adjust the process. The committee will be focusing on how to better measure contributions to the strategic plan. The provost stated that we must learn from this process. He expects that as the prioritization process moves forward, it will be based on more and better data, which will provide a better indicator to departments of how they are performing.

A faculty member expressed surprise that the president of Boise State University announced a record freshman class enrollment even before the 10/15 census date. He asked what our preliminary data for enrollment was this year. The provost explained that Strategic Enrollment Management is working hard to put

together the university's enrollment report. He is reluctant to share early data. Last year local press took comments made at the fall University Faculty Meeting out of context. For that reason, he will wait until after the census date to share information. He encouraged the faculty member to raise his questions at that time. The faculty member followed up asking whether there will be an opportunity for the campus community to hear about our enrollment strategy. He explained that many people are "laboring in the trenches" and are anxious to know how their efforts fit into the larger picture. The provost responded that Vice President for Strategic Enrollment Management, Dean Kahler, has been hiring and putting together the staff in our enrollment/recruitment program. Because of more immediate pressures, he did not develop a cascaded plan. He is working on that project now. The provost believes we will see some bold changes that will move our enrollment efforts forward. He stated that the university is in a moment of urgent necessity to clarify strategies and move forward. The provost thanked all the faculty and staff who came in on weekends and during summer to help with recruitment. He acknowledged that we haven't been as coordinated as we should have been. We have to stop thinking as colleges and think as a university when it comes to recruitment and retention.

A faculty member asked about the next step(s) for program prioritization. Will the process be modified every year? The provost answered that, unless instructed differently by the SBOE, we plan to repeat the process at the next strategic plan waypoint. We are currently examining how to move the process forward and our future approach. The advice he is giving to academic areas – examine their cascaded plans and how they can contribute to the university's strategic plan.

There being no further questions, the meeting adjourned at 4:07 p.m.

Respectfully Submitted,

Liz Brandt
Faculty Secretary



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: FSH 4930 – Honorary Degrees

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

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

Originator(s):

Beth Hendrix, Chair of

Commencement Committee

(Please see FSH 1460 C)

Name

Date

Telephone & Email:

bhendrix@uidaho.edu 4/27/17

Policy Sponsor: (If different than originator.)

n/a

Name

Date

Telephone & Email:

Reviewed by General Counsel Yes No Name & Date: _____

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

Update policy to ensure that it is clear that a letter of support from the dean is included in the packet.

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

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

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

If not a minor amendment forward to: _____

Policy Coordinator
Appr. & Date:

[Office Use Only]

FSH

Appr. _____

FC _____

GFM _____

Pres./Prov. _____

[Office Use Only]

Track # _____

Date Rec.: 4/27/17

Posted: t-sheet _____

h/c _____

web _____

Register: _____

(Office Use Only)

APM

F&A Appr.: _____

[Office Use Only]

UI FACULTY-STAFF HANDBOOK
CHAPTER FOUR:
ACADEMIC POLICIES AND REGULATIONS

February 2010

4930
HONORARY DEGREES

PREAMBLE: This section outlines UI's policy and procedures with regard to the granting of honorary degrees. Original to the 1979 Handbook, subsection A-1 was revised in February of 1991 for clarification purposes. The procedures were amplified and clarified a bit in a revision of January 1996. A more substantial change was made in 2003. For more information, contact the Faculty Secretary's Office (208-885-6151). [see also 4910 A] [ed. 7-03, 2-10]

HONORARY DEGREES.

A-1. General Criteria. UI awards degrees *honoris causa* (i.e., for the purpose of honoring) to honor outstanding persons. Honorary degrees may be awarded to a person deserving of honor by virtue of scholarly distinction, noteworthy public service resulting in significant contributions to the University of Idaho, the State of Idaho, the Nation or the world. In the selection of candidates for honorary degrees, preference is given to those who are Idaho residents or UI graduates, the University is pleased to honor persons who have made significant contributions to national and international scholarship or public service that advance the principles of academic excellence and public education upon which the University of Idaho was founded. [rev. 7-03]

A-2. Restriction. No person who is employed by UI, is a member of the affiliate or adjunct faculties, is a member of the Board of Regents or of the board's staff, is an incumbent elected governmental official, may be granted an honorary degree until after he or she has ceased to hold that position. [rev. 7-03]

A-3. Nomination Procedures.

- a. All aspects of the nomination process are confidential.
- b. Nominations may be submitted by any person or organization. However, each nomination must be endorsed by the Dean of an appropriate college ~~or~~ and Chair or Head of an academic department. [rev. 7-03]
- c. Each nomination must be accompanied by a biographical sketch of the candidate, a summary of the accomplishments or deeds for which the nominee would be honored, and supporting documents.

A-4. Schedule.

- a. Each year announcements inviting nomination of candidates for honorary degrees are published in the issues of the *Idaho Register* which are published nearest February 15 and September 15. [rev. 7-03]
- b. The deadline for receipt of the nominations by the Commencement Committee [see FSH 1640.26] are April 15 and November 15. [rev. 7-03, ed. 2-10]
- c. The Commencement Committee makes its recommendations to the President before May 15 and December 15. [rev. 7-03, ed. 2-10]

A-5. Disposition of Nomination Packets.

a. The Commencement Committee shall return a nomination packet to the nominator, *[ed. 2-10]*

(1) If the packet is incomplete or

(2) If the nomination is not forwarded to the president.

b. The president shall return nomination packets to the nominator if the person nominated is not chosen to receive an honorary degree.

c. Nomination packets of persons selected to receive honorary degrees become part of the official record of the university to be preserved in the Alumni Office. *[rev. 7-03]*

A-6. Conferring of Honorary Degrees.

a. Scheduling of conferring of an honorary degree depends on the convenience of the university and of the person being honored. The president has complete discretion in scheduling.

b. Typically, an honorary degree is conferred at the spring or fall commencement in the school year the candidate was nominated or at the spring or fall commencement following that. *[rev. 7-03]*

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: 4400 College-Level Examination Program (CLEP)

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

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

Originator(s): Dwaine Hubbard 07/12/17

(Please see FSH 1460 C)

Telephone & Email:

Name Dwaine Hubbard Date 07/12/17
 Telephone 208-885-9460 Email dhubbard@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Name _____ Date _____

Reviewed by General Counsel ___Yes ___X___No Name & Date: _____

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

I am proposing to have this section of the Faculty Staff Handbook deleted. Information on CLEP exams and other exams that the University awards credit for can be found in academic regulation I - Alternative Credit Opportunities in the University's General Catalog.

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

None

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

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

Summer 2018

If not a minor amendment forward to: _____

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

APM F&A Appr.: _____ [Office Use Only]
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FSH Appr. _____ FC _____ GFM _____ Pres./Prov. _____ [Office Use Only]

Track # _____ Date Rec.: _____ Posted: t-sheet _____ h/c _____ web _____ Register: _____ (Office Use Only)
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UI FACULTY STAFF HANDBOOK**CHAPTER FOUR:****ACADEMIC POLICIES AND REGULATIONS**

July 2007 (editorial)

4400

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

PREAMBLE: This section discusses UI policy concerning CLEP exams. It has been revised from time to time since its appearance in the 1979 Handbook. For further information, contact the Registrar's Office (208-885-6731).

CONTENTS:

A. General

B. Specific

C. UI Policy on CLEP Credit

D. UI Standards for CLEP Credit

A. GENERAL. The Educational Testing Service administers two types of CLEP examinations, "general" and "subject." Scores obtained on the examinations are reported in standard score form; for the general examinations, the scores have a mean of 500 and a standard deviation of 100; for the subject examinations, the mean is 50 and the standard deviation is 10; this helps the reader distinguish between the two types of test. In either case, the mean corresponds to the 50th percentile and about 68 percent of the scores are within one standard deviation of the mean.

B. SPECIFIC. Further information about the nature of the tests, when and where they are given, how to apply, and the fees is available from the registrar.

C. UI POLICY ON CLEP CREDIT. The minimum acceptable scores on CLEP general and subject examinations and amount of credit granted are listed in K 4. Applicability of the credits toward satisfaction of requirements and limitations on further credit in related courses are stated below. These guidelines are determined by UI departments responsible for the respective subjects. UI periodically sends to ETS its statement of policy concerning these tests so that the information can be furnished to anyone who requests it from ETS.

C-1. UI does not grant credit on the basis of the CLEP general examinations in English composition or mathematics or subject examinations in English composition or freshman English.

C-2. Students who are granted six credits on the basis of the social science history general examination will not thereby receive credit in sociology or anthropology, and they may not receive credit for Hist 111-112 or PolSc 101-102. These students will not receive additional credit on the basis of the subject examinations in American government and American history; therefore, students are cautioned not to take both types of tests in these subjects.

C-3. Students who are granted six credits on the basis of the natural science general examination will not thereby receive credit in chemistry. The credits may be used to satisfy science elective requirements but will not fulfill the laboratory science requirement that is stipulated by most UI colleges.

C-4. Students who are granted three credits on the basis of the introductory macroeconomics examination may not receive credit for Econ 100, 151, or 272. Those who are granted three credits on the basis of the introductory microeconomics examination may not receive credit for Econ 100, 152, or 272. Those who receive four credits for the combined micro and macroeconomics examination may not receive credit for Econ 100, 151, 152, or 272.

D. UI STANDARDS FOR CLEP CREDIT.

	Minimum Acceptable Standard Scores	Amount of Credit Awarded	Essay Stipulations
General Examinations			
English Composition		Not approved for credit	
Humanities (Composite)	500	6	
Mathematics (Composite)		Not approved for credit	
Nat. Science (Composite)	500	6	
Soc. Sci. History (Composite)	500	6	

Subject Examinations

Accounting, Intro.		Not approved for credit	
Afro-American History		Not approved for credit	
American Government	50	3	
American History	50	3	
American Literature	55	6	Essay required
Biology	50	6	
Business Law, Intro.	50	3	
Business Mgmt., Intro.	50	3	
Calculus with Analytic Geom.	50	8	
Chemistry, General	50	6	
College Algebra	50	3	
College Algebra Trig.	50	3	
Computer Programming, Elem. Fortran IV	47	2	
Computers and Data Proc.	50	3	
Microeconomics, Intro.	50	3	
Macroeconomics, Intro.	50	3	
Micro and Macro, Intro.	50	4	
Educational Psych.	50	3	
English Composition		Not approved for credit	
English Literature	55	6	Essay required
Freshman English		Not approved for credit	
History of Amer. Ed.		Not approved for credit	
Human Growth and Devel.	50	3	
Literature, Analysis and Interpretation of	52	3	Essay required
Marketing, Intro.	50	3	
Medical Technology—			
Clinical Chemistry		Not approved for credit	
Hematology		Not approved for credit	
Immunohematology		Not approved for credit	
Microbiology		Not approved for credit	
Money and Banking	50	3	
Psychology, General	50	3	
Sociology, Intro.	50	3	
Statistics	50	3	
Tests and Measurements	50	3	
Trigonometry	50	2	
Western Civilization (History)	50	6	



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency *Minor Amendment*

Chapter & Title: FSH 2400 –University Disciplinary Process for Violations of Student Code of Conduct; FSH 1640.93 SDRB, 1640.83 – Student Appeal Committee – new Student Conduct Board 1640.83

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

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

Originator(s): Student Code Task Force – Liz Brandt/Jim Craig Oct. 2017

(Please see FSH 1460 C)

Name Date

Telephone & Email: lbrandt@uidaho.edu jimcraig@uidaho.edu

Policy Sponsor: (If different than originator.) DOS, Counsel, Task Force, Senate Leadership

Name Date

Telephone & Email: _____

Reviewed by General Counsel X Yes No Name & Date: Kent Nelson/Jim Craig on task force

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

See attached powerpoint and flowcharts.

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

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

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. Emergency Policy effective upon approved, October 2017

If not a minor amendment forward to: _____

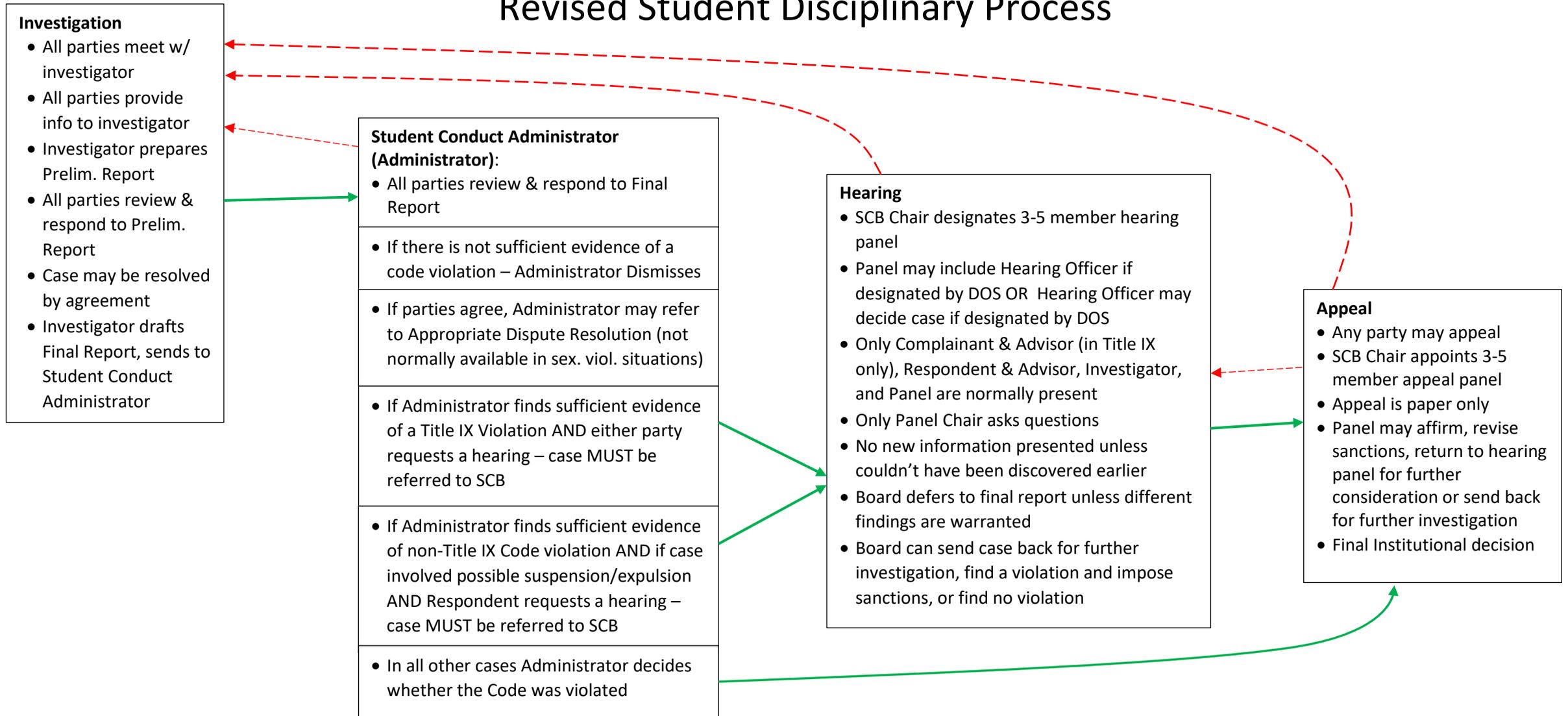
Policy Coordinator Appr. & Date: _____ [Office Use Only]

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

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

Track # _____ Date Rec.: _____ Posted: t-sheet _____ h/c _____ web _____ Register: _____ (Office Use Only)
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Revised Student Disciplinary Process



UI FACULTY-STAFF HANDBOOK
CHAPTER TWO:
STUDENT AFFAIRS POLICIES

October 2017

2400

**UNIVERSITY DISCIPLINARY PROCESS FOR ALLEGED VIOLATIONS OF STUDENT
 CODE OF CONDUCT**

*PREAMBLE: This section outlines UI's student disciplinary system to inform students of the University process for resolving alleged violations of the Student Code of Conduct. In July 1993 membership and quorum was changed on the University Judicial Council and July 2008 the committee composition was moved into FSH 1640 Committee Directory. This section dates from the 1979 Handbook with relatively minor revisions as noted until 2014. In 2014 the Dean of Students Office, General Counsel, and a sub-committee of University Judicial Council and Faculty Senate, conducted a thorough review of all policies related to the Student Code of Conduct. All disciplinary language from FSH 2200 Statement of Student Rights and FSH 2300 Student Code of Conduct was consolidated into this policy and updated removing redundancies in policy. In July 2016, the taskforce was reconvened to review the new process and address some cumbersome processes that arose which were affecting the ability to resolve cases quickly. It was also noted that a complete review was necessary and the task force reconvened. In 2017, the task force provided this complete **rewrite that found middle ground between the early 1970's court trial format and the strong investigative model which had unintentionally created many delays to this less confrontational investigative model.** The objective is to provide a process that allows for fact-finding and decision-making that balances the rights of the individual with the legitimate interests of the University. For further information, contact the Dean of Students (208-885-6757). [rev. 7-08, 7-14, rev. 10-17]*

Note: While the disciplinary process contained in FSH 2400 is uniquely crafted to meet the University of Idaho's individual needs, portions of the process and Code are adapted from the NCHERM Group Model Developmental Code of Student Conduct and is used here with permission. Other portions are adapted from Edward N. Stoner II and John Wesley Lowery, Navigating Past the "Spirit of Insubordination": A Twenty-First Century Model Student Conduct Code With a Model Hearing Script, 31 Journal of College and University Law 1 (2004).

- A. Introduction**
- B. DefinitionsJudicial and Disciplinary Bodies**
- C. InvestigationProceedures**
- D. Hearing Process**
- E. Appeals**
- F. Student Conduct Board**
- G. Use of Hearing Officer**
- H. Interim Action Suspension**
- I. Sanctions**
- J. Miscellaneous**

A. INTRODUCTION. The purpose of the Student Code of Conduct (Code) is to help protect the safety of the University community and educate students about appropriate and responsible behavior, and ~~to do so in a manner designed to educate students about~~ their civic and social responsibilities as members of the University community, while complying with applicable state and federal laws and institutional policy. The primary focus of the disciplinary process is on educational and corrective outcomes; however, sanctions ~~including such as~~ suspension or expulsion from the University may be necessary to uphold community standards and to protect the campus community. University discipline is not in the nature of punishment for a crime, and the University's discipline process is not equivalent to state or federal criminal prosecutions. University disciplinary proceedings for Any and all matters consistent encompassed within the Student Code of Conduct ("Code") [FSH 2300] and the Statement of

Student Rights [FSH 2200] are ~~addressed~~ handled by the system under the following rules and regulations.

B. DEFINITIONS:

B-1. Advisor: the person of the student's choosing who has agreed to advise ~~the~~ a student during the University disciplinary process and attend scheduled meetings with the student. ~~Students should choose an advisor who is available to attend any scheduled meetings, because advisor availability is not considered in scheduling meetings. The Advisor's role is simply to advise the student, and the Advisor is not permitted to speak during hearings, conferences, or interviews unless allowed by the University official conducting the interview.~~

B-2. Chief Student Affairs Officer (CSA Officer): the Dean of Students, unless the President appoints a different official to serve as the CSA Officer.

B-3. Code: the Student Code of Conduct, which is currently found in FSH 2300 and FSH 2400.

B-4. Complainant: the person(s) reportedly harmed by the Respondent's alleged violation of the Code.

B-5. Days: days when that the university is open for business, not including Saturdays, Sundays, Fall Recess, Winter Recess, Spring Recess, and University holidays. Time deadlines may be extended during breaks, University holidays, and for extenuating circumstances (e.g., non-Moscow locations) at the Dean of Students' discretion.

B-6. Investigator: the person assigned by the University to conduct an investigation into a report of a violation of the Code. In all Title IX cases, the Title IX Coordinator shall assign the investigator. In all other cases, the investigator may be any qualified person assigned by DOS.

B-7. Student Conduct Administrator (Administrator): the official at the University of Idaho who has been designated by the CSA Officer to serve in this role. It shall also include the Administrator's designee.

B-8e. DOS: the Office of the Dean of Students at the University of Idaho, which is responsible for the administration of the Student Code of Conduct, and includes the Dean of Students and his/her designees.

B-9. Hearing Officer: a person appointed by the Administrator to serve as the person presiding over a hearing in accordance with Section G.

B-10. Parties: the Respondent and, in Title IX cases only, the Complainant.

B-11. Respondent: the student who is alleged to have violated the Code.

d. "Educational Setting" refers to all the academic, educational, extracurricular, athletic and other programs of the University of Idaho, whether those programs take place in a University facility, at a University class or training program, or elsewhere.

e. The Family Educational Rights and Privacy Act of 1974 ("FERPA") is a federal law that governs the confidentiality of student education records.

f. Group: a number of students who are associated with each other, but who have not complied with University requirements for registration as an organization.

~~g. **Interviews/meetings/hearings:** Students at the Moscow campus will meet in person with DOS or hearing boards. Students at other locations will have the option to connect with DOS or hearing boards via visual medium (i.e. Lync or Skype). Exceptions may be made for extenuating circumstances.~~

~~h. **Notice:**~~

~~(1) Any notice required by the Student Code of Conduct shall be provided in writing via email to the student's official email account (i.e., *@vandals.uidaho.edu).~~

~~(2) Students who do not have an official email account will receive notice via any email account the student provided the university.~~

~~(3) Notice is deemed received the day after it is sent by email.~~

~~i. **Organization:** any number of persons who have complied with the formal requirements for University recognition.~~

B-12j. Student: includes, but is not limited to, all persons admitted to the University, either full-time or part-time, to pursue undergraduate, graduate, or professional studies, and includes non-degree seeking students. The following persons are also considered "students":

a. Persons who withdraw after allegedly violating the Student Code of Conduct;

b. Persons who are eligible to enroll for classes without submitting an application for re-admission;

c. ~~not officially enrolled for a particular term but who have a continuing relationship with the University~~; Individuals participating in the American Language and Culture Program.;

~~d. **Individuals participating in** Independent Study of Idaho sponsored by the University of Idaho, the University of Idaho International Student Success Program (UI-ISSP), or any other similar educational program of the University.~~

~~**B-13k. Student Code of Conduct Board (SCB):** the body which reviews student disciplinary matters, as set forth in sections D, E, and F, and FSH 1640.83 herein referred to as "Code" (see FSH 2300).~~

~~**I. SDRB:** Student Disciplinary Review Board (see FSH 1640.93).~~

~~**mB-14. Title IX case:** any disciplinary case, investigation, charge, or allegation involving alleged dating violence, domestic violence, sexual assault, sexual harassment, or stalking. The Title IX Coordinator may also designate any other case as a Title IX case. **UP's Office of General Counsel:** herein referred to as "General Counsel" and includes any staff members.~~

~~**B-15. University:** the University of Idaho, which includes in all of its campus locations, education, outreach and research programs, including extension programs, and distance education programs, and at all locations where any of these programs are offered or administered.~~

~~**B. REVIEWING BODIES.** The disciplinary system consists of the following: SDRB, Student Appeals Committee, President, and Regents. [rev. 7-16]~~

~~**B-1. SDRB.** (see FSH 1640.93)~~

~~**a. Scope of Responsibility.**~~

~~(1) A review panel of the SDRB adjudicates the following: [rev. 7-16]~~

~~(a) Any alleged violation of the Code that may not be appropriately handled within the living group disciplinary body or that is not otherwise resolved by DOS.~~

~~(b) Any alleged violation of ASUI rules and regulations not specifically~~

~~designated to be adjudicated elsewhere.~~

~~(e) Any matter that a living group disciplinary body declines to adjudicate.~~

~~(2) A review panel of the SDRB adjudicates requests for review of decisions of living group disciplinary bodies and requests for review of decisions of any ASUI disciplinary bodies. [rev. 7/16]~~

~~**b. Range of Sanctions.** The SDRB panel has the full range of sanctions set forth in D below. [ed. 7/16]~~

~~**B-2. Student Appeal Committee.** (see FSH 1640.83) Three members of the Student Appeals Committee reviews SDRB decisions that include a sanction of suspension, expulsion, or withholding or revoking a degree. [rev. 7/16]~~

~~**B-3. President.** The President's office adjudicates requests for review of Student Appeals Committee decisions. [rev. 7/16]~~

~~**B-4. Board of Regents.** The Board of Regents adjudicates final decisions made at the institutional level in accordance with Board of Regents policies~~

C. PROCEDURES INVESTIGATION:

~~All deadlines provided below are default provisions and are subject to change by written agreement of both parties. Failure to abide by any deadline will not be grounds for dismissal of the allegations.~~

~~**C-1. Reporting of Alleged Violations and Initial Investigation by DOS. a. Reporting Alleged Violations.** Any person member of the University community who has knowledge of a potential alleged violation of the Code may report the violation to either should inform DOS or, in Title IX cases, to the Title IX Coordinator. A report should be in writing, but may be reported orally to the appropriate University official. A report should be submitted of such alleged violation as soon as possible after the event takes place.~~

~~**C-2b. Initial Investigation.** The University may conduct DOS shall receive all reports of alleged violations and investigation into any report of a violation of the Code. The purpose of the investigation is to determine whether a violation may have occurred and to gather relevant information concerning each allegation of a Code violation the allegation is credible.~~

~~(1) Students who are suspected of violations may be interviewed by DOS, but they must be informed by DOS at the beginning of such interview of the right to not speak to DOS and the reason for the interview. No form of coercion or harassment shall be used in the interview.~~

~~(2) When a student is being interviewed by a third party and DOS is observing such interview, the student must be informed of the fact that DOS is observing and informed of the right to not speak to DOS.~~

~~(3) DOS may speak with witnesses of the alleged incident, as well as the persons injured by the alleged violation. Any witness or other person having knowledge of the alleged violation may provide DOS with any relevant information or materials.~~

~~(4) When the allegations in a student's complaint include Sexual Harassment or Gender Based Harassment, DOS must investigate the incident and take immediate steps to protect the persons who were injured by the alleged violation in the Educational Setting.~~

~~(5) DOS may delay fact finding while law enforcement authorities are gathering evidence; once notified that law enforcement has completed gathering evidence, DOS must promptly resume fact finding. DOS may not await the ultimate outcome of a law enforcement investigation or the filing of charges before resuming or beginning fact finding.~~

~~**C-3e. Notice of Alleged Violation.** The investigator may conduct a preliminary review to determine whether there is sufficient information to engage in a formal investigation. The preliminary review may include interviewing the Complainant, Respondent, and other witnesses. If, after the conclusion of the preliminary review, the investigator decides to engage in a formal investigation, the investigator must notify the Respondent of the allegation. If DOS determines that the allegation is credible, DOS shall provide the student accused of violating the Code with written notice of the allegation. Such notice shall~~

include:

a. the notice must be in writing and may be delivered either in person to the Respondent, or by email to the student's official University email account. If the notice cannot be delivered either in person or to the student's official University email account, the notice shall be delivered by any means reasonably likely to reach the student.

~~alleged misconduct,~~

b. the notice shall inform the Respondent of the specific provision(s) section of the Code the Respondent is alleged to have been-violated and include a short description of the basis of the alleged violation.

c. The notice will include a copy of the University Disciplinary Process for Alleged Violations of the Student Code of Conduct.

~~(3) a time and date that does not conflict with the student's class schedule to meet with DOS to discuss the allegation(s);~~

~~(4) a statement that the student may have an advisor present with him/her at the meeting;~~

~~(5) a statement that the student does not have to speak with DOS about the allegation(s);~~

~~(6) a statement that failure to show up for the meeting or to contact DOS to reschedule the meeting will be presumed to be the student's exercise of his/her right to not speak with DOS, and~~

~~(7) a statement that the investigation and determination regarding the allegation will proceed regardless of whether the student speaks with DOS.~~

C-4d. Meeting with ~~DOS~~Investigator. The investigator must give the Respondent student is given an opportunity to meet with the investigator in person within a reasonable time after the notice of allegation is delivered to the Respondent in order to give the Respondent an opportunity to respond to the notice, present information in his or her defense, present any information the Respondent would like the investigator to consider, and provide the names of any witnesses the Respondent would like the investigator to contact. DOS regarding the allegations, unless DOS has already interviewed the student (see C 1. b above). Except where the student agrees otherwise, the meeting with DOS may be scheduled no sooner than 2 days after receiving notice by email.

~~At this meeting, the student is given the opportunity to give his/her account of the incident leading to the allegation(s), and to provide DOS with the names and contact information of individuals who have personal knowledge of the incident or circumstances pertaining to the allegation(s). The student may have an advisor present at this meeting. If the student does not appear for his/her meeting and fails to contact DOS to reschedule before the meeting time, it will be presumed that the student has exercised his/her right to not speak to DOS~~

C-5e. Investigation & Determination. At any time during the investigation, either the Complainant or the Respondent may, but is not required to, provide information to the investigator for the investigator to consider. Such information may include documentary information, the names of witnesses, witness statements, suggested questions to ask the other Party or other witnesses, etc. Only information that is presented to the investigator may be used in a hearing under section D. After the meeting time has passed, DOS shall continue its investigation of the allegations. DOS may speak with witnesses of the alleged incident, as well as the persons injured by the alleged violation. Any witness or other person having knowledge of the alleged violation may provide DOS with any relevant information or materials. When allegations include sexual harassment or gender based harassment, both parties should receive periodic updates from DOS. Many factors influence the time spent on investigating allegations with most being concluded within 60 days following receipt of

the allegation(s).

C-6. Preliminary Report of Investigation.

a. At the conclusion of the investigation, the investigator shall draft a Preliminary Report of Investigation (Preliminary Report) setting forth the steps taken during the investigation; a list of witnesses contacted; a detailed summary of any witness interviews; a detailed summary of any interviews of the Respondent and/or Complainant; a detailed summary of any other information considered as part of the investigation; and complete copies of any relevant documentary evidence gathered during the investigation, including copies of documentary information provided by the Respondent and/or the Complainant.

b. The Preliminary Report shall not include any conclusions, findings, or credibility analysis.

c. The parties shall be provided an opportunity to review the Preliminary Report and may provide a written response to the Preliminary Report within five days of the review of the report. A party shall be deemed to have waived the right to review the report if the party does not make arrangements with the investigator to review the report within five days of being notified that the report is available to be reviewed. The written response may include requests for additional investigation, additional witnesses to interview, or additional questions to ask any witness.

d. After the time for submitting a written response to the Preliminary Report has passed, the investigator shall review any responses received and determine whether additional investigation is needed. If additional investigation is deemed appropriate, the investigator shall draft a revised Preliminary Report and shall give the parties an opportunity to review the report, as set forth in section C-6. c., above

e. After reviewing any written responses received within the time period allowed for submitting written responses, the investigator shall either continue the investigation or draft a Final Report of Investigation. The investigator has sole discretion of determining whether sufficient information has been obtained in order to end the investigation process.

~~If the student accepts the determination made by DOS and the sanctions imposed, the student will sign an agreement to that effect within 5 days of receiving notice of the determination and sanctions. This agreement will contain language that informs the student of the following:~~

- ~~(i) that the determination and sanctions are final;~~
- ~~(ii) that the sanctions go into effect immediately; and~~
- ~~(iii) that the student waives his/her right to request a review of the determination and sanctions.~~

~~(2) If the student does not accept the determination made by DOS and the sanctions imposed, and does not sign an agreement to that effect within 5 days of receiving notice of the determination and sanctions, then:~~

- ~~(i) If the sanctions determined appropriate by DOS does not include suspension, expulsion, or withholding or revoking a degree, then the process continues in accordance with C-2.~~
- ~~(ii) If the sanctions determined appropriate by DOS include suspension, expulsion, or withholding or revoking a degree, then the process continues in accordance with C-3.~~

~~(3) At the conclusion of each semester, DOS shall provide a descriptive written report to the SDRB summarizing the accepted determinations entered into during the course of the semester. This report will also be forwarded by DOS to the Faculty Secretary.~~

~~(4) When allegations include sexual harassment or gender based harassment both parties receive a response regarding the outcome of the complaint within 10 business days following the decision.~~

C-7. Final Report of Investigation. The Final Report of Investigation (Final Report) shall contain everything included in the Preliminary Report plus complete copies of any written responses received within the time period allowed for submitting written responses, a credibility analysis, recommended findings, and recommended conclusion (see below) as to whether the Respondent violated the Code. If the Final Report includes a recommended finding that the Respondent violated the Code, the Final Report shall not include recommended sanctions. The Final Report shall be provided to the Administrator. The Administrator shall provide the Final Report simultaneously to the parties.

a. Credibility Analysis. The Final Report should include an analysis of the statements provided by each party and interviewee, as necessary, to determine whether the statements provided by that person are credible. The analysis may include a description of the person's demeanor during the interview(s), a comparison of statements made to known facts or statements from other witnesses, the person's ability to observe the event described, the person's bias, whether the person was under the influence of a controlled substance or alcohol, and any other information that a reasonable person would use in his or her everyday affairs to determine a person's credibility. Not every case will require a detailed credibility analysis of each interviewee, and the credibility analysis may be part of the particular finding. However, in cases where the credibility of the interviewee is material to the conclusion, there should generally be a separate credibility analysis.

b. Recommended Findings. The investigator's recommended findings regarding factual issues shall include a description of the basis for each finding. Each finding shall be based on a more likely than not standard and should include information from the interviews, documentary information obtained during the investigation, and, if relevant to that finding, information regarding the credibility of the Respondent, Complainant and/or witnesses.

c. Recommended Conclusion. In making a recommended conclusion, the investigator must apply the Code to the findings to reach a determination of whether the findings as found by a more likely than not standard constitute a violation of the Code.

~~**D-2. HEARING PROCESS.** Requests for a SDRB review for sanctions other than suspension, expulsion, or withholding or revoking a degree.~~

D-1. Student Conduct Administrator's Review:

a. After the Final Report is submitted to the Administrator, the parties may each submit a written response to the Final Report. This response must be provided to the Administrator no later than five days after the Final Report is provided to the parties. The Administrator may meet with the parties, separately, to discuss the Final Report.

b. A party may request that the matter be referred to the SCB for a hearing. The request student must be in submit a writtwriting and must be submitted en request for a SDRB review to the Administrator DOS no later than 5five days after the Final Report is provided to the parties. student receives notice of the determination and sanctions via email. If a party timely submits a Any student who fails to submit the written request for the matter to be referred to the a SCDRB: review by the deadline will be informed by DOS of the following in a Failure to Seek Review Letter:

(i) In non-Title IX cases, the Administrator shall refer matters to the SCB for a hearing if:

(1) The Administrator determines that there is sufficient information in the

Final Report such that a finding could be made that the Respondent violated the Code; and

(2) The Administrator determines that the appropriate sanction could include suspension, expulsion, or the withholding or revoking of a degree.

(ii) In Title IX cases, the Administrator shall refer matters to the SCB for a hearing in matters in which the Administrator determines that there is sufficient information in the Final Report such that a finding could be made that the Respondent violated the Code.

(iii) In all other cases, the Administrator shall decide whether the Respondent violated the Code.

c. If a matter is not referred to the SCB for a hearing:

(i) The Administrator shall decide whether the Respondent violated the Code. The Administrator shall make the decision based on the information contained in the Final Report, the written responses to the report, if any, submitted to the Administrator by the parties, and, if the Administrator chooses to meet with the parties, the information provided at the meeting to the Administrator by the parties.

(ii) The Administrator should adopt the findings and credibility analysis contained in the Final Report, unless the Administrator finds that the findings or credibility analysis are not more likely than not to be true. Any additional or different findings issued by the Administrator must be based on a more likely than not standard.

(iii) The Administrator is not required to defer to the recommendation contained in the Final Report as to whether the Respondent violated the Code, but is entitled to freely apply the Code to the findings in order to determine whether the Respondent violated the Code.

(iv) If the Administrator determines that the Respondent violated the Code, the Administrator shall determine the appropriate sanction.

(v) The Administrator's decision shall be in writing and include the basis for the decision. The written decision shall be simultaneously provided to the parties.

(vi) The Administrator's decision may be appealed in accordance with section E.

d. At any time before the matter is submitted to the SCB, DOS may refer a charge of a violation of the Code to mediation or other forms of appropriate conflict resolution. All parties must agree to participate with DOS in the conflict resolution process. Complaints of physical sexual misconduct or violence shall not be referred for alternative resolution under this paragraph, except in unique circumstances approved by the Title IX Coordinator after consultation with the Office of General Counsel and the CSA Officer.

~~(1) that the determination and sanction imposed by DOS is the final institutional decision;~~

~~(2) that the sanctions go into effect immediately, and~~

~~(3) that the student may request a review by the Board of Regents pursuant to C 9.b. The written request for a SDRB review must cite at least one of the following reasons for the review and must provide supporting arguments and documentation as to why a SDRB review should be granted on those grounds:~~

~~(1) DOS failed to properly investigate the allegation and such failure was both substantial and to the student's detriment;~~

~~(2) DOS' finding of a violation of the Code is not supported by a preponderance of the evidence; /rev. 7-16/~~

~~(3) The sanctions are excessive for the violation given the circumstances. Simple dissatisfaction with a sanction is not grounds for appealing a sanction under this provision;~~

~~(4) New information that could substantially affect the outcome of DOS's investigation and determination has been discovered since the determination was made. The information must have been unavailable at the time of DOS's~~

investigation. Failure to inform DOS of information that was available is not grounds for requesting a SDRB review under this provision;

~~(5) DOS committed a substantial procedural error that materially impacted its investigation and determination to the student's detriment.~~

~~e. DOS shall provide the Chair of SDRB with all received requests for a SDRB review and the Chair of the SDRB appoints a three member panel and selects its chair. [rev. 7-16]~~

~~d. Upon receiving a request for review a SDRB panel may: [rev. 7-16]~~

~~(1) deny the request within 5 days of receipt because the request fails to meet the requirements above and inform both the student and DOS of its decision. The determination made by DOS and the sanctions imposed will become final, this is deemed a final institutional decision, and the student may request a review by the Board of Regents pursuant to C 9, within 5 days of receiving notice of the SDRB denial.~~

~~(2) decide to adjudicate the request based on written submissions only, the SDRB panel shall inform both the student and DOS of its determination. SDRB may request additional information or documentation from the student or DOS. For reviews involving written submissions only, SDRB will provide DOS with a reasonable amount of time to present any information or materials (generally no more than 5 days).~~

~~(3) decide to hold a hearing. The SDRB panel chair will schedule the hearing to occur no later than 10 days after the panel's decision to adjudicate the request through a hearing, at a time that does not conflict with the student's class schedule. The SDRB panel chair shall not consider the availability of any advisor in setting the hearing date and time. Both the student and DOS must submit any materials intended to be introduced and considered at the hearing to both SDRB panel chair and the other party by noon pacific time of the day before the hearing. Only materials submitted to both the SDRB panel chair and the other party by the deadline may be introduced and considered at the hearing. The hearing will be conducted in accordance with C 4.~~

~~C-3. Scheduling a SDRB hearing for a student sanctioned with suspension, expulsion, or withholding or revoking a degree.~~

~~a. DOS will notify the Chair of SDRB that a hearing is necessary because the student did not agree to the determination made by DOS and the sanctions included suspension, expulsion, or withholding or revoking a degree.~~

~~b. Upon receiving notice from DOS, the Chair of SDRB will appoint an SDRB panel of three members and a panel chair. The Chair of SDRB shall promptly notify DOS and the other parties of the members of the panel and the chair. [rev. 7-16]~~

~~e. DOS shall be responsible for maintaining a record of all the panels, their assignment, and shall monitor whether the required notifications under the disciplinary process have taken place. [add. 7-16]~~

~~d. The panel chair will schedule the hearing to occur no later than 10 days after being notified by DOS of the need for a hearing, at a time that does not conflict with the student's class schedule. The 10 days can be extended under compelling circumstances. Both DOS and the student may have an advisor present at the hearing. However, the SDRB panel chair shall not consider the availability of any advisor in setting the hearing date and time. [ren. & rev. 7-16]~~

~~e. Both the student and DOS must submit any materials intended to be introduced and considered at the hearing to both the SDRB panel chair and the other party by noon pacific time of the day before the hearing. Only materials submitted to both the SDRB panel chair and the other party by the deadline may be introduced and considered at the hearing. The hearing will be conducted in accordance with C 4. [ren. & rev. 7-16]~~

~~D-2. C-4. SDRB Disciplinary Student Conduct Board Hearing Process:~~

~~a. In matters referred to the SCB, the Administrator (or designee) must send written~~

notice to the SCB and the parties.

- (i) The notice shall be in writing and may be delivered either in person to the parties, or by email to the student's official University email account. If the notice cannot be delivered either in person or to the student's official University account, the notice may be delivered by any means reasonably likely to reach the student.
- (ii) The notice must inform the Respondent of the specific provision(s) of the Code the Respondent is accused of violating, and include a short description of the basis of the alleged violation, the date and time for the hearing, and the deadline for submitting written materials to the Administrator.
- (iii) The written notice shall also include the Final Report and any responses to the Final Report which were timely submitted to the Administrator.

b. Except in cases referred to a Hearing Officer under Section G, the chair of the SCB shall appoint three to five members of the SCB to serve as a Hearing Panel to review each matter.

- (i) The chair of the SCB shall appoint one of the Hearing Panel members to serve as chair of the panel. A student may not serve as chair of a Hearing Panel.
- (ii) The Administrator (or designee) shall serve as a non-voting, ex-officio member of every Hearing Panel and may be present and available as a resource during all deliberations. The Administrator is responsible for informing the panel of any previous conduct violations or other relevant disciplinary actions involving the Respondent.

c. In every case submitted to a Hearing Panel, the parties may submit written materials for the panel to review as part of its decision. To be considered by the Hearing Panel, all written materials must be submitted to the Administrator prior to the deadline set forth in the notice. The Administrator shall ensure that any materials timely submitted are distributed to the parties and the Hearing Panel prior to the hearing. The written materials may only consist of the following:

- (i) Suggested questions for the panel to ask the Respondent or the Complainant;
- (ii) Written discussion or argument addressing the information contained in the Final Report;
- (iii) Information (as opposed to a discussion of the information contained in the report) that was not considered by the investigators in the Final Report only if the information was not available prior to the completion of the Final Report or if the information was provided to the investigator prior to the completion of the investigation but the information was not included in the Final Report.

D-3. Hearing Procedures. The purpose of a SDRB hearing is to determine whether, by a preponderance of the evidence (the "standard"), the student violated the Code.
{rev. 7-16}

~~a. In hearings involving more than one student, the Chair of the SDRB has the discretion to permit the hearings concerning each student to be conducted before two separate SDRB panels.~~*{rev. 7-16}*

~~b. The SDRB panel chair may issue a notification to any UI student requiring such individual to appear at a SDRB hearing as a witness. Such notification will be delivered in accordance with A-1.f. The notification shall inform the student that it is a violation of the Code to~~*{rev. 7-16}*

~~(1) fail to appear or to refuse to speak as a witness, unless such act would force the student to speak against him/herself, in which case the student must promptly notify the SDRB panel chair that the student will not appear or speak for this reason;~~
{rev. 7-16}

~~(2) disrupt, impede, threaten, or disregard the procedures of the SDRB; and~~

~~(3) provide information to the SDRB that the student knows or should know to be false.~~

~~When a student notifies the SDRB panel chair pursuant to (1) above, the chair shall~~

promptly notify both parties. *[rev. 7-16]*

- ~~e. A student's failure to appear at the SDRB hearing or to speak as a witness will have no bearing on the question of whether the student violated the Code and may not be used to conclude that a violation occurred, except as to allegations of failure to appear (see FSH 2300 Article I.A 5.h).~~
- ~~d. DOS shall record the audio of the SDRB hearing. The audio record will be the property of the UI, will be maintained by DOS, and will be used in accordance with applicable privacy laws. *[rev. 7-16]*~~
- ~~e. Relevancy is the only criteria by which information submitted is evaluated. Relevancy is determined by the SDRB panel chair. All oral or written information statements, records, etc., as well as copies of the same, shall be considered by members of the SDRB panel as long as the SDRB panel chair determines that such items are relevant. *[rev. 7-16]*~~
 - ~~(1) Second hand information is relevant if it is of the type commonly relied upon by prudent persons in the conduct of their affairs.~~
 - ~~(2) Character witnesses who lack knowledge of the incident being heard or circumstances pertaining to the allegation(s) lack relevant information and therefore may not be witnesses at the hearing.~~
 - ~~(3) Any person present at the SDRB hearing may ask the SDRB panel chair to determine whether any oral or written information, statement, record, etc. or question or answer is relevant. *[rev. 7-16]*~~
 - ~~(4) All questions regarding SDRB hearing procedures and determinations of relevancy are subject to the final decision of the SDRB panel chair. *[rev. 7-16]*~~
- ~~f. The Chair of SDRB or any SDRB panel chair may request assistance by General Counsel regarding any questions of SDRB hearing procedures and determinations of relevancy. *[rev. 7-16]*~~

a. The hearing shall be held at the time and place listed in the notice. The hearing shall be held no less than five days after the notice is provided to the parties.

b. All hearings are closed to the public. The only people allowed to be present during the hearing are the parties, each individual party's Advisor, the investigator(s), the Administrator, the Title IX Coordinator (or designee) in Title IX cases, one or more attorneys from the Office of General Counsel, and the members of the Hearing Panel. The panel chair may give permission for others to attend the hearing in the panel chair's discretion, after consultation with the Administrator.

c. The only witnesses at the hearing shall be the investigator(s), the Complainant, and the Respondent. In non-Title IX cases, the Complainant may only be present during the portion of the hearing where the Hearing Panel questions the Complainant, unless the chair determines in appropriate cases that the Complainant may remain for the entire hearing. In extraordinary circumstances, if the investigator is unable to be present at the hearing, the DOS may designate a representative to be there in the place of the investigator. Neither the Complainant nor the Respondent ~~is~~ are required to say anything at the hearing.

The panel chair, in consultation with the Administrator, may call additional witnesses if the panel chair determines that the additional witnesses are necessary for the Hearing Panel to properly resolve the case. This discretion should be used sparingly. The intention of the Code is that the Final Report, in the vast majority of cases, should provide a sufficient basis for the Hearing Panel's decision, recognizing that the parties may speak in person to the Hearing Panel and to respond to the Final Report.

d. It is each party's responsibility to inform the panel chair and the Administrator of scheduling conflicts no less than three days prior to the scheduled hearing. The Administrator shall have the sole discretion as to whether to reschedule the hearing. Except in cases of grave or unforeseen circumstances, if either party fails to appear, the hearing will proceed as scheduled.

e. If a report of a violation of the Code involves more than one Respondent, the Hearing Panel shall conduct a joint hearing with all Respondents. However, the panel chair may permit the hearing pertinent to each Respondent to be conducted separately. In joint hearings, separate determinations of responsibility shall be made for each Respondent.

f. Only the chair of the Hearing Panel may ask questions during the hearing, and doing so is at the sole discretion of the chair. However, the chair may seek input from panel members on areas for questioning. The parties may submit suggested questions in writing as long as the questions are received prior to the deadline for submitting written materials contained in the notice. Questions based on information that arises during the hearing may be submitted in writing during the hearing at the discretion of the panel chair.

g. For complaints involving sexual misconduct, discrimination, or other complaints of a sensitive nature, the panel chair, in consultation with the Title IX Coordinator and the Administrator, may allow the Complainant to attend the hearing, answer questions, and make a statement from behind a partition or from another room or location through audio/video technology.

h. The panel chair has discretion as to how to conduct the hearing. Generally, however, the hearing should be conducted as follows:

- (i) Opening statement by the Respondent addressing the Final Report and the allegations that the Respondent violated the Code;
- (ii) In Title IX cases, opening statement by the Complainant addressing the Final Report and the allegations that the Respondent violated the Code;
- (iii) Questions, if any, by the panel chair of the investigator(s), Respondent, and/or Complainant;
- (iv) Final statements by the Respondent and, in Title IX cases, the Complainant.

i. In making its decision, the Hearing Panel shall consider all relevant information from the following sources:

- (i) the Final Report, including the findings and conclusions contained in the report;
- (ii) any written information provided by the parties as provided above; and
- (iii) the information received at the hearing.

j. In Title IX cases involving allegations of sexual misconduct, the past sexual history or sexual character of either party shall not be considered by the Hearing Panel except in extremely unusual cases where the panel chair determines that the information is critical to a proper understanding of the specific facts of the case at hand. Demonstration of pattern, repeated, and/or predatory behavior, in the form of previous findings in any legal or campus proceeding, or in the form of good faith allegations, may be considered in making the findings and, if a violation of the Code is found, the sanction.

k. There shall be a single record, such as an audio recording, for all hearings. Deliberations shall not be recorded. Failure to record the hearing for any reason is not to be considered a procedural error that substantially impacts the decision and will not be grounds for appeal or reversal of the Hearing Panel's decision.

s shall be conducted in private. The following individuals are permitted at a SDRB hearing:

- ~~(1) — the student,~~
- ~~(2) — the student's advisor,~~
- ~~(3) — members of the SDRB panel, [rev. 7-16]~~
- ~~(4) — DOS,~~
- ~~(5) — DOS's advisor,~~
- ~~(6) — General Counsel,~~
- ~~(7) — persons who reported or were injured by the alleged violation, and their advisor,~~
- ~~(8) — except for the student and the persons who were injured by the alleged violation, witnesses are allowed only during their testimony,~~
- ~~(9) — any person approved by the chair.~~

~~h. If the student fails to appear at the SDRB hearing despite proper notice, DOS shall present any information, materials, and witnesses to support its determination of a violation of the Code. Based on the DOS presentation, the SDRB panel shall make its determination. [rev. 7-16]~~

~~i. The SDRB panel chair shall ensure the smooth operations of the SDRB hearing, and may remove any individual who disrupts the SDRB hearing. [rev. 7-16]~~

~~j. DOS has the responsibility of providing sufficient information, materials, and witnesses to support its assertion that the student violated the Code. The student has no obligation to provide any information, materials, or witnesses, and is presumed to not have violated the Code.~~

~~k. Generally, the SDRB hearing shall be conducted in the following order:~~

- ~~(1) The SDRB panel chair will ask each individual present at the SDRB hearing to identify him/herself by providing his/her name and role at the SDRB hearing [rev. 7-16]~~
- ~~(2) — The SDRB panel chair will remind the student of: [rev. 7-16]~~
 - ~~(i) — the right to have an advisor,~~
 - ~~(ii) — the right to refuse to speak as a witness, and~~
 - ~~(iii) — that the refusal to speak as a witness will have no bearing on the question of whether the student violated the Code and may not be used to conclude that a violation occurred.~~
- ~~(3) — DOS will have the opportunity to make any opening remarks.~~
- ~~(4) — The student will have the opportunity to make any opening remarks.~~
- ~~(5) — DOS will have the opportunity to present any information, materials, and witnesses.~~
 - ~~(i) — The student and SDRB panel members will have the opportunity to ask questions, except as described in (ii) below. [rev. 7-16]~~
 - ~~(ii) — When the allegations involve sexual harassment or gender based harassment, neither the student nor his/her advisor will be permitted to directly question the persons injured by the alleged violation. Instead, questions from the student or his/her advisor may be submitted in writing to the SDRB panel chair who will ask any questions determined to be relevant. [rev. 7-16]~~
- ~~(6) — The student will have the opportunity to present any information, materials, and witnesses. DOS and SDRB panel members will have the opportunity to ask questions. [rev. 7-16]~~
- ~~(7) — DOS will have the opportunity to make any closing remarks.~~
- ~~(8) — The student will have the opportunity to make any closing remarks.~~
- ~~(9) — DOS will have the opportunity to respond to the student's closing remarks.~~
- ~~(10) — The SDRB panel shall meet in a closed session to discuss and make its decision. [rev. 7-16]~~

D-4. Results of SDRB Hearing Panel Decision. ~~[rev. 7-16]~~

~~a. The Hearing Panel shall issue a Within 3 days of completing its adjudication, whether through written submission, which should be issued within ten days after completing~~

~~deliberations. The panel chair shall provide the only or through a hearing, the SDRB panel will issue a written decision to the Administrator, who shall then simultaneously provide the decision to the parties determination of its findings to the student and DOS. {rev. 7-16}~~

b. The Hearing Panel should adopt the findings and credibility analysis contained in the Final Report, unless the Hearing Panel finds that the information presented at the hearing warrants a different finding or the Hearing Panel finds that the findings or credibility analysis are not more likely than not to be true. Any findings issued by the Hearing Panel must be based on a more likely than not standard.

c. The Hearing Panel is not required to defer to the recommendation contained in the Final Report as to whether the Respondent violated the Code, but is entitled to freely apply the Code to the findings in order to determine whether the Respondent violated the Code.

d. Unless the panel chair is a Hearing Officer appointed to serve as chair without a vote, the panel chair shall participate in all votes, and all Hearing Panel decisions shall be made by a majority vote.

e. If the Hearing Panel determines that the Respondent violated the Code, the Hearing Panel shall determine the appropriate sanction(s). The Administrator shall serve as a resource to the Hearing Panel to help ensure that sanctions are reasonably consistent among similar cases.

f. The Hearing Panel may return the matter for additional investigation if the Hearing Panel determines that:

- (i) The investigator failed to properly investigate the allegation and the failure was both substantial and to the student's detriment; or
- (ii) There is new information that could substantially affect the outcome and the new information could not have been discovered before the issuance of the Final Report.

D-5. Either party may appeal a Hearing Panel's decision.

D-6. Sanctions imposed by the Hearing Panel shall generally not go into effect until either the time period for an appeal has expired and no appeal has been filed or until the decision is upheld on appeal. However, the CSA Officer may impose any sanction imposed by the Hearing Panel as an interim action pending the appeal.

- ~~(1) The SDRB panel's decision must be based on a majority vote, {rev. 7-16}~~
- ~~(2) For SDRB review of matters involving sanctions other than suspension, expulsion, withholding or revoking a degree, the SDRB panel's decision must {rev. 7-16}~~
 - ~~— (i) identify the stated basis for SDRB review,~~
 - ~~— (ii) state the SDRB's panel's conclusion as to that basis, and {rev. 7-16}~~
 - ~~— (iii) identify the facts, conduct, or circumstances it found to support its conclusion.~~
- ~~(3) For SDRB panel review of matters involving sanctions of suspension, expulsion, or withholding or revoking a degree, the SDRB panel decision must {rev. 7-16}~~
 - ~~(i) state whether the DOS conclusion that by a preponderance of the evidence (the "standard") the student violated the Code is supported by the information, materials, and witnesses presented at the SDRB hearing, and {rev. 7-16}~~
 - ~~(ii) identify the facts, conduct, or circumstances it has found to support its conclusion.~~
- ~~(4) SDRB panel can: {rev. 7-16}~~
 - ~~— (i) uphold the decision and sanction(s),~~

- ~~—(ii) uphold the decision but revise the sanction(s);~~
- ~~—(iii) return the matter to DOS for reinvestigation and reconsideration, or~~
- ~~—(iv) dismiss the decision and the sanction(s). [rev. 7-16]~~

~~b. As to students whose sanctions do not include suspension, expulsion, or withholding or revoking a degree, the SDRB panel decision is the final institutional decision and any sanctions go into effect immediately. Such SDRB panel decision may be appealed to the Board of Regents pursuant to C 9. [rev. 7-16]~~

~~e. As to students whose sanctions include suspension, expulsion, or withholding or revoking of a degree, the student may request, in writing, a review of the SDRB decision by the Student Appeals Committee (see FSH 1640.83) pursuant to C 6. [rev. 7-16]~~

E. C-6. Requests for Student APPEALS Committee Review (see FSH 1640.83).

E-1. ~~W~~Any party may ~~ritten~~ requests for an appeal ~~the Administrator's or Hearing Panel's final decision. Appeals must be submitted in writing to the Administrator and must set forth the grounds for the appeal. The appeal must be filed delivered to DOS no later than five3 days after the decision is delivered to the parties. The Administrator shall ensure that the parties receive a copy of the appeal.~~ student is provided notice of the SDRB panel determination via email. Any student who fails to submit the written request for a review by the deadline will be informed by DOS of the following in a Failure to Seek Review Letter: [rev. 7-16]

- ~~(1) that the determination and sanction imposed by SDRB panel is the final institutional decision, [rev. 7-16]~~
- ~~(2) that the sanctions go into effect immediately, and~~
- ~~—(3) that student may request a review by the Board of Regents pursuant to C 9.~~

E-2. ~~The written request for an appeal must cite at least one of the below reasons and must provide supporting arguments and documentation as to why an a~~ Appeals are limited to should be granted on these following grounds: [rev. 7-16]

- a.** A procedural error occurred in the investigation process that significantly impacted the outcome of the hearing;
~~There was a substantial and detrimental failure to properly investigate by DOS and, as a result, the SDRB panel could not reasonably determine that a violation of the Code occurred; [rev. 7-16]~~
- b.** There was clear factual error and, as a result, the SDRB panel could not reasonably determine a violation of the Code occurred; [rev. 7-16]
~~(3) Sanctions imposed by the SDRB panel are excessive for the violation given the circumstances. Simple dissatisfaction with a sanction is not grounds for appealing a sanction under this provision; [rev. 7-16]~~
- ~~(4) New information, unavailable during that could substantially affect the outcome of DOS's investigation or hearing, that could substantially impact the original finding or sanction has been presented in the appeal documents; and determination has been discovered since the SDRB panel's determination was made. The information must have been unavailable at the time of DOS's investigation. Failure to inform DOS of information that was available is not grounds for requesting additional review under this provision. [rev. 7-16]~~
- ~~(5) There was substantial procedural error that materially impacted the SDRB panel decision to the student's detriment. [rev. 7-16]~~
- c.** The sanctions imposed are substantially disproportionate to the severity of the violation (the imposition of an administrative fee is not a sanction, and therefore cannot be appealed); or

- d. The decision is not based on substantial information. A decision is based on substantial information if there are facts in the case that, if believed by the fact finder, are sufficient to establish that a violation of the Code occurred.

E-3. An appeal shall be limited to a review of the decision, the Final Report, any written material considered in the decision, the recording of the hearing held before the Hearing Panel, and any written materials submitted with the appeal. Where an appeal is based on the discovery of new information, the new information may be considered only to determine whether the information was unavailable at the time of the decision and whether the new information could substantially impact the original finding or sanction.

E-4. Appeal Panel Procedures:

a. ~~The chair of the SCB Student Appeals Committee shall, within 5 days from receipt of the request, appoint a three to five members of the SCB to serve on the subcommittee of the Student Appeals Panel, and shall designate one member to serve as chair of the Appeal Panel. Any member who served on a Hearing Panel shall not serve on the Appeal Panel on the same case. Committee to consider an appeal (see FSH 1640.83_B 1). The Chair of the Student Appeals Committee shall designate the subcommittee chair from the three members and inform DOS and the parties of the chair and members of the subcommittee. A student may not serve as chair of an Appeal Panel. The chair may not be a student. Persons appointed must have no interest in or involvement with the parties to or the subject matter of the situation under review. [rev. 7-16]~~

b. In Title IX cases, the non-appealing party may file a response to the appeal within five days of the filing of the appeal.

c. The Appeal Panel shall issue a written decision. The decision should be issued within fifteen days of receiving the appeal. The chair of the Appeal Panel shall provide the written decision to the Administrator, who will then simultaneously provide the decision to the parties.

e. ~~DOS will provide the subcommittee with the audio recording of the SDRB hearing, all submitted material, and the DOS response to the student's submission within a reasonable amount of time (generally no more than 5 days). [rev. 7-16]~~

E-5. ~~C-7-Results of the Appeal Panel, Student Appeals Committee Review.~~ The Appeal Panel may:

~~is a review of the materials submitted only. A subcommittee will determine whether the request meets the requirements above in C-6 b. Except in extraordinary circumstances, the subcommittee will review all materials submitted, and provide a written decision to both parties within 10 days of receiving all the materials from DOS. [rev. 7-16]~~

~~a. For requests that fail to meet the requirements above, the subcommittee will deny the request and inform the student, the SDRB chair, the SDRB panel chair, and DOS of its decision. The determination made by the SDRB panel will become final and the sanctions imposed will become effective immediately as of the original date of the SDRB panel determination, this is deemed a final institutional decision, and the student may request a review by the Board of Regents in accordance with C-9. [add. 7-16]~~

~~b. For requests that meet the requirements above in C-6 b.: [rev. 7-16]~~

~~—(1) The subcommittee's decision must~~

~~(i) be based on a majority vote,~~

~~(ii) identify the stated basis for the appeal, [rev. 7-16]~~

~~(iii) state the conclusion as to that basis, and [rev. 7-16]~~

~~(iv) identify the facts, conduct, or circumstances it found to support its conclusion.~~

~~—(2) The subcommittee can: [rev. 7-16]~~

~~a. uphold the Administrator's or Hearing Panel's SDRB panel decision; [rev. 7-16]~~

- b. uphold the finding that the Respondent violated the code, SDRB panel decision but revise the sanction(s); ~~rev. 7/16}~~
- c. return the matter ~~to DOS for reinvestigation and reconsideration; or to SDRB for reconsideration, or~~
- d. return the matter for additional investigation, dismiss the decision and the sanctions. ~~rev. 7/16}~~

E-6e. Unless the case is returned for reconsideration or to the investigator for additional investigation, if the decision of the Appeal Panel is the final institutional subcommittee is to uphold the SDRB panel decision. If the decision upholds the findings that the Respondent violated the Code, the sanctions imposed shall go into are effective immediately. ~~as of the original date of the SDRB panel determination.~~ ~~rev. 7/16}~~

F. Student Conduct Board.

F-1. The description and make-up of the SCB can be found in FSH 1640.83.

F-2. A member of the SCB shall not serve on any Hearing Panel or Appeal Panel in any case where the member has a conflict of interest or bias for or against either party.

F-3. If procedures call for the appointment of three or more members to serve on a Hearing Panel or Appeal Panel, the chair of the SCB should endeavor to appoint at least one student to the Hearing Panel or Appeal Panel. A student may not serve as chair of the Hearing Panel or Appeal Panel. In disciplinary cases involving allegations of academic misconduct, a majority of the Hearing Panel or Appeal Panel should ordinarily be faculty members.

F-4. All members of the SCB must receive annual training as determined by DOS, the Title IX Coordinator, and/or the Office of General Counsel. A member cannot serve on either a Hearing Panel or Appeal Panel until the member has completed this training.

F-5. Proceedings before the SCB, whether before a Hearing Panel or Appeal Panel, are confidential and protected by the Family Educational Rights and Privacy Act (FERPA). In specific disciplinary cases, members of the SCB must protect the confidentiality of the information they receive in fulfilling their duties as members of the SCB. Panel members must not discuss specific cases or share any information regarding specific disciplinary cases or their deliberations with anyone other than the SCB Chair, the Office of General Counsel, the Administrator, or fellow panel members appointed to the same panel in that specific case, and in all such instances, the discussion or sharing of information must be reasonably necessary for the panel's consideration of the specific case.

G. USE OF A HEARING OFFICER.

G-1. In any case requiring a hearing before a panel of the SCB, the University may use a Hearing Officer to conduct that hearing.

G-2. The decision as to whether to appoint a Hearing Officer shall be made by the Administrator. The decision as to whether to appoint a Hearing Officer may not be appealed and may not be challenged on appeal as a procedural error.

G-3. The Hearing Officer may be appointed to serve as follows:

- a. As a non-voting chair of the Hearing Panel whose duties are to run the hearing and ensure all proper procedures are followed;
- b. As a voting chair of the Hearing Panel whose duties are to run the hearing, ensure that all proper procedures are followed, and to have a vote on the decision; or

c. As the chair and only member of the Hearing Panel whose duties are to run the hearing, ensure that all proper procedures are followed, and to issue the decision. When the Hearing Officer serves as the sole decision-maker, the Hearing Officer's decision shall be treated for all purposes the same as the decision of a Hearing Panel under the Code.

d. In cases involving allegations of academic dishonesty, a Hearing Officer may only be appointed as a non-voting chair of the Hearing Panel, but may not be appointed as a voting member of the Hearing Panel or as the chair and only member of the Hearing Panel.

G-4. The Administrator shall appoint the Hearing Officer from a list of Hearing Officers approved by the Office of General Counsel. The Hearing Officer must not have a conflict of interest or bias for or against either party.

G-5. The Office of General Counsel shall determine the appropriate qualifications for a person to serve as a Hearing Officer and shall make a list of approved Hearing Officers available to the Administrator.

H. INTERIM ACTION.

H-1. At any time before a final institutional decision, the CSA Officer, or designee, may impose restrictions on a student and/or separate the student from the University community pending the final institutional decision. If circumstances allow, the CSA Officer (or designee) should meet with the student prior to imposing the interim action.

H-2. Other than issuance of no contact orders, an interim action issued prior to a hearing before the Hearing Panel may only be imposed when the CSA Officer determines that the student represents a threat of serious harm to any person; the student is facing allegations of serious criminal activity; the action is necessary to preserve the integrity of the investigation; the action is necessary to preserve University property; and/or the action is necessary to prevent disruption of, or interference with, the normal operations of the University. After the Hearing Panel's decision, pending an appeal of the decision, the CSA Officer may impose a sanction issued by a Hearing Panel as an interim action at the discretion of the CSA Officer.

H-3. In any Title IX case, the investigator, in consultation with DOS, may issue a no contact order prohibiting the Respondent and/or the Complainant from contacting the other. A no contact order should be routinely issued in Title IX cases and there need not be a specific determination made as provided above.

H-4. Interim actions may include, but are not limited to, the following:

- a. Suspension from the University pending a final institutional decision;
- b. Issuance of a no contact order;
- c. Exclusion from University property;
- d. Removal from the residence halls;
- f. Removal from extracurricular activities, including participation on athletics teams;
- g. Withholding the award of a degree pending the conclusion of the investigation and hearing process; or
- h. Any other action deemed necessary and appropriate by the CSA Officer to maintain orderly and appropriate University operations.

H-5. Where a student is suspended from the University, or directed to not attend certain classes, alternative coursework options may be pursued, with the approval of the CSA Officer and the appropriate college dean, to ensure as minimal an impact as possible on the responding student.

H-6. An interim action must be made in writing and is effective when the CSA Officer delivers the Notice of Interim Action to the responding student either in person or by email sent to the student's official University of Idaho email account.

H-7. The Respondent may appeal the imposition of any interim action by filing an appeal with the CSA Officer. There are no formal procedures for this appeal, and the interim sanctions remain in effect unless overturned by the CSA Officer.

H-8. A violation of the provisions of an interim action shall be considered a violation of the Code.

~~C-8. Request for Review by the President.~~

~~a. Students whose sanctions include suspension, expulsion, or withholding or revoking of a degree may request a review of the subcommittee's decision by the president. *{rev. 7-16}*~~

~~b. Written requests for review by the president are accepted and must be delivered to both DOS and the President's Office no later than 3 days after the student is provided notice of the subcommittee's determination via email. *{rev. 7-16}*~~

~~c. The president has complete discretion whether to engage in any review of the subcommittee's decision, including what materials to consider and from whom. *{rev. 7-16}*~~

~~d. The president's decision after a review, or the president's decision to decline to engage in any review, is the final institutional decision.~~

~~e. The president will provide a written decision to both parties.~~

~~**C-9. Requests for Review by the Board of Regents.** Any student may appeal a final institutional decision to the Board of Regents in accordance with Idaho State Board of Education Governing Policies and Procedures Section III.P.18.~~

~~**C-10. Requests for Review by DOS.** DOS may request a review of any decision of a SDRB panel, Student Appeals Committee subcommittee(s), and President in the same fashion as that provided to a student in C-6, C-8, and C-9 asserting any of the following: *{rev. 7-16}*~~

~~a. The decision contained clear factual error;~~

~~b. Sanctions imposed by the decision are insufficient for the violation given the circumstances. Simple dissatisfaction with a sanction is not grounds for appealing a sanction under this provision;~~

~~c. New information that could substantially affect the outcome of the decision has been discovered since the determination was made;~~

~~d. The decision contained substantial procedural error.~~

~~**C-11. Disclosure of Outcome Involving Sexual Harassment and Gender Based Harassment.**~~

~~a. Both parties will be notified, in writing, of the outcome of an alleged violation and any review. "Outcome" for these purposes means whether the harassment was found to have occurred. The University will only disclose information to the harassed student about the sanctions imposed when they directly relate to the harassed student, such as a sanction of no contact with the complainant.~~

~~b. When the allegations include a crime of violence or a non-forcible sex offense (as defined by FERPA), the University will disclose to the alleged victim of such crime or offense the final results of any disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. The University may disclose to anyone, upon written request, the final results of a disciplinary proceeding if the University determines that the student is an alleged perpetrator of a crime of violence or a non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies. "Final results" for these purposes means the name of the accused student, any violation found to have been committed, and any sanction imposed against the accused student by the University.~~

~~e. When the allegations include a sex offense (as defined by FERPA), both parties must be informed of the outcome of any institutional disciplinary proceeding (APM 95.20). "Outcome" for these purposes means the University's final determination with respect to the alleged sex offense and any sanctions imposed.~~

D. SANCTIONS.

D-1. The following sanctions may be imposed upon any student determined to have violated the Code:

a. Warning: a written notice to the student.

b. Probation: a written reprimand accompanied by a probationary period during which the student must not violate the Code in order to avoid more severe disciplinary sanctions.

c. Loss of Privileges: denial of specified privileges for a designated period of time.

d. Restitution: compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

e. Educational Sanctions: completion of work assignments, essays, service to the University, community service, workshops, or other related educational assignments.

f. Administrative Fees: minimum of \$150.

g. Housing Suspension: separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for return may be specified.

g. Housing Expulsion: permanent separation of the student from University Housing.

h. University Suspension: separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for return may be specified.

i. University Expulsion: permanent separation of the student from the University.

j. Revocation of Admission and/or Degree: admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

k. Withholding Degree: the University may withhold awarding a degree otherwise earned until the completion of all sanctions imposed.

~~DI-2.~~ More than one of the sanctions listed above may be imposed for any single violation.

~~DI-3.~~ A student who fails to comply with the sanction(s) imposed shall have a disciplinary hold placed on his/her record until the student complies with all sanctions imposed.

~~DI-4.~~ Disciplinary sanctions other than suspension, expulsion or revocation or withholding of a degree shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Such sanctions shall be expunged from the student's disciplinary record seven (7) years after final disposition of the case.

~~DI-5.~~ The Regents of UI adopted guidelines for enforcing alcohol restrictions which include sanctions for violation of these restrictions. The sanctions below are the minimum sanctions imposed on students who have violated alcohol restrictions as described in the Code.

~~D-6.~~ The University may notify parents of students under the age of 21 when a student has been found to have committed a drug or alcohol related violation. The student shall ~~will~~ be responsible for administrative and educational costs of any and all sanctions imposed for alcohol related violations.

~~D-7. Sanctions imposed for alcohol related violations:~~

~~First infraction: — Open container or minor in possession violations.~~

~~Sanction: — Completion of educational program.~~

~~First infraction: — Illegal distribution of alcohol.~~

~~Sanction: — Completion of community service, period of probation, and educational programs.~~

~~Second Infraction: — Without injury; or without conduct likely to lead to injury.~~

~~Sanction: — Completion of a treatment and/or educational program.~~

~~Second Infraction: — With injury; or conduct likely to lead to injury. —~~

~~Sanction: — Notification to the criminal justice system, strict probation, and, a treatment or educational program.~~

~~Third Infraction: Without injury; or without conduct likely to lead to injury.~~

~~Sanction: — Referral to the appropriate administrative body of the institution for appropriate action, which must include, at least, suspension from school for one semester.~~

~~Third Infraction: With injury; or conduct likely to lead to injury. —~~

~~Sanction: — Referral to the appropriate administrative body of the institution for appropriate action, which must include, at least, referral to the criminal justice system and expulsion from the institution for one year.~~

~~E. INTERIM SUSPENSION.~~ In certain circumstances, the Dean of Students may impose an interim suspension on a student prior to completing the investigation described in C-1.e. The interim suspension is effective immediately. During the interim suspension, the student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate and as provided in the written notice.

~~— E-1. Interim suspension may be imposed only:~~

~~a. To ensure the safety and well being of members of the University community or~~

preservation of University property;

b. To ensure the student's own physical or emotional safety and well-being; or

c. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

~~E-2. A student placed on interim suspension shall be given written notice of this action, which shall include:~~

~~a. the reasons for the interim suspension, and~~

~~b. information concerning the right to appeal the decision for interim suspension.~~

~~E-3. Interim Suspension Review Process:~~

~~a. The student must submit a written document to DOS outlining the basis for the review and supporting documentation and/or other information.~~

~~b. The DOS will submit all documents received, as well as DOS response, to the Chair of SDRB within 1 day of receiving the student's documents.~~

~~c. The Chair of SDRB and at least two other SDRB members will review all submitted materials and render a decision within 3 days. This decision is a final institutional decision subject to review by the Board of Regents in accordance with C-9.~~

J. MISCELLANEOUS.

J-1. Agreement: At any point during the disciplinary process prior to a final institutional decision, the Administrator and the parties may agree to an appropriate resolution without further investigation, hearing, or appeal. The agreed upon resolution may include the use of appropriate alternative dispute resolution methods.

J-2. Role of an Advisor: In accordance with the educational purpose of the Code, all students, including Respondents and Complainants, are expected to speak for themselves at all stages of proceedings under the Code, including, but not limited to, during the investigation, hearing, and any appeal. Any student may have an Advisor present at any time during any interview, meeting, or proceeding under the Code, but the Advisor's role is to advise the student, not to speak for the student or make any presentation on behalf of the student. The student may, at any time and for a reasonable period of time, confer with the Advisor. If the University official conducting the proceeding determines at any time that the Advisor is acting outside of these parameters, the Advisor may be required to leave the proceeding at the official's discretion. In appropriate circumstances, at the sole discretion of the University official conducting the proceeding, the University official may allow the Advisor to speak on behalf of the student and/or make a presentation on behalf of the student.

J-3. Fee: Any time a student is found to have violated the Code, DOS may charge the student an administrative fee of \$150. This is not considered a sanction and may not be appealed.

J-4. Parent Notification: The University may notify parents of students under the age of 21 when a student has been found to have committed a drug or alcohol-related violation. This is not considered a sanction, and the decision as to whether to notify the parents or not rests entirely within the discretion of DOS.

J-5. Training: All members of the SCB, the Administrator, the Title IX Coordinator, and the investigators shall receive annual training in accordance with the requirements of the policies of the Board of Regents of the University of Idaho and the Idaho State Board of Education (said policy is currently found at Section I, Subsection T), the Clery Act and implementing regulations (see, e.g., 34 C.F.R. § 668.46(k)(2)(ii)), and Title IX.

J-6. Timeframe: With the exception of the deadlines for filing an appeal (see section E) or for requesting a hearing before the SCB (see section D-1.b.), all other timeframes

contained in the Code are suggested timeframes. While the timeframes should be followed absent exceptional circumstances, the failure to conduct any action within a designated time frame is not grounds for appeal or reversal of any decision.

J-7. Interpretation: Any question of interpretation regarding the Code or these procedures will be referred to the CSA Officer or his/her designee for final determination.

J-8. Disclosure: The University will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

J-9. Review by President: Any decision or action taken under the Code may be reviewed by the President at the President's discretion.

J-10. Review by Board of Regent's: Appeals of a final institutional decision to the Board of Regents must be made in accordance with Idaho State Board of Education Governing Policies and Procedures Section III.P.18.

UI FACULTY-STAFF HANDBOOK
CHAPTER TWO:
STUDENT AFFAIRS POLICIES

October 2017

2400

**UNIVERSITY DISCIPLINARY PROCESS FOR ALLEGED VIOLATIONS OF STUDENT
 CODE OF CONDUCT**

PREAMBLE: This section outlines UI's student disciplinary system to inform students of the University process for resolving alleged violations of the Student Code of Conduct. In July 1993 membership and quorum was changed on the University Judicial Council and July 2008 the committee composition was moved into FSH 1640 Committee Directory. This section dates from the 1979 Handbook with relatively minor revisions as noted until 2014. In 2014 the Dean of Students Office, General Counsel, and a sub-committee of University Judicial Council and Faculty Senate, conducted a thorough review of all policies related to the Student Code of Conduct. All disciplinary language from FSH 2200 Statement of Student Rights and FSH 2300 Student Code of Conduct was consolidated into this policy and updated removing redundancies in policy. In July 2016, the taskforce was reconvened to review the new process and address some cumbersome processes that arose which were affecting the ability to resolve cases quickly. It was also noted that a complete review was necessary and the task force reconvened. In 2017, the task force provided this complete rewrite that found middle ground between the early 1970's court trial format and the strong investigative model which had unintentionally created many delays to this less confrontational investigative model. The objective is to provide a process that allows for fact-finding and decision-making that balances the rights of the individual with the legitimate interests of the University. For further information, contact the [Dean of Students](#) (208-885-6757). [rev. 7-08, 7-14, rev. 10-17]

Note: While the disciplinary process contained in FSH 2400 is uniquely crafted to meet the University of Idaho's individual needs, portions of the process and Code are adapted from the NCHERM Group Model Developmental Code of Student Conduct and is used here with permission. Other portions are adapted from Edward N. Stoner II and John Wesley Lowery, Navigating Past the "Spirit of Insubordination": A Twenty-First Century Model Student Conduct Code With a Model Hearing Script, 31 Journal of College and University Law 1 (2004).

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A. INTRODUCTION. The purpose of the Student Code of Conduct (Code) is to help protect the safety of the University community and educate students about appropriate and responsible behavior and their civic and social responsibilities as members of the University community, while complying with applicable state and federal laws and institutional policy. The primary focus of the disciplinary process is on educational and corrective outcomes; however, sanctions including suspension or expulsion from the University may be necessary to uphold community standards and to protect the campus community. University discipline is not in the nature of punishment for a crime, and the University's discipline process is not equivalent to state or federal criminal prosecutions. University disciplinary proceedings for any and all matters encompassed within the Code [FSH 2300] and the Statement of Student Rights [FSH 2200] are addressed under the following rules and regulations.

B. DEFINITIONS:

B-1. Advisor: the person of the student's choosing who has agreed to advise the student during the University disciplinary process and attend scheduled meetings with the student. The Advisor's role is simply to advise the student, and the Advisor is not permitted to speak during hearings, conferences, or interviews unless allowed by the University official conducting the interview.

B-2. Chief Student Affairs Officer (CSA Officer): the Dean of Students, unless the President appoints a different official to serve as the CSA Officer.

B-3. Code: the Student Code of Conduct, which is currently found in FSH 2300 and FSH 2400.

B-4. Complainant: the person(s) reportedly harmed by the Respondent's alleged violation of the Code.

B-5. Days: days that the university is open for business, not including Saturdays, Sundays, Fall Recess, Winter Recess, Spring Recess, or University holidays.

B-6. Investigator: the person assigned by the University to conduct an investigation into a report of a violation of the Code. In all Title IX cases, the Title IX Coordinator shall assign the investigator. In all other cases, the investigator may be any qualified person assigned by DOS.

B-7. Student Conduct Administrator (Administrator): the official at the University of Idaho who has been designated by the CSA Officer to serve in this role. It shall also include the Administrator's designee.

B-8. DOS: the Office of the Dean of Students at the University of Idaho.

B-9. Hearing Officer: a person appointed by the Administrator to serve as the person presiding over a hearing in accordance with Section G.

B-10. Parties: the Respondent and, in Title IX cases only, the Complainant.

B-11. Respondent: the student who is alleged to have violated the Code.

B-12. Student: includes, but is not limited to, all persons admitted to the University, either full-time or part-time, to pursue undergraduate, graduate, or professional studies, and includes non-degree seeking students. The following persons are also considered "students":

- a. Persons who withdraw after allegedly violating the Code;
- b. Persons who are eligible to enroll for classes without submitting an application for re-admission;
- c. Individuals participating in the American Language and Culture Program, Independent Study of Idaho sponsored by the University of Idaho, the University of Idaho International Student Success Program (UI-ISSP), or any other similar educational program of the University.

B-13. Student Conduct Board (SCB): the body which reviews student disciplinary matters, as set forth in sections D, E. and F. and FSH 1640.83.

B-14. Title IX case: any disciplinary case, investigation, charge, or allegation involving alleged dating violence, domestic violence, sexual assault, sexual harassment, or stalking. The Title IX Coordinator may also designate any other case as a Title IX case.

B-15. University: the University of Idaho, in all of its campus locations, education, outreach and research programs, including extension programs and distance education programs, and at all locations where any of these programs are offered or administered.

C. INVESTIGATION:

C-1. Reporting Alleged Violations. Any member of the University community having knowledge of a potential violation of the Code may report the violation to either DOS or, in Title IX cases, to the Title IX Coordinator. A report should be in writing, but may be reported orally to the appropriate University official. A report should be submitted as soon as possible after the event takes place.

C-2. Initial Investigation. The University may conduct an investigation into any report of a violation of the Code. The purpose of the investigation is to determine whether a violation may have occurred and to gather relevant information concerning each allegation of a Code violation.

C-3. Notice of Alleged Violation. The investigator may conduct a preliminary review to determine whether there is sufficient information to engage in a formal investigation. The preliminary review may include interviewing the Complainant, Respondent, and other witnesses. If, after the conclusion of the preliminary review, the investigator decides to engage in a formal investigation, the investigator must notify the Respondent of the allegation.

a. the notice must be in writing and may be delivered either in person to the Respondent, or by email to the student's official University email account. If the notice cannot be delivered either in person or to the student's official University email account, the notice shall be delivered by any means reasonably likely to reach the student.

b. the notice shall inform the Respondent of the specific provision(s) of the Code the Respondent is alleged to have violated and include a short description of the basis of the alleged violation.

c. The notice will include a copy of the University Disciplinary Process for Alleged Violations of the Student Code of Conduct.

C-4. Meeting with Investigator. The investigator must give the Respondent an opportunity to meet with the investigator in person within a reasonable time after the notice of allegation is delivered to the Respondent in order to give the Respondent an opportunity to respond to the notice, present information in his or her defense, present any information the Respondent would like the investigator to consider, and provide the names of any witnesses the Respondent would like the investigator to contact.

C-5. Investigation. At any time during the investigation, either the Complainant or the Respondent may, but is not required to, provide information to the investigator for the investigator to consider. Such information may include documentary information, the names of witnesses, witness statements, suggested questions to ask the other Party or other witnesses, etc. Only information that is presented to the investigator may be used in a hearing under section D.

C-6. Preliminary Report of Investigation.

a. At the conclusion of the investigation, the investigator shall draft a Preliminary Report of Investigation (Preliminary Report) setting forth the steps taken during the investigation; a list of witnesses contacted; a detailed summary of any witness interviews; a detailed summary of any interviews of the Respondent and/or

Complainant; a detailed summary of any other information considered as part of the investigation; and complete copies of any relevant documentary evidence gathered during the investigation, including copies of documentary information provided by the Respondent and/or the Complainant.

b. The Preliminary Report shall not include any conclusions, findings, or credibility analysis.

c. The parties shall be provided an opportunity to review the Preliminary Report and may provide a written response to the Preliminary Report within five days of the review of the report. A party shall be deemed to have waived the right to review the report if the party does not make arrangements with the investigator to review the report within five days of being notified that the report is available to be reviewed. The written response may include requests for additional investigation, additional witnesses to interview, or additional questions to ask any witness.

d. After the time for submitting a written response to the Preliminary Report has passed, the investigator shall review any responses received and determine whether additional investigation is needed. If additional investigation is deemed appropriate, the investigator shall draft a revised Preliminary Report and shall give the parties an opportunity to review the report, as set forth in section C-6. c., above.

e. After reviewing any written responses received within the time-period allowed for submitting written responses, the investigator shall either continue the investigation or draft a Final Report of Investigation. The investigator has sole discretion of determining whether sufficient information has been obtained in order to end the investigation process.

C-7. Final Report of Investigation. The Final Report of Investigation (Final Report) shall contain everything included in the Preliminary Report plus complete copies of any written responses received within the time period allowed for submitting written responses, a credibility analysis, recommended findings, and recommended conclusion (see below) as to whether the Respondent violated the Code. If the Final Report includes a recommended finding that the Respondent violated the Code, the Final Report shall not include recommended sanctions. The Final Report shall be provided to the Administrator. The Administrator shall provide the Final Report simultaneously to the parties.

a. Credibility Analysis. The Final Report should include an analysis of the statements provided by each party and interviewee, as necessary, to determine whether the statements provided by that person are credible. The analysis may include a description of the person's demeanor during the interview(s), a comparison of statements made to known facts or statements from other witnesses, the person's ability to observe the event described, the person's bias, whether the person was under the influence of a controlled substance or alcohol, and any other information that a reasonable person would use in his or her everyday affairs to determine a person's credibility. Not every case will require a detailed credibility analysis of each interviewee, and the credibility analysis may be part of the particular finding. However, in cases where the credibility of the interviewee is material to the conclusion, there should generally be a separate credibility analysis.

b. Recommended Findings. The investigator's recommended findings regarding factual issues shall include a description of the basis for each finding. Each finding shall be based on a more likely than not standard and should include information from the interviews, documentary information obtained during the investigation, and, if relevant to that finding, information regarding the credibility of the Respondent, Complainant and/or witnesses.

c. Recommended Conclusion. In making a recommended conclusion, the

investigator must apply the Code to the findings to reach a determination of whether the findings as found by a more likely than not standard constitute a violation of the Code.

D. HEARING PROCESS.

D-1. Student Conduct Administrator's Review:

a. After the Final Report is submitted to the Administrator, the parties may each submit a written response to the Final Report. This response must be provided to the Administrator no later than five days after the Final Report is provided to the parties. The Administrator may meet with the parties, separately, to discuss the Final Report.

b. A party may request that the matter be referred to the SCB for a hearing. The request must be in writing and must be submitted to the Administrator no later than five days after the Final Report is provided to the parties. If a party timely submits a request for the matter to be referred to the SCB:

- (i) In non-Title IX cases, the Administrator shall refer matters to the SCB for a hearing if:
 - (1) The Administrator determines that there is sufficient information in the Final Report such that a finding could be made that the Respondent violated the Code; and
 - (2) The Administrator determines that the appropriate sanction could include suspension, expulsion, or the withholding or revoking of a degree.
- (ii) In Title IX cases, the Administrator shall refer matters to the SCB for a hearing in matters in which the Administrator determines that there is sufficient information in the Final Report such that a finding could be made that the Respondent violated the Code.
- (iii) In all other cases, the Administrator shall decide whether the Respondent violated the Code.

c. If a matter is not referred to the SCB for a hearing:

- (i) The Administrator shall decide whether the Respondent violated the Code. The Administrator shall make the decision based on the information contained in the Final Report, the written responses to the report, if any, submitted to the Administrator by the parties, and, if the Administrator chooses to meet with the parties, the information provided at the meeting to the Administrator by the parties.
- (ii) The Administrator should adopt the findings and credibility analysis contained in the Final Report, unless the Administrator finds that the findings or credibility analysis are not more likely than not to be true. Any additional or different findings issued by the Administrator must be based on a more likely than not standard.
- (iii) The Administrator is not required to defer to the recommendation contained in the Final Report as to whether the Respondent violated the Code, but is entitled to freely apply the Code to the findings in order to determine whether the Respondent violated the Code.
- (iv) If the Administrator determines that the Respondent violated the Code, the Administrator shall determine the appropriate sanction.
- (v) The Administrator's decision shall be in writing and include the basis for the decision. The written decision shall be simultaneously provided to the parties.
- (vi) The Administrator's decision may be appealed in accordance with section E.

d. At any time before the matter is submitted to the SCB, DOS may refer a charge of a violation of the Code to mediation or other forms of appropriate conflict resolution. All parties must agree to participate with DOS in the conflict resolution process. Complaints of physical sexual misconduct or violence shall not be referred for

alternative resolution under this paragraph, except in unique circumstances approved by the Title IX Coordinator after consultation with the Office of General Counsel and the CSA Officer.

D-2. Student Conduct Board Hearing:

a. In matters referred to the SCB, the Administrator (or designee) must send written notice to the SCB and the parties.

- (i) The notice shall be in writing and may be delivered either in person to the parties, or by email to the student's official University email account. If the notice cannot be delivered either in person or to the student's official University account, the notice may be delivered by any means reasonably likely to reach the student.
- (ii) The notice must inform the Respondent of the specific provision(s) of the Code the Respondent is accused of violating, and include a short description of the basis of the alleged violation, the date and time for the hearing, and the deadline for submitting written materials to the Administrator.
- (iii) The written notice shall also include the Final Report and any responses to the Final Report which were timely submitted to the Administrator.

b. Except in cases referred to a Hearing Officer under Section G, the chair of the SCB shall appoint three to five members of the SCB to serve as a Hearing Panel to review each matter.

- (i) The chair of the SCB shall appoint one of the Hearing Panel members to serve as chair of the panel. A student may not serve as chair of a Hearing Panel.
- (ii) The Administrator (or designee) shall serve as a non-voting, ex-officio member of every Hearing Panel and may be present and available as a resource during all deliberations. The Administrator is responsible for informing the panel of any previous conduct violations or other relevant disciplinary actions involving the Respondent.

c. In every case submitted to a Hearing Panel, the parties may submit written materials for the panel to review as part of its decision. To be considered by the Hearing Panel, all written materials must be submitted to the Administrator prior to the deadline set forth in the notice. The Administrator shall ensure that any materials timely submitted are distributed to the parties and the Hearing Panel prior to the hearing. The written materials may only consist of the following:

- (i) Suggested questions for the panel to ask the Respondent or the Complainant;
- (ii) Written discussion or argument addressing the information contained in the Final Report;
- (iii) Information (as opposed to a discussion of the information contained in the report) that was not considered by the investigators in the Final Report only if the information was not available prior to the completion of the Final Report or if the information was provided to the investigator prior to the completion of the investigation but the information was not included in the Final Report.

D-3. Hearing Procedures:

a. The hearing shall be held at the time and place listed in the notice. The hearing shall be held no less than five days after the notice is provided to the parties.

b. All hearings are closed to the public. The only people allowed to be present during the hearing are the parties, each individual party's Advisor, the investigator(s), the Administrator, the Title IX Coordinator (or designee) in Title IX cases, one or more attorneys from the Office of General Counsel, and the members of the Hearing Panel. The panel chair may give permission for others to attend the hearing in the panel chair's discretion, after consultation with the Administrator.

c. The only witnesses at the hearing shall be the investigator(s), the Complainant, and the Respondent. In non-Title IX cases, the Complainant may only be present during the portion of the hearing where the Hearing Panel questions the Complainant, unless the chair determines in appropriate cases that the Complainant may remain for the entire hearing. In extraordinary circumstances, if the investigator is unable to be present at the hearing, the DOS may designate a representative to be there in the place of the investigator. Neither the Complainant nor the Respondent is required to say anything at the hearing.

The panel chair, in consultation with the Administrator, may call additional witnesses if the panel chair determines that the additional witnesses are necessary for the Hearing Panel to properly resolve the case. This discretion should be used sparingly. The intention of the Code is that the Final Report, in the vast majority of cases, should provide a sufficient basis for the Hearing Panel's decision, recognizing that the parties may speak in person to the Hearing Panel and to respond to the Final Report.

d. It is each party's responsibility to inform the panel chair and the Administrator of scheduling conflicts no less than three days prior to the scheduled hearing. The Administrator shall have the sole discretion as to whether to reschedule the hearing. Except in cases of grave or unforeseen circumstances, if either party fails to appear, the hearing will proceed as scheduled.

e. If a report of a violation of the Code involves more than one Respondent, the Hearing Panel shall conduct a joint hearing with all Respondents. However, the panel chair may permit the hearing pertinent to each Respondent to be conducted separately. In joint hearings, separate determinations of responsibility shall be made for each Respondent.

f. Only the chair of the Hearing Panel may ask questions during the hearing, and doing so is at the sole discretion of the chair. However, the chair may seek input from panel members on areas for questioning. The parties may submit suggested questions in writing as long as the questions are received prior to the deadline for submitting written materials contained in the notice. Questions based on information that arises during the hearing may be submitted in writing during the hearing at the discretion of the panel chair.

g. For complaints involving sexual misconduct, discrimination, or other complaints of a sensitive nature, the panel chair, in consultation with the Title IX Coordinator and the Administrator, may allow the Complainant to attend the hearing, answer questions, and make a statement from behind a partition or from another room or location through audio/video technology.

h. The panel chair has discretion as to how to conduct the hearing. Generally, however, the hearing should be conducted as follows:

- (i) Opening statement by the Respondent addressing the Final Report and the allegations that the Respondent violated the Code;
- (ii) In Title IX cases, opening statement by the Complainant addressing the Final Report and the allegations that the Respondent violated the Code;
- (iii) Questions, if any, by the panel chair of the investigator(s), Respondent, and/or Complainant;
- (iv) Final statements by the Respondent and, in Title IX cases, the Complainant.

i. In making its decision, the Hearing Panel shall consider all relevant information from the following sources:

- (i) the Final Report, including the findings and conclusions contained in the report;
- (ii) any written information provided by the parties as provided above; and
- (iii) the information received at the hearing.

j. In Title IX cases involving allegations of sexual misconduct, the past sexual history or sexual character of either party shall not be considered by the Hearing Panel except in extremely unusual cases where the panel chair determines that the information is critical to a proper understanding of the specific facts of the case at hand. Demonstration of pattern, repeated, and/or predatory behavior, in the form of previous findings in any legal or campus proceeding, or in the form of good faith allegations, may be considered in making the findings and, if a violation of the Code is found, the sanction.

k. There shall be a single record, such as an audio recording, for all hearings. Deliberations shall not be recorded. Failure to record the hearing for any reason is not to be considered a procedural error that substantially impacts the decision and will not be grounds for appeal or reversal of the Hearing Panel's decision.

D-4. Hearing Panel Decision.

a. The Hearing Panel shall issue a written decision, which should be issued within ten days after completing deliberations. The panel chair shall provide the written decision to the Administrator, who shall then simultaneously provide the decision to the parties

b. The Hearing Panel should adopt the findings and credibility analysis contained in the Final Report, unless the Hearing Panel finds that the information presented at the hearing warrants a different finding or the Hearing Panel finds that the findings or credibility analysis are not more likely than not to be true. Any findings issued by the Hearing Panel must be based on a more likely than not standard.

c. The Hearing Panel is not required to defer to the recommendation contained in the Final Report as to whether the Respondent violated the Code, but is entitled to freely apply the Code to the findings in order to determine whether the Respondent violated the Code.

d. Unless the panel chair is a Hearing Officer appointed to serve as chair without a vote, the panel chair shall participate in all votes, and all Hearing Panel decisions shall be made by a majority vote.

e. If the Hearing Panel determines that the Respondent violated the Code, the Hearing Panel shall determine the appropriate sanction(s). The Administrator shall serve as a resource to the Hearing Panel to help ensure that sanctions are reasonably consistent among similar cases.

f. The Hearing Panel may return the matter for additional investigation if the Hearing Panel determines that:

- (i) The investigator failed to properly investigate the allegation and the failure was both substantial and to the student's detriment; or
- (ii) There is new information that could substantially affect the outcome and the new information could not have been discovered before the issuance of the Final Report.

D-5. Either party may appeal a Hearing Panel's decision.

D-6. Sanctions imposed by the Hearing Panel shall generally not go into effect until either the time period for an appeal has expired and no appeal has been filed or until the decision is upheld on appeal. However, the CSA Officer may impose any sanction imposed by the Hearing Panel as an interim action pending the appeal.

E. APPEALS.

E-1. Any party may appeal the Administrator's or Hearing Panel's final decision. Appeals must be submitted in writing to the Administrator and must set forth the grounds for the appeal. The appeal must be filed no later than five days after the decision is delivered to the parties. The Administrator shall ensure that the parties receive a copy of the appeal.

E-2. Appeals are limited to the following grounds:

- a.** A procedural error occurred in the investigation process that significantly impacted the outcome of the hearing;
- b.** New information, unavailable during the investigation or hearing, that could substantially impact the original finding or sanction has been presented in the appeal documents;
- c.** The sanctions imposed are substantially disproportionate to the severity of the violation (the imposition of an administrative fee is not a sanction, and therefore cannot be appealed); or
- d.** The decision is not based on substantial information. A decision is based on substantial information if there are facts in the case that, if believed by the fact finder, are sufficient to establish that a violation of the Code occurred.

E-3. An appeal shall be limited to a review of the decision, the Final Report, any written material considered in the decision, the recording of the hearing held before the Hearing Panel, and any written materials submitted with the appeal. Where an appeal is based on the discovery of new information, the new information may be considered only to determine whether the information was unavailable at the time of the decision and whether the new information could substantially impact the original finding or sanction.

E-4. Appeal Panel Procedures:

- a.** The chair of the SCB shall appoint three to five members of the SCB to serve on the Appeal Panel, and shall designate one member to serve as chair of the Appeal Panel. Any member who served on a Hearing Panel shall not serve on the Appeal Panel on the same case. A student may not serve as chair of an Appeal Panel.
- b.** In Title IX cases, the non-appealing party may file a response to the appeal within five days of the filing of the appeal.
- c.** The Appeal Panel shall issue a written decision. The decision should be issued within fifteen days of receiving the appeal. The chair of the Appeal Panel shall provide the written decision to the Administrator, who will then simultaneously provide the decision to the parties.

E-5. Results of the Appeal Panel. The Appeal Panel may:

- a.** uphold the Administrator's or Hearing Panel's decision;
- b.** uphold the finding that the Respondent violated the code, but revise the sanction(s);
- c.** return the matter for reconsideration; or
- d.** return the matter for additional investigation.

E-6. Unless the case is returned for reconsideration or to the investigator for additional investigation, the decision of the Appeal Panel is the final institutional decision. If the decision upholds the findings that the Respondent violated the Code, the sanctions imposed shall go into effect immediately.

F. Student Conduct Board.

F-1. The description and make-up of the SCB can be found in FSH 1640.83.

F-2. A member of the SCB shall not serve on any Hearing Panel or Appeal Panel in any case where the member has a conflict of interest or bias for or against either party.

F-3. If procedures call for the appointment of three or more members to serve on a Hearing Panel or Appeal Panel, the chair of the SCB should endeavor to appoint at least one student to the Hearing Panel or Appeal Panel. A student may not serve as chair of the Hearing Panel or Appeal Panel. In disciplinary cases involving allegations of academic misconduct, a majority of the Hearing Panel or Appeal Panel should ordinarily be faculty members.

F-4. All members of the SCB must receive annual training as determined by DOS, the Title IX Coordinator, and/or the Office of General Counsel. A member cannot serve on either a Hearing Panel or Appeal Panel until the member has completed this training.

F-5. Proceedings before the SCB, whether before a Hearing Panel or Appeal Panel, are confidential and protected by the Family Educational Rights and Privacy Act (FERPA). In specific disciplinary cases, members of the SCB must protect the confidentiality of the information they receive in fulfilling their duties as members of the SCB. Panel members must not discuss specific cases or share any information regarding specific disciplinary cases or their deliberations with anyone other than the SCB Chair, the Office of General Counsel, the Administrator, or fellow panel members appointed to the same panel in that specific case, and in all such instances, the discussion or sharing of information must be reasonably necessary for the panel's consideration of the specific case.

G. USE OF A HEARING OFFICER.

G-1. In any case requiring a hearing before a panel of the SCB, the University may use a Hearing Officer to conduct that hearing.

G-2. The decision as to whether to appoint a Hearing Officer shall be made by the Administrator. The decision as to whether to appoint a Hearing Officer may not be appealed and may not be challenged on appeal as a procedural error.

G-3. The Hearing Officer may be appointed to serve as follows:

a. As a non-voting chair of the Hearing Panel whose duties are to run the hearing and ensure all proper procedures are followed;

b. As a voting chair of the Hearing Panel whose duties are to run the hearing, ensure that all proper procedures are followed, and to have a vote on the decision; or

c. As the chair and only member of the Hearing Panel whose duties are to run the hearing, ensure that all proper procedures are followed, and to issue the decision. When the Hearing Officer serves as the sole decision-maker, the Hearing Officer's decision shall be treated for all purposes the same as the decision of a Hearing Panel under the Code.

d. In cases involving allegations of academic dishonesty, a Hearing Officer may only be appointed as a non-voting chair of the Hearing Panel, but may not be appointed as a voting member of the Hearing Panel or as the chair and only member of the Hearing Panel.

G-4. The Administrator shall appoint the Hearing Officer from a list of Hearing Officers approved by the Office of General Counsel. The Hearing Officer must not have a conflict of interest or bias for or against either party.

G-5. The Office of General Counsel shall determine the appropriate qualifications for a person to serve as a Hearing Officer and shall make a list of approved Hearing Officers available to the Administrator.

H. INTERIM ACTION.

H-1. At any time before a final institutional decision, the CSA Officer, or designee, may impose restrictions on a student and/or separate the student from the University community pending the final institutional decision. If circumstances allow, the CSA Officer (or designee) should meet with the student prior to imposing the interim action.

H-2. Other than issuance of no contact orders, an interim action issued prior to a hearing before the Hearing Panel may only be imposed when the CSA Officer determines that the student represents a threat of serious harm to any person; the student is facing allegations of serious criminal activity; the action is necessary to preserve the integrity of the investigation; the action is necessary to preserve University property; and/or the action is necessary to prevent disruption of, or interference with, the normal operations of the University. After the Hearing Panel's decision, pending an appeal of the decision, the CSA Officer may impose a sanction issued by a Hearing Panel as an interim action at the discretion of the CSA Officer.

H-3. In any Title IX case, the investigator, in consultation with DOS, may issue a no contact order prohibiting the Respondent and/or the Complainant from contacting the other. A no contact order should be routinely issued in Title IX cases and there need not be a specific determination made as provided above.

H-4. Interim actions may include, but are not limited to, the following:

- a. Suspension from the University pending a final institutional decision;
- b. Issuance of a no contact order;
- c. Exclusion from University property;
- d. Removal from the residence halls;
- f. Removal from extracurricular activities, including participation on athletics teams;
- g. Withholding the award of a degree pending the conclusion of the investigation and hearing process; or
- h. Any other action deemed necessary and appropriate by the CSA Officer to maintain orderly and appropriate University operations.

H-5. Where a student is suspended from the University, or directed to not attend certain classes, alternative coursework options may be pursued, with the approval of the CSA Officer and the appropriate college dean, to ensure as minimal an impact as possible on the responding student.

H-6. An interim action must be made in writing and is effective when the CSA Officer delivers the Notice of Interim Action to the responding student either in person or by email sent to the student's official University of Idaho email account.

H-7. The Respondent may appeal the imposition of any interim action by filing an appeal with the CSA Officer. There are no formal procedures for this appeal, and the interim sanctions remain in effect unless overturned by the CSA Officer.

H-8. A violation of the provisions of an interim action shall be considered a violation of the

Code.

I. SANCTIONS.

I-1. The following sanctions may be imposed upon any student determined to have violated the Code:

- a. Warning:** a written notice to the student.
- b. Probation:** a written reprimand accompanied by a probationary period during which the student must not violate the Code in order to avoid more severe disciplinary sanctions.
- c. Loss of Privileges:** denial of specified privileges for a designated period of time.
- d. Restitution:** compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- e. Educational Sanctions:** completion of work assignments, essays, service to the University, community service, workshops, or other related educational assignments.
- f. Housing Suspension:** separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for return may be specified.
- g. Housing Expulsion:** permanent separation of the student from University Housing.
- h. University Suspension:** separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for return may be specified.
- i. University Expulsion:** permanent separation of the student from the University.
- j. Revocation of Admission and/or Degree:** admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- k. Withholding Degree:** the University may withhold awarding a degree otherwise earned until the completion of all sanctions imposed.

I-2. More than one of the sanctions listed above may be imposed for any single violation.

I-3. A student who fails to comply with the sanction(s) imposed shall have a disciplinary hold placed on his/her record until the student complies with all sanctions imposed.

I-4. Disciplinary sanctions other than suspension, expulsion or revocation or withholding of a degree shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Such sanctions shall be expunged from the student's disciplinary record seven (7) years after final disposition of the case.

I-5. The student shall be responsible for administrative and educational costs of any and all sanctions imposed for alcohol related violations.

J. MISCELLANEOUS.

J-1. Agreement: At any point during the disciplinary process prior to a final institutional decision, the Administrator and the parties may agree to an appropriate resolution without

further investigation, hearing, or appeal. The agreed upon resolution may include the use of appropriate alternative dispute resolution methods.

J-2. Role of an Advisor: In accordance with the educational purpose of the Code, all students, including Respondents and Complainants, are expected to speak for themselves at all stages of proceedings under the Code, including, but not limited to, during the investigation, hearing, and any appeal. Any student may have an Advisor present at any time during any interview, meeting, or proceeding under the Code, but the Advisor's role is to advise the student, not to speak for the student or make any presentation on behalf of the student. The student may, at any time and for a reasonable period of time, confer with the Advisor. If the University official conducting the proceeding determines at any time that the Advisor is acting outside of these parameters, the Advisor may be required to leave the proceeding at the official's discretion. In appropriate circumstances, at the sole discretion of the University official conducting the proceeding, the University official may allow the Advisor to speak on behalf of the student and/or make a presentation on behalf of the student.

J-3. Fee: Any time a student is found to have violated the Code, DOS may charge the student an administrative fee of \$150. This is not considered a sanction and may not be appealed.

J-4. Parent Notification: The University may notify parents of students under the age of 21 when a student has been found to have committed a drug or alcohol-related violation. This is not considered a sanction, and the decision as to whether to notify the parents or not rests entirely within the discretion of DOS.

J-5. Training: All members of the SCB, the Administrator, the Title IX Coordinator, and the investigators shall receive annual training in accordance with the requirements of the policies of the Board of Regents of the University of Idaho and the Idaho State Board of Education (said policy is currently found at Section I, Subsection T), the Clery Act and implementing regulations (see, *e.g.*, 34 C.F.R. § 668.46(k)(2)(ii)), and Title IX.

J-6. Timeframe: With the exception of the deadlines for filing an appeal (see section E) or for requesting a hearing before the SCB (see section D-1.b.), all other timeframes contained in the Code are suggested timeframes. While the timeframes should be followed absent exceptional circumstances, the failure to conduct any action within a designated timeframe is not grounds for appeal or reversal of any decision.

J-7. Interpretation: Any question of interpretation regarding the Code or these procedures will be referred to the CSA Officer or his/her designee for final determination.

J-8. Disclosure: The University will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

J-9. Review by President: Any decision or action taken under the Code may be reviewed by the President at the President's discretion.

J-10. Review by Board of Regent's: Appeals of a final institutional decision to the Board of Regents must be made in accordance with Idaho State Board of Education Governing Policies and Procedures Section III.P.18.

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

July 2017

FSH 1640.83**STUDENT APPEALS COMMITTEE***{created July 2016}*

A. Function. ~~To conduct a review at the request of a student who wishes to appeal a decision of any Student Disciplinary Review Board panel in matters that include a sanction of suspension, expulsion, or withholding or revoking a degree. A subcommittee (see B-1 below) of the Student Appeals Committee, will make a determination as to whether the student's appeal meets the qualifications as stated in FSH 2400-C-6.~~

B. Structure and Membership. ~~The committee shall be composed of eleven members to include six faculty (at least two will be from the current year's Faculty Senate), two staff, and three students (at least one undergraduate and one graduate student) who will be eligible to serve on a subcommittee as noted in B-1 below. The term of membership is three years, with initial terms staggered to form a rotation pattern.~~

B-1. Subcommittee: ~~For each appeal, the Chair of the Student Appeals Committee shall appoint a three member subcommittee and designate a chair. In selecting a chair, a tenured faculty member will receive priority. Each subcommittee will consist of at least one faculty member and, if possible, at least one student. A student may not chair any subcommittee. Persons appointed must have no interest in or involvement with the parties to or the subject matter of the situation under review. [rev. 7-17]~~

C. SPECIAL CONSIDERATION. ~~Each committee member will be required to participate in Title IX training and other training as needed. Members serving on the Student Appeals Committee should be aware that federal regulations governing the handling of disciplinary matters recommend a specific hearing time schedule. Therefore, Student Appeals Committee members may need to be available for approximately two to four hours within as little as five days of a student being notified of a decision of an SDRB panel review.~~

~~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). [add. 1-17]~~

1640.93**STUDENT DISCIPLINARY REVIEW CONDUCT BOARD (SDRBSCB)**

[This section was removed from FSH 2400 and placed here in July 2008. In 2014 University Judicial Council was renamed Student Disciplinary Review Board following a complete review of the Student Code of Conduct. [In 2017 this board was created by collapsing the Student Appeals Committee with the Student Disciplinary Review Board to reflect a major rewrite of the code disciplinary process in FSH 2400](#)]

A. FUNCTION. ~~UI's disciplinary review process for reviewing alleged violations of the Student Code of Conduct (FSH 2300) is established and maintained for the handling of disciplinary matters concerning UI students ("student" is defined in FSH 2300 I.A-6 and 2400 A-1.) set forth in FSH 2300 and 2400. The SCB SDRB is one of the reviewing bodies/body involved in the review-conduct process set out in FSH 2400 D., E. and F., which covers any and all matters that are related to and consistent with the Student Code of Conduct [FSH 2300] and the Statement of Student Rights [FSH 2200]. [rev. 7-14, 7-16]~~

B. STRUCTURE AND MEMBERSHIP. The ~~SDRB-SCB~~ is broadly representative of the ~~academic-UI~~ community and is composed of ~~21~~ thirteen ~~twenty-one~~ voting members: ~~seven members-faculty, seven staff, and seven shall be students. The student members should include at least one graduate student and at least one law student. Seven members shall be staff. The remaining members shall be faculty:~~ five faculty members, two staff, five undergraduate students and one graduate student. The chair is responsible for forming a panel (see B-1 below) and designating the chair. Hearing panels will be drawn from these committee members. Given the nature of responsibility of the Chair of ~~SDRB-SCB~~, Committee on Committees ~~will-shall~~ first consider a tenured faculty member. Pursuant to FSH 2400 the chair will appoint the three person panels. [rev. 7-14, 7-16]

B-1. Panel: ~~The chair of the SDRB shall appoint a three person panel from the committee to hear matters presented to the SDRB pursuant to FSH 2400. Each panel will consist of at least one faculty member and, if possible, at least one student. A student may not chair any panel. In selecting a chair, a tenured faculty member will receive priority. Persons appointed must have no interest in or involvement with the parties to or the subject matter of the situation under review.~~ [add. 7-16, rev. 7-17]

C. SPECIAL CONSIDERATION. Each committee member ~~will-shall~~ be required to participate in Title IX training and other training as needed. Members ~~servin~~ of the ~~SDRB-SCB~~ should be aware that federal regulations governing the handling of disciplinary matters recommend a specific hearing time schedule. Therefore, ~~SDRB-SCB~~ members may need to be available ~~for approximately two to four hours within as little as five days of a student being notified of the alleged violation of the Student Code of Conduct on short notice and during the summer months.~~ [add. 1-14, rev. 7-14, rev. & ren. 7-16]

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). [add. 1-14, rev. 7-14, rev. & ren. 7-16, frevadd. 1-17]

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

July 2017

FSH 1640.83b

(This committee is for the 2017 Student Code Process and was created by combining SAC and SDRB)

STUDENT CONDUCT BOARD (SCB)

[This section was removed from FSH 2400 and placed here in July 2008. In 2014 University Judicial Council was renamed Student Disciplinary Review Board following a complete review of the Student Code of Conduct. In 2017 this board was created by collapsing the Student Appeals Committee with the Student Disciplinary Review Board to reflect a major rewrite of the code disciplinary process in FSH 2400]

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).



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: Chapter 6, FSH 6880, Campus Recreation

Administrative Procedures Manual [APM] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: Chapter 90 "University Services", Campus Recreation

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

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

Originator(s):

Brian Mahoney

10-30-2017

(Please see FSH 1460 C)

Name

Date

Telephone & Email:

208.885.6064

brianm@uidaho.edu

Policy Sponsor: (If different than originator.)

Greg Tatham

10-30-2017

Name

Date

Telephone & Email:

208.885.2233

gtatham@uidaho.edu

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

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

The information in the current FSH 6880 is not only outdated (prior to the SRC opening in 2002), the information provided is not policy. As this is not policy, we are requesting the entire section, FSH6880 be removed from the FSH and placed into the APM with the revisions included.

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

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change. None

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

If not a minor amendment forward to:

Policy Coordinator Apr.
& Date:

[Office Use Only]

FSH

Apr. _____

FC _____

GFM _____

Pres./Prov. _____

[Office Use Only]

Track # _____

Date Rec.: _____

Posted: t-sheet _____

h/c _____

web _____

Register: _____

(Office Use Only)

APM

F&A Appr.: _____

[Office Use Only]

UI FACULTY-STAFF HANDBOOK
CHAPTER SIX:
OTHER GENERAL INSTITUTIONAL POLICIES

2017

6880
CAMPUS RECREATION

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. Unless otherwise noted, the text is as of July 1996. For further information, call 208-885-6381. [ed. 7-00, rev. 1-17]

A. Campus Recreation, within the division of Student Affairs, provides the University of Idaho (UI) community, students faculty, staff, 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 ~~or~~ and unstructured sport, wellness and recreational activities.

A-2. Meeting and participating with others who have similar recreational interests. Increasing the quality of campus life through increased knowledge, opportunities, interests and behaviors that promote healthy lifestyles.

A-3. Increasing interest in sport and recreational activities that can continue throughout the participant's lifetime. Delivering a student driven philosophy which offers experiential leadership opportunities integrated with professional training and mentoring.

A-4. Developing group spirit and identity by participating together in play situations. Supporting the University's mission with experiences which encourage social interactions with diverse populations and promote personal reflection and learning opportunities.

A-5. Improving fitness and, consequently, enjoying a healthier body and a more alert mind. Increasing interest in sport and recreational activities which can continue throughout the participant's lifetime.

B. Campus Recreation ~~administers~~ manages the following ~~functional~~ programmatic areas:

B-1. Intramural Sports. ~~The i~~Intramural ~~s~~Sports ~~p~~Program ~~consists of structured~~ provides organized recreational and competitive activities ~~that involve organized competition consisting of~~ (men's, women's, and co-rec) in individual, dual, and team sports ~~for among the UI community~~ residence halls, fraternities, sororities, off-campus student groups, and faculty-staff. Program direction, selection of activities, and development of operational policies are provided by the student managers of groups participating in intramural sports.

B-2. Wellness Program. Informal Recreation. ~~The informal recreation program consists of unstructured activities in which facilities, supervision, and equipment are provided but for which there are few organized events~~ 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. Fitness. Campus Recreation provides opportunities for individuals to acquire new activity skills, improve skills, gain knowledge and insight, and improve fitness through self-directed activities and non-credit classes for university students, faculty, and staff. ~~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 programs provide opportunities to participate in organized activities recreation and sport events. The program meets needs and interests that are not met through competitive intramural sports programs or other recreation programs.
[ed. 7-00]

B-7. Swim Center Facility and Space Reservations. The Swim Center program provides: Campus Recreation schedules a variety of UI fields, courts, spaces and facilities. Please contact the Campus Recreation main office for more details.

~~a. Opportunities to improve fitness through self-directed and staff-directed activities.~~

~~b. Recreational swimming and aquatic play opportunities during leisure time.~~

~~c. Structured fun and competitive special events.~~

~~d. Noncredit instructional classes to improve swimming, safety, and rescue skills.~~

~~**B-6. Locker Room Services.** Locker room services provide locker and shower room facilities and attendants, towel and locker service, and equipment checkout for physical education classes and general recreational use.~~

~~**B-7. Summer Session Recreation.** The summer session recreation program provides special leisure time opportunities for students and employees.~~

~~**B-8. Sport Clubs.** In cooperation with the ASUI Recreation Advisory Board and the Director of the Student Union/Student Activities the Campus Recreation unit manages the University of Idaho Sports Club Program.~~

C. USE OF RECREATIONAL FACILITIES Use of the Student Recreation Center. Access to the Memorial Gymnasium and the Physical Education Building for recreational use is as follows [ed. 7-00]:

C-1. UI Students. Full or part-time undergraduate and graduate students may use recreational facilities free of charge (valid UI identification card required). 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 members must purchase a pass for SRC access. on regular appointment, as well as retired personnel, may use recreational facilities free of charge (valid UI identification card required). A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-3. ~~UI Affiliates Irregular Help.~~ ~~UI affiliates (retirees, alumni, IH employees and affiliate employees) not on regular appointment must purchase a pass for SRC access. may use recreational facilities through the fee-based facility pass program. A valid Vandal Card is required to purchase a pass and for accessing the SRC.~~

C-4. ~~Special Miscellaneous Programs.~~ ~~Persons attending UI sponsored programs such as workshops, seminars, and short courses, may use recreational facilities with a special programs activity pass available from the specific program director or coordinator. 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 recreational facilities. 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.~~
~~Personal Guests.~~ ~~Friends and relatives may use recreational facilities as guests of students or employees. Guests must be accompanied by their UI host while using facilities. One day guest passes may be purchased at the Campus Recreation Office during regular office hours. Guest passes are not transferable and are good only on the dates specified.~~

C-7. General Public. Persons not affiliated ~~connected~~ with the UI must purchase a non-UI specific pass for SRC access. ~~may use recreational facilities on a regular basis through the fee-based facility pass program. Some restrictions apply to children.~~ A valid photo identification is required to purchase a pass.

C-8. ~~Spouses.~~ ~~The spouse of a UI student or faculty or staff member may use recreational facilities on a regular basis through the fee-based facility pass program.~~

C-9. ~~Children and Youth.~~ ~~Policies regarding children include the following: children and youth, whether of a UI related family or not, may use recreational facilities under the following conditions:~~

- ~~a. All children must have a facility pass or guest pass. 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. Children under the age of 18 must be accompanied and supervised by their parents or guardians who are participating in the same activity. Access to the SRC for children is limited to special youth programs and will be defined by specific event.~~
- ~~c. Use of the weight room is limited to individuals who are 18 years old or older. Unattended children (under the age of 18) are not allowed in the SRC Atrium.~~

6880

CAMPUS RECREATION

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. Unless otherwise noted, the text is as of July 1996. For further information, call 208-885-6381. [ed. 7-00, rev. 1-17]

A. 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. [ed. 7-00]

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

UI FACULTY-STAFF HANDBOOK

Chapter VI: OTHER GENERAL INSTITUTIONAL POLICIES

Section 6880: Campus Recreation

2007 (editorial)

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

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: FSH 3320 – Annual Evaluation

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

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

Originator(s): Marty Ytreberg Oct 16, 2017

(Please see FSH 1460 C)

Name

Date

Telephone & Email: 208-885-6908 ytreberg@uidaho.edu

Policy Sponsor: (If different than originator.)

Name

Date

Telephone & Email:

Reviewed by General Counsel ___ Yes ___ X ___ No Name & Date: _____

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

Remove pilot form language. Remove all references to the numerical score and clarify the narrative evaluation process. Clarify the consequences of not meeting expectations for multiple years.

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

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change. None

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

If not a minor amendment forward to: _____

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

FSH Appr. _____ FC FS-18-012 GFM _____ Pres./Prov. _____ [Office Use Only]
--

Track # _____ Date Rec.: _____ Posted: t-sheet _____ h/c _____ web _____ Register: _____ (Office Use Only)
--

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

FACULTY ANNUAL EVALUATION¹

ENTER CALENDAR YEAR for review period: _____

Faculty Name:
Title/Rank:
Unit(s):

V Number:
Administrative Title:
(if applicable)

Responsibilities	PD %	Achievements Narrative	Met or Exceeded Expectations	
			Yes	No
Teaching and Advising ²				
Scholarship and Creative Activities ³				
Outreach and Extension ⁴				
University Service and Leadership ⁵				
<u>Overall faculty member met or exceeded the expectations defined in the position description</u>				

Commentary/recommendations on progress toward tenure, promotion, and/or continued satisfactory performance.*

* Relationship to Promotion and Tenure Process. The faculty annual performance evaluation is an administrative review. Annual evaluations are one component of the independent promotion and tenure process. See FSH 3520 and 3560 for details on the promotion and tenure process.

~~Faculty member is making progress on the goals defined in the position description, and contributes positively to life and learning at the University of Idaho.~~

~~Faculty member is not meeting University of Idaho performance expectations.~~

Unit Administrator Signature Date

Unit Administrator (joint appointments [if applicable]) Date

Faculty Signature⁶ Date

Dean Signature Date

- Interdisciplinary/Center Administrator Comments Attached** (if applicable). The unit administrator is responsible to solicit, discuss and consider evaluative comments from those interdisciplinary/center administrators listed in the faculty narrative. All solicited comments are to be attached to this form.⁷
- Faculty Comments Attached** (optional). The faculty member is allowed to include comments that respond to the administrator's evaluation.
- Dean's Comments Attached** (optional). If there is any significant difference in the commentary, recommendations, or evaluation overall between the department chair and college dean, the dean shall include a narrative stating the reasons for these differences. The form with attachments must be returned to the faculty member and an opportunity provided for the faculty member to respond for a second signature.⁸

~~Second Faculty Signature (if applicable) Date~~

Disclosure of Conflicts⁹

- If you have a conflict to disclose then you also will need to complete Form FSH 6240A.
 - If there is any change in your circumstance that may give rise to potential conflicts or eliminate potential conflicts previously disclosed, then you will need to complete Form FSH 6240A within 30 days of the change.
 - Disclose outside employment for compensation of more than 20 hours/week by completing FORM 6240B
- I **DO NOT** have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.
 - I **DO** have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.
 - I have submitted FSH 6240A and a plan to manage each conflict or apparent conflict to my unit administrator.

Faculty Signature Date

Unit Administrator Signature Date

¹ Faculty Staff Handbook section 3320
² Faculty Staff Handbook section 1565 C-1
³ Faculty Staff Handbook section 1565 C-2
⁴ Faculty Staff Handbook section 1565 C-3
⁵ Faculty Staff Handbook section 1565 C-4, 1420E
⁶ "At the conclusion of the review process, each faculty member shall sign the evaluation form indicating that she/he has had the opportunity to read the evaluation report and to discuss it with the unit administrator." FSH 3320 A1 e,f
⁷ Faculty Staff Handbook section 3050 B-2, 3320 A-1 d, 3520 E-1, G-3, G-4c, and 3560 C,E-2d
⁸ If there is a disagreement, see Faculty Staff Handbook section 3320 A-1 if
⁹ Faculty Staff Handbook section 6240

Faculty Annual Performance Evaluation¹
Includes Disclosure of Conflict⁹
For Review of Period: January through December (year) _____

Faculty Name: _____ Employee V#: _____

Rank: _____ Administrative Title (if applicable): _____

Unit(s): _____

Responsibilities	PD %	Narrative	Met or Exceeded Expectations	
			Yes	No
Teaching and Advising ²				
Scholarship and Creative Activities ³				
Outreach and Extension ⁴				
University Service and Leadership ⁵				
Overall faculty member met or exceeded the expectations defined in the position description				

Commentary/recommendations on progress toward tenure, promotion, and/or continued satisfactory performance.*

***Relationship to Promotion and Tenure Process.** The faculty annual performance evaluation is an administrative review. Annual evaluations are one component of the independent promotion and tenure process. See FSH 3520 and 3560 for details on the promotion and tenure process.

Unit Administrator Signature

Date

Unit Administrator Signature (joint appointments [if applicable])

Date

Faculty Signature ⁶

Date

Dean Signature

Date

- Interdisciplinary/Center Administrator Comments Attached** (if applicable). The unit administrator is responsible to solicit, discuss and consider evaluative comments from those interdisciplinary/center administrators listed in the faculty narrative. All solicited comments are to be attached to this form.⁷
- Faculty Comments Attached** (optional). The faculty member is allowed to include comments that respond to the administrator's evaluation.
- Dean's Comments Attached** (optional). If there is any significant difference in the commentary, recommendations, or evaluation overall between the department chair and college dean, the dean shall include a narrative stating the reasons for these differences. The form with attachments must be returned to the faculty member and an opportunity provided for the faculty member to respond.⁸

Disclosure of Conflicts⁹

- If you have a conflict to disclose then you also will need to complete Form FSH 6240A.
 - If there is any change in your circumstance that may give rise to potential conflicts or eliminate potential conflicts previously disclosed, then you will need to complete Form FSH 6240A within 30 days of the change.
 - Disclose outside employment for compensation of more than 20 hours/week by completing FORM 6240B
- I **DO NOT** have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.
- I **DO** have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.
- I have submitted FSH 6240A and a plan to manage each conflict or apparent conflict to my unit administrator.

Faculty Signature

Date

Unit Administrator Signature

Date

¹ Faculty Staff Handbook section 3320

² Faculty Staff Handbook section 1565 C-1

³ Faculty Staff Handbook section 1565 C-2

⁴ Faculty Staff Handbook section 1565 C-3

⁵ Faculty Staff Handbook section 1565 C-4, 1420E

⁶ "At the conclusion of the review process, each faculty member shall sign the evaluation form indicating that she/he has had the opportunity to read the evaluation report and to discuss it with the unit administrator." FSH 3320 A1 e

⁷ Faculty Staff Handbook section 3050 B-2, 3320 A-1 d, 3520 E-1, G-3, G-4c, and 3560 C,E-2d

⁸ If there is a disagreement, see Faculty Staff Handbook section 3320 A-1 i

⁹ Faculty Staff Handbook section 6240

UI FACULTY-STAFF HANDBOOK**CHAPTER THREE:****EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF**~~January- November 2017~~

3320

**ANNUAL PERFORMANCE EVALUATIONS ~~AND SALARY DETERMINATION~~
OF FACULTY MEMBERS
AND
PERFORMANCE EVALUATION OF ACADEMIC ADMINISTRATORS**

PREAMBLE: This section contains those policies and their attendant procedures for those periodic reviews of performance that affect faculty members and academic administrators. Policies concerning performance evaluation were part of the original 1979 Handbook, but were completely rewritten in July 2002 and further refined in 2003. In July 2007 Form 1 underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as align the form with the Strategic Action Plan. In January 2008 Form 1 was again revised to include a Disclosure of Conflicts statement to comply with FSH 6240. In 2009 this section was again revised to reflect recent changes to the faculty position description and evaluation forms to better integrate faculty interdisciplinary activities. In July 2010 B was added and FSH 1420 E-6 was incorporated into D to consolidate the evaluation process into one policy. In July 2014 changes were incorporated to ensure all faculty go through a review by their peers. In January 2017 a temporary fix to this policy was put in place to allow for a pilot narrative evaluation process for 2016 and ensure that existing policy would apply. Further information may be obtained from the Provost's Office (208-885-6448. [ed. 7-03, rev. 7-07, 1-08, 7-09, 7-10, 7-14, 1-17]

CONTENTS:

- A. Annual Performance Evaluation ~~and Salary Determination~~ for Faculty Members
- B. ~~Faculty~~ Performance ~~Below that does not Meet~~ Expectations ~~of Non-tenured Faculty Members~~
- ~~C. Performance Below Expectations of Tenured Faculty MembersDC.~~ Performance Evaluation of Academic Administrators
- ~~DE.~~ Sequence of Evaluation of Faculty Members and Administrators.

A. ANNUAL PERFORMANCE EVALUATION ~~AND SALARY DETERMINATION~~ FOR FACULTY MEMBERS.

A-1. PERFORMANCE EVALUATION. Annual evaluation of the performance of each member of the faculty is primarily the responsibility of the faculty member and ~~her/his~~ unit administrator. ~~Each unit will develop criteria in its bylaws for third year and periodic review of its faculty (FSH 1520 II Section 1). The committee for all reviews will be defined in unit bylaws and will include tenure track faculty (see FSH 3560 E 2 c). The materials listed in FSH 3560 E 2 a and b are critical and used by review committees when considering progress towards promotion (FSH 3560) and/or tenure (FSH 3520). The provost is responsible for preparing supplementary instructions each year, including the schedule for completion of the annual performance evaluations successive steps. Personnel on international assignment see FSH 3380 C. [rev. 7-03, 7-09, 7-14, ed. 7-10, 1-17]~~

a. Forms ~~Distributed~~. The Annual Performance Evaluation ~~Pilot~~ Form is available below. The form may not be altered without following the appropriate governance process (see FSH 1460). The ~~unit administrator~~~~immediate administrative officer~~ is responsible for ensuring that each faculty member uses the proper form together with ~~a copy of~~ the supplementary instructions as provided by the Provost Office. [rev. 7-01, 1-17]

~~**Approach during Pilot Study:** While the pilot narrative Annual Performance Evaluation form is being used, the specific references to performance and ratings found in this section are not in effect. Checking the “not meeting expectations box” on the pilot form triggers section B 1 for non tenured faculty and section C for tenured faculty. The evaluator must document the areas of concern that warrant checking the “not meeting expectations” box in the narrative review. If there are areas of concern that warrant attention, but do not rise to the level of “not meeting expectations” these too should be documented in the written narrative. [add. 1-17]~~

~~b. Performance expectations levels for each criterion are described below. The narrative in the evaluation form shall provide evidence to support the evaluation as follows: [ed. 7-10]~~

~~**i. Exceptional Performance that Meets or Exceeds Expectations (5)** is at least satisfactory extraordinary performance during the review period of a faculty member well beyond that required relative to the position description.~~

~~**ii. Performance that does not Meet Above Expectations (4)** denotes represents performance during the review period that is less better than expected of a faculty member relative to the position description and means improvement is necessary. An evaluation of not meeting expectations in one or more responsibility areas triggers procedures outlined in FSH 3320 B below. [ed. 7-09, 7-10]~~

~~**iii. Meets Expectations (3)** is the performance expected of a faculty member relative to the position description.~~

~~**iv. Below Expectations (2)** denotes performance that is less than expected of a faculty member relative to the position description and means improvement is necessary. A rating of below expectations in one or more criteria triggers procedures outlined in 3320 B or C. [rev. 7-09, 7-10]~~

~~**v. Unacceptable Performance (1)** is performance that is not acceptable relative to the position description and/or is inconsistent with the conditions for continued employment with the institution. Failure to meet these standards in any of the following ways will result in a rating of unacceptable performance: [rev. 7-09]~~

- ~~a) received a “1” rating the previous period but did not make the improvements required;~~
- ~~b) consistently violated one or more of the institution’s standards for meeting the expectations of the position; or~~
- ~~c) violated one or more standards of conduct as specified in the Faculty Staff Handbook.~~

c. Annual Report of Efforts and Accomplishments by Faculty Member. Each faculty member shall provide his or her unit administrator with the following materials in preparation for ~~use in~~ the annual performance evaluation:

- (1) Current Curriculum Vitae
- (2) UI Faculty Position Description for Annual Performance Review
- (3) Written detailed summary report of faculty activity for the period of the annual performance review that compares accomplishments to expectations in the Position Description for the review period ~~under review~~. This report may be in the form of a self-evaluation using the annual evaluation form included in this policy. [rev. 7-09]
- (4) Other materials necessary to document efforts and accomplishments for the review period ~~under review~~. [add. 7-01, ed. 7-10]

d. Evaluation of Faculty by Unit Administrators. Unit administrators evaluate their faculty members in their unit. The performance of each faculty member during the review period is judged on the basis of the position description(s) in effect during that period. In the case of a faculty member holding joint appointments and/or involved in

interdisciplinary activities, as described in the position description, in two or more academic or administrative units, it is the responsibility of the administrator in the faculty member's primary academic discipline to solicit and consider relevant information on job performance from other administrators with responsibility for the faculty member's work. [See also 3080 E-3.] *[rev. 7-09, ed. 7-10]*

~~Ratings are Whether a faculty member's performance meets expectations is determined by comparing the faculty member's performance to the position description for the review period. The results of the student evaluation of teaching are carefully weighed and used as a factor in this evaluation.~~ For each area of responsibility, the unit administrator shall describe the basis for her/his evaluation ~~of~~ in assessing the faculty member's performance. ~~Fin the ratings and narrative are entered as indicated on the form. The annual evaluation score for a faculty member in Form 1 relates to the faculty member's performance evaluation relative to his/her position description. The overall unit average is provided to the faculty member upon request so that each faculty member can gauge his/her performance relative to other faculty members within the unit.~~ After the unit administrator has completed ~~ratings and the narrative evaluations~~ evaluations for all faculty for the review period, ~~the unit administrator or she~~ shall provide the following items to each reviewed individual as they become available: *[rev. 7-03, 7-09]*

- (1) a copy of the individual's annual evaluation form ~~and narrative~~ *[rev. 7-09]*
- (2) if requested, comparative information to help assess performance evaluation ~~and numerical ratings, including, but not limited to:~~ *[rev. 7-09]*
 - (a) ~~Frequency distribution for overall ratings for the unit~~
 - (b) ~~Frequency distribution for overall ratings for the college~~ *[rev. 7-97, ren. and rev. 7-01]*

The unit administrator shall also include comments and recommendations for the faculty member's progress toward tenure, promotion or continued satisfactory performance in the appropriate place on the annual evaluation form.

e. Self-Evaluation and Conference. ~~Each faculty member is given an opportunity to use the evaluation form (FSH 3320 Form 1) to make an evaluation of his or her own performance. It is strongly recommended that the unit administrator meet with each faculty member.~~ The unit administrator shall provide each faculty member with the opportunity to meet to discuss the unit administrator's evaluation. (Suitable alternate arrangements ~~shall be~~ are made for off-campus personnel.) The purpose of this meeting is to review and discuss the administrator's evaluation and the faculty member's detailed report of activities ~~self-evaluation, if any.~~ The unit administrator should explain ~~the his or her ratings and~~ narrative providing a formative assessment on progress towards tenure, promotion, and/or continued satisfactory performance ~~related to the faculty member's performance during the year and any revisions in professional goals and objectives for the coming year.~~ The faculty member and the unit administrator should work to identify strategies to help the faculty member improve performance. The ~~ratings narrative evaluation~~ may be modified as a result of the discussion. At the conclusion of the review process, each faculty member shall sign the evaluation form indicating that she/he has had the opportunity to read the evaluation report and to discuss it with the unit administrator. If the faculty member wishes to respond to ~~disagrees with~~ the contents of the review, he/she shall be permitted to append a report response to the unit administrator's evaluation, ~~detailing the nature of the dissent.~~ A copy of the administrator's final evaluation shall be ~~is~~ given to the faculty member. *[ren. and rev. 7-01, rev. 7-09, ed. 7-10]*

f. College-Level Action. Copies of the performance evaluation materials forwarded by the unit administrator to the appropriate dean(s), for evaluation at the college(s) level, shall include: *[rev. 7-09]*

- 1) ~~thea narrative~~-evaluation form with the complete narrative and the ~~including~~ comments and recommendations on progress towards tenure, promotion, and/or continued satisfactory performance, and [rev. 7-09]
- 2) any ~~evaluative~~ comments provided by interdisciplinary/center administrators or from those administrators of faculty holding joint appointments provided pursuant to subsection A-1. d., above, and [rev. 7-09]
- 3) ~~the evaluation form, [rev. 7-09]~~

g. If the unit administrator fails to include attach the the required narrative and comments regarding whether the faculty member met expectations and comments/recommendations on the faculty member's progress toward tenure, promotion or continued satisfactory performance, evaluation and evaluative comments, the college ~~shall~~will return the materials to the unit administrator. [add. 7-09, rev. 7-10]

h. If the faculty member has attached a reportresponse to the evaluationfiles a dissenting from, the unit administrator's evaluation, the unit reportresponse shall be provided a copy to the dean with the annual evaluation form. The dean shall arrange a meeting with the unit administrator and the faculty member to attempt to resolve the relevant issues. ~~The dean enters an evaluation in the space provided on the evaluation form. A copy of that form is given to the faculty member and the original is forwarded to the Provost's Office for permanent filing [see FSH 1470 and APM 65.02]. A copy of the evaluation form is retained in the college office. If the dean concurs with the overall evaluation and rating of the faculty member by the unit administrator, no additional signature is required from the faculty member. [rev. 7-09, 7-10]~~

i. If there ~~are any differences in any rating between the unit administrator and~~ college dean disagrees with the unit administrator's evaluation, the dean shall attach a narrative stating the reasons for the disagreementse differences. A copy of the dean's narrative shall be provided to the faculty member. The faculty member may respond to the dean's evaluation before the evaluation is forwarded to the provost. The faculty member, unit administrator, and dean are encouraged to resolve the disagreement before forwarding the evaluation to the provost. If the matter remains unresolved at the college level, the provost shall be notified of the disagreement.

j. ~~and a second and subsequent signature by the faculty member, acknowledging receipt of the dean's evaluation and rating, is required~~The college shall forward allthe completed original evaluation material at the unit and college level, including the dean's narrative and faculty responses, if any, form, faculty member's report, and dean's and narrative to the pProvost's Office for permanent filing. ~~If the college fails to attach the narrative, the provost will return the form to the college. A copy of the evaluation form is retained in the college office. If the faculty member disagrees with the dDean's evaluation and the disagreement cannot be resolved at the college level, either party may choose to refer the matter to the University Ombuds (FSH 3820) and the faculty member may provide a response that shall be included with the evaluation forwarded to the provost. If the matter remains unresolved at the college level, the pProvost shall be notified of the disagreement. [ren. and rev. 7-01, rev. 12-06, 7-09, 7-10]~~

A-2. Relationship to Promotion and Tenure Process. The faculty annual performance evaluation is an administrative review. Annual evaluations are one component of the independent promotion and tenure process. See FSH 3520 and FSH 3560 for details on the promotion and tenure process.

A-2. SALARY DETERMINATION. This process is carried out at the departmental and higher levels of academic administration. [see FSH 3420.] [rev. 7-09]

B.- FACULTY PERFORMANCE THAT DOES NOT MEET BELOW EXPECTATIONS OF NON-TENURED FACULTY MEMBERS. [add. 7-10]

B-1. If the unit administrator determines that a ~~non-tenured~~ faculty member is not meeting performing below expectations, the unit administrator should consider the reasons for and explanations of the performance ~~variety of possible causes, other than inadequate effort on the faculty member's part, that might be responsible for the performance.~~ (see FSH 3190) [ed. 7-09, rev. 7-10]

The unit administrator, in consultation with the faculty member, should address the possible causes of the problem, should suggest appropriate resources and encourage the employee to seek such help. Faculty members and unit administrators may obtain referral information and advice from the ~~University Ombuds, and Human Resources, or the Provost's Office.~~ [ed. 12-06, 7-09, 7-14, rev. 7-16]

C-1B-2.— ANNUAL ASSESSMENT OF BELOW EXPECTATIONS PROVOST INVOLVEMENT. In the event of an overall evaluation of "does not meet expectations" where the faculty member's performance is so far below expectations that is it not acceptable in relation to the position description, score of 1, the provost may, in consultation with the dean and unit administrator, determine that further review of the faculty member's performance is required pursuant to . ~~This review will be conducted in accordance with the procedures prescribed in FSH 3320 B-5 below~~ C-2. [ren. and ed. 7-09, rev. 7-16]

B-32. FIRST ANNUAL OCCURRENCE.

a. ~~In the event that a non-tenured faculty member receives an annual evaluation concluding that he or she has performed below~~ has not met expectations overall or (2 or lower) within one or more areas of responsibility, the unit administrator ~~shall~~ will, at the same time he or she delivers the performance evaluation, offer to meet with the faculty member ~~to identify the reasons for the performance below expectations.~~ At this meeting, the faculty member and the unit administrator ~~shall~~ will review the faculty member's current ~~Position Description and examine strategies that would permit the faculty member to improve his or her performance. A mentoring committee shall be formed upon the request of either the The faculty member or the unit administrator. may request a mentoring~~ The committee shall be composed of two or more faculty members agreed upon by the unit administrator and faculty member. [rev. 7-09, 7-10]

b. ~~In the event that a non-tenured faculty member receives an annual evaluation concluding that he or she has performed below expectations (2 or below) in the overall score, the unit administrator will, at the same time he or she delivers the performance evaluation, offer to meet with the faculty member to identify the reasons for evaluating the performance as below expectations. At this meeting, the unit administrator will appoint a mentoring committee by selecting three individuals from a list of five faculty members nominated by the faculty member, or if the faculty member makes no nominations, will appoint three faculty members of her/his choosing. The mentoring committee's purpose is to help the faculty member improve performance. The members of the committee need not be drawn from the same unit as the faculty member. The faculty member or unit administrator may request that the University Ombuds attend meetings of the mentoring committee and faculty member.~~ [ed. 12-06, rev. 7-09, 7-10]

B-43. TWO SECOND CONSECUTIVE TWO OCCURENCES WITHIN THREE YEARS ANNUAL ASSESSMENTS OF BELOW EXPECTATIONS. In the event of two ~~consecutive~~ annual evaluations within three years concluding that the ~~non-tenured~~ faculty member has not met performed below expectations overall or within one or more areas of responsibility (2 or lower) the unit administrator ~~shall~~ will, at the same time he or she delivers the performance evaluation, arrange a meeting of the faculty member, the unit administrator and, ~~in the unit administrator's discretion,~~ the college dean ~~Dean of the~~

~~College. The faculty member or the unit administrator may request that the University Ombuds attend the meeting. [ed. 12-06, rev. 7-10]~~

The intent of the meeting is to review:

- a. the current position description and revise it if necessary to address the issues identified during the discussion. *[ed. 7-09]*
- b. the strategies implemented in the previous year(s) and to identify why the strategies did not result in the faculty member meeting expectations. The parties should re-examine strategies that would support improved performance by permit the faculty member ~~to improve his or her performance.~~ *[ed. 7-09]*

~~**C. PERFORMANCE BELOW EXPECTATIONS OF TENURED FACULTY MEMBERS.** Tenured faculty will follow the same process as described in B 1 through B 3 above. In addition, to identify and address specific problems early on, a tenured faculty member may be subject to a review as described in C 1 and C 2 below. The purpose of C 1 and C 2 is to assist the faculty member with getting back on track. *[add. 7-16]*~~

~~**C-1. ANNUAL ASSESSMENT OF BELOW EXPECTATIONS.** In the event of an overall score of 1, the provost may determine that further review of the faculty member's performance is required. This review will be conducted in accordance with the procedures prescribed in 3320 C 2. *[ren. and ed. 7-09, rev. 7-16]*~~

~~**BC-52. THREE OCCURENCES WITHIN FIVE YEARS CONSECUTIVE ANNUAL EVALUATION ASSESSMENTS OF BELOW EXPECTATIONS.** In the event of three consecutive annual evaluations of "does not meet below expectations" overall or within a five-year period, either overall or within one or more areas of responsibility, or a pattern of below expectations evaluations over five years (a summary score of 2 or lower), the Dean shall initiate a formal peer review. *[rev. 7-09, ren. 7-10]*~~

~~**a. Composition of the Review Committee.** The Review Committee ~~will~~ shall consist of at least four (4) ~~ix (6)~~ members, appointed as follows:~~

- (1) The ~~f~~Faculty member may ~~will~~ submit to the unit administrator a list of the names of three faculty members from within the unit and at least one three tenured faculty members from outside of the unit. If the faculty member is tenured or on the tenure track, faculty on the committee should be tenured faculty unless no tenured faculty are available. The unit administrator shall appoint the committee, including at least two names from the faculty member's list. ~~will submit a similar list to the faculty member. From the list given to the faculty member, he/she will select one person from inside of the unit and one from outside the unit. From the list given to the unit administrator, he/she will select one person from inside of the unit and one from outside the unit.~~
- (2) The committee members will ~~shall~~ select as chair ~~another faculty member from within the unit.~~
- (3) ~~The Ombuds or his/her designee shall be an ex-officio member of the committee. *[ed. 12-06]*~~

~~**b. Report and Timing of the Review.** The committee report includes the review and possible recommendation(s), and shall ~~will~~ be completed within sixty days of the annual evaluation.~~

~~**c. The Review.** The purpose of the review is to assess the level of performance of the faculty member, and the unit administrator's evaluation of that performance. To that end, the committee shall assess the reasonableness of the previous evaluations, and the appropriateness of the development plans, as well as any material submitted by strategies put in place to assist the faculty member ~~and the unit.~~~~

The faculty member and ~~chair the unit administrator shall~~will provide the following materials ~~for the review period under review~~ to the committee:

- 1) Updated Curriculum Vitae of the faculty member,
- 2) Position Descriptions, ~~for the past four years~~
- 3) Annual evaluation materials submitted by the faculty member, ~~for the past three years~~
- 4) Annual Evaluations of the faculty member by the unit ~~administrator~~head and the ~~Dean,~~ for the past three years
- 5) Student and peer evaluations (if any) of teaching, ~~for the past four years~~
- ~~6) A summary of the strategies put in place to assist the faculty member,~~
- ~~6) A self-evaluation of teaching~~
- 7) A self-assessment summary of each area of the faculty member's responsibility and what the faculty member has learned and achieved during the ~~review period under review~~past four (4) years, including contributions to the department, university, state, nation, and field (about 2 pages).

The faculty member may submit any additional information he or she desires, and the committee may request additional materials as it deems necessary.

d. Responses to Committee Report. The ~~committee chair shall submit the report to the~~ faculty member, ~~unit administrator~~chair, and dean, ~~will receive the report and will~~ Each recipient shall have fifteen days from the report's date to submit written responses to the review committee. The ~~review~~ committee ~~chair shall~~will send the report and all responses to the provost.

e. Provost. The ~~P~~provost ~~shall~~will be responsible for determining the appropriate resolution, which may include: [rev. 7-09]

- 1) continuing the status quo;
- 2) mentoring to address area(s) of concern;
- 3) termination for cause;
- 4) consideration of other recommended resolution(s). [1-4 add. 7-09]

B-6. Non-Tenured Faculty. Pursuant to Regent's policy, non-tenured faculty do not have an expectation of contract renewal beyond that stated in FSH 3900 B-2, absent a specific written multi-year contract. The process set forth in FSH 3320 B does not require the University to renew a non-tenured faculty contract. The process set forth in FSH 3320 B shall not be required for a non-tenured faculty member who has been given notice of non-renewal.

DC. PERFORMANCE EVALUATION OF ACADEMIC ADMINISTRATORS.—[ed. 7-09, ren. 7-10]

DC-1. EVALUATION BY FACULTY MEMBERS. Opportunity is provided for an annual performance evaluation of college deans, assistant and associate deans, and administrators of academic departments and other intracollege units by the faculty members of the respective units. The provost sends each faculty member an appropriate number of copies of the form, "Annual Faculty Evaluation of Academic Administrators" [form 2 appended to this section] to be used for evaluation of the unit or center administrator, one to be used for evaluation of the dean, and one to be used for evaluation of each assistant or associate dean in the college. [ren. & ed. 7-10, 10-10]

CD-2. EVALUATION OF UNIT AND CENTER ADMINISTRATORS AND ASSISTANT AND ASSOCIATE DEANS. The review and evaluation of unit and center administrators, and assistant and associate deans, require consideration of their responsibilities as faculty members and as administrators as defined by percentage allocations in the Annual Position Description. All administrators are entitled to a review and evaluation of their performance as faculty members. Further, all administrators are

entitled to a review of their performance as administrators. (Forms to be used in the evaluation of administrators are found in Form 1 and 2. [rev. 7-99, ed. 3-07, rev. & ren. 7-10 (incorporated 1420 E-6 into this entire section ~~CD-2~~ through ~~DC-4~~])

1. Evaluation as a Faculty Member.

a. Annual Evaluation. The annual evaluation of an administrator's performance as a faculty member shall be conducted by the dean of the college in accordance with the provisions of *FSH* 3320 A above.

b. Third Year Review. If the administrator is untenured, there shall be a third-year review in accordance with the procedures outlined in *FSH* 3520 G-4.

2. Evaluation as an Administrator.

a. Annual Evaluation. The dean shall conduct an annual evaluation of each administrator's performance in accordance with the responsibilities specified in *FSH* 1420 E-1 and in the Annual Position Description. The dean and administrator will negotiate the administrator's Annual Position Description on the basis of the unit's needs, and make it available to the faculty for annual evaluation purposes. The administrator will present his or her annual goals for the unit at the beginning of the review year and report on his/her effectiveness in meeting last year's goals. Annual goals should be based on the unit action plan, needs of the unit, and discussion with the dean. The dean will make a conscientious effort to solicit input from unit faculty through evaluation form 2. [rev. 7-99, ed. 6-09, 10-10]

Unit faculty must send completed copies of form 2 directly to the dean. The dean furnishes the administrator a summary of the faculty evaluations in such a way that the confidentiality of individual evaluations is preserved. The dean may arrange a conference with the administrator to discuss the summary. After these steps have been completed, the dean shall destroy the individual faculty members' evaluations and shall file the written summary in the dean's office. The dean then submits a summary of conclusions and recommendations resulting from the review to the provost, who in turn makes his or her review and forwards recommendations to the president. The dean will then provide feedback to faculty who have submitted form 2, as appropriate. [ed. 10-10]

~~CD-3. EVALUATION OF DEANS.~~ The provost shall conduct an annual evaluation of each dean's performance in accordance with the dean's responsibilities specified in *FSH* 1420 D-2 and in the Annual Position Description. The provost and dean will negotiate the Annual Position Description for the dean on the basis of the college's needs and make it available to the faculty for annual evaluation purposes. The dean will present his or her annual goals for the college at the beginning of the review year and report on his or her effectiveness in meeting last year's goals. Annual goals should be based on the college's action plan, needs of the college, and discussion with the provost. The provost will make a conscientious effort to solicit input from college faculty through evaluation form 2. [ed. 10-10]

College faculty will send completed copies of form 2 directly to the provost. The provost will summarize the faculty responses and share that summary with the dean. In preparing and conveying that summary, the provost has the responsibility to ensure that faculty comments are confidential. This includes, but is not limited to, avoiding the use of any phrases that can identify the faculty member making the comments. The provost may arrange a conference with the dean to discuss the summary. After these steps have been completed, the provost shall destroy individual faculty members' evaluations and file the written summary in the Office of Academic Affairs. The provost must then submit a summary of conclusions and recommendations resulting from the review to the president.

The provost will then provide feedback to faculty who have submitted form 2, as appropriate. [*ed. 10-10*]

CD-4. PERIODIC REVIEW OF ADMINISTRATORS. Each administrator is formally reviewed at least six months before the end of each appointment term, or, if there is not a fixed appointment term, at least every five years.—The Provost appoints an ad hoc review committee to include faculty, department chairs, and experienced administrators of other units. The periodic review will be conducted at the request of the Provost and Executive Vice President and in accordance with the mechanisms of formal review, which must provide for the following:

1. Opportunity for the dean, center administrator, or unit administrator to prepare a report/portfolio summarizing his or her administrative achievements for the period, including annual reviews; [*rev. and ren. 7-99*]
2. Opportunity for all faculty and staff of the college/unit to participate in the review;
3. Solicitation of input by the committee from appropriate constituencies of the college/unit. Confidentiality of all individual evaluations will be ensured; [*add. 7-99*]
4. Preparation by the review committee of a written report summarizing the findings and recommendations of the review, which will be forwarded to the Provost and the dean/center or unit administrator; [*ed. and ren. 7-99*]
5. The provost will submit the written report along with any additional comments and recommendations to the president and provide appropriate feedback to the administrator. [*rev. and ren. 7-99*]

a. Additional Review. The provost and/or college dean may initiate a review at any time he or she determines a review is needed.—The dean shall submit to the provost a summary of conclusions and recommendations resulting from this additional review. If the review is conducted by the provost, he or she shall submit a summary of conclusions and recommendations to the president.

The faculty of the unit may also initiate, by majority vote, a formal review (as outlined above) of the unit administrator. The tenured faculty of a college may also initiate, by majority vote, a formal review (as outlined above) of the college dean.

DE. SEQUENCE OF EVALUATION OF FACULTY MEMBERS AND ADMINISTRATORS. The provost prepares the schedule for completion of steps in the performance evaluation and salary determination process each year. The schedule will ensure that faculty members' evaluations of unit or center administrators and assistant and associate deans have been received by the dean before the administrators' recommendations on salary, promotion, and tenure are made known to the faculty and, similarly, that faculty members' evaluations of deans have been received by the provost before the deans' recommendations on salary, promotion, and tenure are made known to the faculty. Likewise, the summaries of faculty evaluations of unit or center administrators, assistant and associate deans, and deans will be communicated to the persons evaluated after their recommendations on faculty salary, promotion, and tenure have been transmitted to the provost. [*ren. & rev. 7-10*]

*NOTE: In October of 2010 it was determined that elimination of Form 2A was possible with minor edits to Form 1 (addition of reference FSH 1420 E to box 4). As such, Form 1 may be used in lieu of Form 2A by administrators, if desired.—Given this change, form 2B becomes Form 2 (see the UI Policy website for redline versions or contact the Faculty Secretary's Office or Provost's Office for further clarification).

UI FACULTY-STAFF HANDBOOK**CHAPTER THREE:****EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF**

November 2017

3320

ANNUAL PERFORMANCE EVALUATIONS OF FACULTY MEMBERS
AND
PERFORMANCE EVALUATION OF ACADEMIC ADMINISTRATORS

PREAMBLE: This section contains those policies and their attendant procedures for those periodic reviews of performance that affect faculty members and academic administrators. Policies concerning performance evaluation were part of the original 1979 Handbook, but were completely rewritten in July 2002 and further refined in 2003. In July 2007 Form 1 underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as align the form with the Strategic Action Plan. In January 2008 Form 1 was again revised to include a Disclosure of Conflicts statement to comply with FSH 6240. In 2009 this section was again revised to reflect recent changes to the faculty position description and evaluation forms to better integrate faculty interdisciplinary activities. In July 2010 B was added and FSH 1420 E-6 was incorporated into D to consolidate the evaluation process into one policy. In July 2014 changes were incorporated to ensure all faculty go through a review by their peers. In January 2017 a temporary fix to this policy was put in place to allow for a pilot narrative evaluation process for 2016 and ensure that existing policy would apply. Further information may be obtained from the Provost's Office (208-885-6448. [ed. 7-03, rev. 7-07, 1-08, 7-09, 7-10, 7-14, 1-17]

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- B. Faculty Performance that does not Meet Expectations
- C. Performance Evaluation of Academic Administrators
- D. Sequence of Evaluation of Faculty Members and Administrators.

A. ANNUAL PERFORMANCE EVALUATION FOR FACULTY MEMBERS.

A-1. PERFORMANCE EVALUATION. Annual evaluation of the performance of each member of the faculty is primarily the responsibility of the faculty member and unit administrator. The provost is responsible for preparing supplementary instructions each year, including the schedule for completion of the annual performance evaluation. Personnel on international assignment see FSH 3380 C. [rev. 7-03, 7-09, 7-14, ed. 7-10, 1-17]

a. Forms. The Annual Performance Evaluation Form is available below. The form may not be altered without following the appropriate governance process (see FSH 1460). The unit administrator is responsible for ensuring that each faculty member uses the proper form together with the supplementary instructions as provided by the Provost Office. [rev. 7-01, 1-17]

b. Performance expectations are described below. The narrative in the evaluation form shall provide evidence to support the evaluation. [ed. 7-10]

i. Performance that Meets or Exceeds Expectations is at least satisfactory performance during the review period of a faculty member relative to the position description.

ii. Performance that does not Meet Expectations denotes performance during the review period that is less than expected of a faculty member relative to the position description and means improvement is necessary. An evaluation of not

meeting expectations in one or more responsibility areas triggers procedures outlined in FSH 3320 B below.

c. Annual Report of Efforts and Accomplishments by Faculty Member. Each faculty member shall provide his or her unit administrator with the following materials in preparation for the annual performance evaluation:

- (1) Current Curriculum Vitae
- (2) UI Faculty Position Description for Annual Performance Review
- (3) Written detailed summary report of faculty activity for the period of the annual performance review that compares accomplishments to expectations in the Position Description for the review period. This report may be in the form of a self-evaluation using the annual evaluation form included in this policy. *[rev. 7-09]*
- (4) Other materials necessary to document efforts and accomplishments for the review period. *[add. 7-01, ed. 7-10]*

d. Evaluation of Faculty by Unit Administrators. Unit administrators evaluate the faculty members in their unit. The performance of each faculty member during the review period is judged on the basis of the position description(s) in effect during that period. In the case of a faculty member holding joint appointments and/or involved in interdisciplinary activities, as described in the position description, in two or more academic or administrative units, it is the responsibility of the administrator in the faculty member's primary academic discipline to solicit and consider relevant information on job performance from other administrators with responsibility for the faculty member's work. *[See also 3080 E-3.] [rev. 7-09, ed. 7-10]*

Whether a faculty member's performance meets expectations is determined by comparing the faculty member's performance to the position description for the review period. For each area of responsibility, the unit administrator shall describe the basis for her/his evaluation of the faculty member's performance in the narrative on the form. After the unit administrator has completed the narrative evaluation for all faculty for the review period, the unit administrator shall provide the following items to each reviewed individual as they become available: *[rev. 7-03, 7-09]*

- (1) a copy of the individual's annual evaluation form *[rev. 7-09]*
- (2) if requested, comparative information to help assess performance evaluation

The unit administrator shall also include comments and recommendations for the faculty member's progress toward tenure, promotion or continued satisfactory performance in the appropriate place on the annual evaluation form.

e. Conference. It is strongly recommended that the unit administrator meet with each faculty member. The unit administrator shall provide each faculty member with the opportunity to meet to discuss the unit administrator's evaluation. (Suitable alternate arrangements shall be made for off-campus personnel.) The purpose of this meeting is to review and discuss the administrator's evaluation and the faculty member's detailed report of activities. The unit administrator should explain the narrative providing a formative assessment on progress towards tenure, promotion, and/or continued satisfactory performance. The faculty member and the unit administrator should work to identify strategies to help the faculty member improve performance. The evaluation may be modified as a result of the discussion. At the conclusion of the review process, each faculty member shall sign the evaluation form indicating that she/he has had the opportunity to read the evaluation report and to discuss it with the unit administrator. If the faculty member wishes to respond to the contents of the review, he/she shall be permitted to append a response to the unit administrator's evaluation. A copy of the administrator's final evaluation shall be given to the faculty member. *[ren. and rev. 7-01, rev. 7-09, ed. 7-10]*

f. College-Level Action. Copies of the performance evaluation materials forwarded by the unit administrator to the appropriate dean(s), for evaluation at the college(s) level, shall include: *[rev. 7-09]*

(1) the evaluation form with the complete narrative and the comments and recommendations on progress towards tenure, promotion, and/or continued satisfactory performance, and *[rev. 7-09]*

(2) any comments provided by interdisciplinary/center administrators or from those administrators of faculty holding joint appointments provided pursuant to subsection A-1. d., above. *[rev. 7-09]*

g. If the unit administrator fails to include the required narrative and comments/recommendations the college shall return the materials to the unit administrator. *[add. 7-09, rev. 7-10]*

h. If the faculty member has attached a response to the evaluation, the response shall be provided to the dean with the annual evaluation form. The dean shall arrange a meeting with the unit administrator and the faculty member to attempt to resolve the relevant issues.

i. If the college dean disagrees with the unit administrator's evaluation, the dean shall attach a narrative stating the reasons for the disagreement. A copy of the dean's narrative shall be provided to the faculty member. The faculty member may respond to the dean's evaluation before the evaluation is forwarded to the provost. The faculty member, unit administrator, and dean are encouraged to resolve the disagreement before forwarding the evaluation to the provost. If the matter remains unresolved at the college level, the provost shall be notified of the disagreement.

j. The college shall forward all evaluation material at the unit and college level, including the dean's narrative and faculty responses, if any, to the provost for permanent filing. *[ren. and rev. 7-01, rev. 12-06, 7-09, 7-10]*

A-2. Relationship to Promotion and Tenure Process. The faculty annual performance evaluation is an administrative review. Annual evaluations are one component of the independent promotion and tenure process. See FSH 3520 and FSH 3560 for details on the promotion and tenure process.

B. FACULTY PERFORMANCE THAT DOES NOT MEET EXPECTATIONS. *[add. 7-10]*

B-1. If the unit administrator determines that a faculty member is not meeting expectations, the unit administrator should consider the reasons for and explanations of the performance (see FSH 3190). *[ed. 7-09, rev. 7-10]*

The unit administrator, in consultation with the faculty member, should address the possible causes of the problem, should suggest appropriate resources and encourage the employee to seek such help. Faculty members and unit administrators may obtain referral information and advice from the Ombuds, Human Resources, or the Provost's Office. *[ed. 12-06, 7-09, 7-14, rev. 7-16]*

B-2. PROVOST INVOLVEMENT. In the event of an overall evaluation of "does not meet expectations" where the faculty member's performance is so far below expectations that is it not acceptable in relation to the position description, the provost may, in consultation with the dean and unit administrator, determine that further review of the faculty member's performance is required pursuant to FSH 3320 B-5 below. *[ren. and ed. 7-09, rev. 7-16]*

B-3. FIRST OCCURRENCE. In the event that a faculty member has not met expectations overall or within one or more areas of responsibility, the unit administrator shall offer to

meet with the faculty member.. At this meeting, the faculty member and the unit administrator shall review the faculty member's Position Description and examine strategies that would permit the faculty member to improve performance. A mentoring committee shall be formed upon the request of either the faculty member or the unit administrator. The committee shall be composed of two or more faculty members agreed upon by the unit administrator and faculty member. *[rev. 7-09, 7-10]*

B-4. TWO OCCURENCES WITHIN THREE YEARS. In the event of two annual evaluations within three years concluding that the faculty member has not met expectations overall or within one or more areas of responsibility the unit administrator shall arrange a meeting of the faculty member, the unit administrator and the college dean *[ed. 12-06, rev. 7-10]*

The intent of the meeting is to review:

a. the current position description and revise it if necessary to address the issues identified during the discussion. *[ed. 7-09]*

b. the strategies implemented in the previous year(s) and to identify why the strategies did not result in the faculty member meeting expectations. The parties should re-examine strategies that would support improved performance by the faculty member. *[ed. 7-09]*

B-5. THREE OCCURENCES WITHIN FIVE YEARS. In the event of three annual evaluations of "does not meet expectations" within a five-year period, either overall or within one or more areas of responsibility, the dean shall initiate a formal peer review. *[rev. 7-09, ren. 7-10]*

a. **Composition of the Review Committee.** The Review Committee shall consist of at least four (4) members, appointed as follows:

- (1) The faculty member may submit to the unit administrator a list of the names of three faculty members from within the unit and at least one faculty member from outside of the unit. If the faculty member is tenured or on the tenure track, faculty on the committee should be tenured faculty unless no tenured faculty are available. The unit administrator shall appoint the committee, including at least two names from the faculty member's list.
- (2) The committee members shall select a chair.

b. **Report and Timing.** The committee report includes the review and possible recommendation(s), and shall be completed within sixty days of the annual evaluation.

c. **The Review.** The purpose of the review is to assess the level of performance of the faculty member, the reasonableness of the previous evaluations, and the appropriateness of the strategies put in place to assist the faculty member.

The faculty member and the unit administrator shall provide the following materials for the review period to the committee:

- (1) Updated Curriculum Vitae of the faculty member,
- (2) Position Descriptions,
- (3) Annual evaluation materials submitted by the faculty member,
- (4) Annual Evaluations of the faculty member by the unit administrator and the dean,
- (5) Student and peer evaluations (if any) of teaching,
- (6) A summary of the strategies put in place to assist the faculty member,
- (7) A self-assessment summary of each area of the faculty member's responsibility and what the faculty member has learned and achieved during the review period, including contributions to the department, university, state, nation, and field (about 2 pages).

The faculty member may submit any additional information he or she desires, and the committee may request additional materials as it deems necessary.

d. Responses to Committee Report. The committee chair shall submit the report to the faculty member, unit administrator, and dean. Each recipient shall have fifteen days from the report's date to submit written responses to the review committee. The committee chair shall send the report and all responses to the provost.

e. Provost. The provost shall be responsible for determining the appropriate resolution, which may include: *[rev. 7-09]*

- (1) continuing the status quo;
- (2) mentoring to address area(s) of concern;
- (3) termination for cause;
- (4) consideration of other recommended resolution(s). *[1-4 add. 7-09]*

B-6. Non-Tenured Faculty. Pursuant to Regent's policy, non-tenured faculty do not have an expectation of contract renewal beyond that stated in FSH 3900 B-2, absent a specific written multi-year contract. The process set forth in FSH 3320 B does not require the University to renew a non-tenured faculty contract. The process set forth in FSH 3320 B shall not be required for a non-tenured faculty member who has been given notice of non-renewal.

C. PERFORMANCE EVALUATION OF ACADEMIC ADMINISTRATORS. *[ed. 7-09, ren. 7-10]*

C-1. EVALUATION BY FACULTY MEMBERS. Opportunity is provided for an annual performance evaluation of college deans, assistant and associate deans, and administrators of academic departments and other intracollege units by the faculty members of the respective units. The provost sends each faculty member an appropriate number of copies of the form, "Annual Faculty Evaluation of Academic Administrators" [form 2 appended to this section] to be used for evaluation of the unit or center administrator, one to be used for evaluation of the dean, and one to be used for evaluation of each assistant or associate dean in the college. *[ren. & ed. 7-10, 10-10]*

C-2. EVALUATION OF UNIT AND CENTER ADMINISTRATORS AND ASSISTANT AND ASSOCIATE DEANS. The review and evaluation of unit and center administrators, and assistant and associate deans, require consideration of their responsibilities as faculty members and as administrators as defined by percentage allocations in the Annual Position Description. All administrators are entitled to a review and evaluation of their performance as faculty members. Further, all administrators are entitled to a review of their performance as administrators. (Forms to be used in the evaluation of administrators are found in Form 1 and 2. *[rev. 7-99, ed. 3-07, rev. & ren. 7-10 (incorporated 1420 E-6 into this entire section C-2 through C-4)]*

1. Evaluation as a Faculty Member.

a. Annual Evaluation. The annual evaluation of an administrator's performance as a faculty member shall be conducted by the dean of the college in accordance with the provisions of *FSH 3320 A* above.

b. Third Year Review. If the administrator is untenured, there shall be a third-year review in accordance with the procedures outlined in *FSH 3520 G-4*.

2. Evaluation as an Administrator.

a. Annual Evaluation. The dean shall conduct an annual evaluation of each administrator's performance in accordance with the responsibilities specified in

FSH 1420 E-1 and in the Annual Position Description. The dean and administrator will negotiate the administrator's Annual Position Description on the basis of the unit's needs, and make it available to the faculty for annual evaluation purposes. The administrator will present his or her annual goals for the unit at the beginning of the review year and report on his/her effectiveness in meeting last year's goals. Annual goals should be based on the unit action plan, needs of the unit, and discussion with the dean. The dean will make a conscientious effort to solicit input from unit faculty through evaluation form 2. *[rev. 7-99, ed. 6-09, 10-10]*

Unit faculty must send completed copies of form 2 directly to the dean. The dean furnishes the administrator a summary of the faculty evaluations in such a way that the confidentiality of individual evaluations is preserved. The dean may arrange a conference with the administrator to discuss the summary. After these steps have been completed, the dean shall destroy the individual faculty members' evaluations and shall file the written summary in the dean's office. The dean then submits a summary of conclusions and recommendations resulting from the review to the provost, who in turn makes his or her review and forwards recommendations to the president. The dean will then provide feedback to faculty who have submitted form 2, as appropriate. *[ed. 10-10]*

C-3. EVALUATION OF DEANS. The provost shall conduct an annual evaluation of each dean's performance in accordance with the dean's responsibilities specified in *FSH 1420 D-2* and in the Annual Position Description. The provost and dean will negotiate the Annual Position Description for the dean on the basis of the college's needs and make it available to the faculty for annual evaluation purposes. The dean will present his or her annual goals for the college at the beginning of the review year and report on his or her effectiveness in meeting last year's goals. Annual goals should be based on the college's action plan, needs of the college, and discussion with the provost. The provost will make a conscientious effort to solicit input from college faculty through evaluation form 2. *[ed. 10-10]*

College faculty will send completed copies of form 2 directly to the provost. The provost will summarize the faculty responses and share that summary with the dean. In preparing and conveying that summary, the provost has the responsibility to ensure that faculty comments are confidential. This includes, but is not limited to, avoiding the use of any phrases that can identify the faculty member making the comments. The provost may arrange a conference with the dean to discuss the summary. After these steps have been completed, the provost shall destroy individual faculty members' evaluations and file the written summary in the Office of Academic Affairs. The provost must then submit a summary of conclusions and recommendations resulting from the review to the president. The provost will then provide feedback to faculty who have submitted form 2, as appropriate. *[ed. 10-10]*

C-4. PERIODIC REVIEW OF ADMINISTRATORS. Each administrator is formally reviewed at least six months before the end of each appointment term, or, if there is not a fixed appointment term, at least every five years. The Provost appoints an ad hoc review committee to include faculty, department chairs, and experienced administrators of other units. The periodic review will be conducted at the request of the Provost and Executive Vice President and in accordance with the mechanisms of formal review, which must provide for the following:

1. Opportunity for the dean, center administrator, or unit administrator to prepare a report/portfolio summarizing his or her administrative achievements for the period, including annual reviews; *[rev. and ren. 7-99]*
2. Opportunity for all faculty and staff of the college/unit to participate in the review;

3. Solicitation of input by the committee from appropriate constituencies of the college/unit. Confidentiality of all individual evaluations will be ensured; *[add. 7-99]*
4. Preparation by the review committee of a written report summarizing the findings and recommendations of the review, which will be forwarded to the Provost and the dean/center or unit administrator; *[ed. and ren. 7-99]*
5. The provost will submit the written report along with any additional comments and recommendations to the president and provide appropriate feedback to the administrator. *[rev. and ren. 7-99]*

a. Additional Review. The provost and/or college dean may initiate a review at any time he or she determines a review is needed. The dean shall submit to the provost a summary of conclusions and recommendations resulting from this additional review. If the review is conducted by the provost, he or she shall submit a summary of conclusions and recommendations to the president.

The faculty of the unit may also initiate, by majority vote, a formal review (as outlined above) of the unit administrator. The tenured faculty of a college may also initiate, by majority vote, a formal review (as outlined above) of the college dean.

D. SEQUENCE OF EVALUATION OF FACULTY MEMBERS AND ADMINISTRATORS. The provost prepares the schedule for completion of steps in the performance evaluation and salary determination process each year. The schedule will ensure that faculty members' evaluations of unit or center administrators and assistant and associate deans have been received by the dean before the administrators' recommendations on salary, promotion, and tenure are made known to the faculty and, similarly, that faculty members' evaluations of deans have been received by the provost before the deans' recommendations on salary, promotion, and tenure are made known to the faculty. Likewise, the summaries of faculty evaluations of unit or center administrators, assistant and associate deans, and deans will be communicated to the persons evaluated after their recommendations on faculty salary, promotion, and tenure have been transmitted to the provost. *[ren. & rev. 7-10]*

***NOTE:** In October of 2010 it was determined that elimination of Form 2A was possible with minor edits to Form 1 (addition of reference FSH 1420 E to box 4). As such, Form 1 may be used in lieu of Form 2A by administrators, if desired. Given this change, form 2B becomes Form 2 (see the UI Policy website for redline versions or contact the Faculty Secretary's Office or Provost's Office for further clarification).

UI FACULTY-STAFF HANDBOOK

CHAPTER THREE:

EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

July 2016

3720
SABBATICAL LEAVE

PREAMBLE: This section describes the terms of eligibility for sabbatical leave for UI faculty. The policy is derived from, and incorporates all of, the State Board of Education, Governing Policies and Procedures, II-G. 3 b. This section was an original part of the 1979 Handbook and has been changed in only editorial ways since. In 2016 changes were made to clarify process and to ensure that any SLEC member, who submits a sabbatical application while serving on the committee, recuse themselves from all evaluations during said period. Except where explicitly noted, the text is as of July 1996. Further information is available from the current chair of the Sabbatical Leave Evaluation Committee. [ed. 6-09, rev. 7-16]

CONTENTS:

- A. General Policy
- B. Purpose
- C. Period of Leave and Restrictions on Service and Salary
- D. ~~Restrictions on Service~~ Application for Sabbatical Leave
- E. Criteria and Salary Rating System Used in Evaluating Applications
- ~~E. Annual Job~~ F. Schedule for Applying
- G. Position Description and Annual Performance Evaluation
- ~~F. H.~~ Changes in or Cancellation of Sabbatical Leave
- G. I. Return
- H. ~~Application for Leave~~
- I. ~~Rating System~~
- J. ~~Procedure for Rating~~
- K. ~~Criteria Used in Evaluating Proposals~~

A. GENERAL POLICY. Members of the UI faculty [see 1520 II-1] ~~with having completed six years of employment at the University of Idaho in a tenure track appointment tenure at the time of sabbatical leave, and the rank of senior instructor or above, or the equivalent of such rank, leave is to be effective may be granted sabbatical leave after. A faculty member who is untenured, but expects a tenure decision by the time the sabbatical leave is to be taken, may submit an application. Tenured faculty may apply for additional sabbaticals provided that six full academic years have elapsed of service at UI or after six full academic years have elapsed since the faculty member's end of the most recent sabbatical and the beginning of the requested sabbatical leave at UI. Sabbatical leave is granted on the basis of application by the faculty member and recommendation by the Sabbatical Leave Evaluation Committee (SLEC) [see 1640.74] and upon approval by the Faculty Senate and the president or designee. Faculty are advised to contact HR to discuss how a sabbatical leave may impact their benefits. In addition, in the event a sabbatical leave will cross over to a new fiscal year, the faculty member is strongly advised to discuss whether, and what impact, the leave may have on salary. Sabbatical leave applications by faculty members in the Cooperative Extension System (CES) are handled/processed separately; conditions of leave for these faculty members are established and funding is provided by the CES and their applications are evaluated by a committee of the CES. [ed. 7-01, 7-02, 6-09]~~

B. PURPOSE. ~~Sabbatical leaves are designed to encourage scientific inquiry, research, artistic creation, clinical/technical expertise and innovation in teaching. The primary purpose of a sabbatical leave is to enhance the faculty member's value to UI. Specifically, a sabbatical leave is to be used for one or more of the following purposes:~~

~~**B-1.** Research, scholarship, or study intended to result in publication or invention.~~

~~**B-2.** Refresher courses or a program of study, work, or travel designed to keep the faculty member abreast of the latest developments in his or her area of specialization.~~

~~**B-3.** Work toward an advanced degree.~~

C. PERIOD OF LEAVE AND RESTRICTIONS ON SERVICE AND SALARY. A sabbatical leave is for ~~either~~ one-half academic or ~~_~~fiscal year at full pay or ~~a one full academic or full academic or~~ fiscal year at half pay, depending on the type of appointment held by the faculty member. Faculty on sabbatical continue to be full time employees of the University. Outside employment while on sabbatical must be disclosed per FSH 3260. Note that those on full year sabbaticals must arrange for full year life insurance and disability benefits if so interested. [See APM 55.42] [ed. 1-11]

~~**D. RESTRICTIONS ON SERVICE AND SALARY.** The decision as to the acceptability of a proposal will not be based on whether additional remuneration may be received, but rather on the probability that the faculty member will enhance his or her value to UI. Teaching elsewhere or working in research laboratories of industry or government may be approved if such activities can be expected to contribute significantly to the acquisition of useful ideas and practices. In no case will leave be granted primarily for the purpose of augmenting the person's income. The benefit to UI must be foremost in the consideration leading to approval of the leave.~~

H.D. APPLICATION FOR SABBATICAL LEAVE. Complete applications for leave must be submitted to the provost or designee who will collect and forward them to the Sabbatical Leave Evaluation Committee (SLEC). The application must contain:

~~An application is submitted to the SLEC with recommendation from the unit administrator and dean. Any SLEC member who submits an application for consideration must recuse themselves from reviewing all applications for that application period. The SLEC evaluates the proposal in accordance with subsections I, J, and K, below. Therefore, the application should present the merit of the proposed leave clearly and convincingly and should be prepared with the care and thoroughness of a paper submitted for publication. The application should consist of the following [rev. 7-97, 7-16, ed. 7-02, 8-11]:~~

Commented [TA(1): Formerly H.

~~**HD-1. Cover Page.** ~~A required template for the cover page is included at the end of this policy and must be filled out completely.~~ Include a title indicative of the proposed sabbatical activity, the period of requested leave, name and rank of the applicant, and signatures of the administrators approving the application.~~

~~**HD-2. Abstract.** Maximum length: 100 words.~~

~~**HD-3. Description of Proposed Plan for Sabbatical.** Major headings should include a detailed statement of what the applicant plans to do while on sabbatical, the objectives and significance of the proposed activities, the value of these activities to the applicant's UI obligations, the feasibility and methods of accomplishing the objectives, and the applicant's qualifications pertinent to the proposed activities. This section should consist of not more than four single-spaced typewritten pages. [rev. 7-97] In the case of an application for a sabbatical crossing over the beginning of a new fiscal year, an explanation of the reasons for the timing of the sabbatical should be provided.~~

~~**HD-4. Curriculum Vitae (CV).** The applicant's CV must be on the ~~Include a~~ standard University of Idaho ~~form~~ curriculum vitae.~~

~~**HD-5.** Letter of recommendation from the applicant's college dean or unit administrator.~~

~~**D-6. Appendix.** Evaluation of the proposal by college dean and unit chair, ~~I~~ letters of acceptance from persons with whom the applicant plans to work, itinerary, and other~~

supportive documentation should be appended to the application. [*ed. 7-98, 7-02, ed. 8-11*]

E. CRITERIA AND RATING SYSTEM USED IN EVALUATING APPLICATIONS. The application will be rated by the SLECSLEC evaluates applications according to the following criterion and rating system set forth in this policy and makes recommendations to the provost who notifies applicants of the disposition of the application.:

Commented [TA(2)]: Formerly I, J, K, combined.

K. CRITERIA USED IN EVALUATING PROPOSALS, E-1. Criteria:

K-1a. Preparation, Thought, and Documentation: Organization of the application proposal, originality of the idea, thoroughness, specificity, feasibility, preliminary work done on the project in addition to the planning, letters of appointment and acceptance, other documents supportive of the proposal application, and the applicant's plans for travel, if that is an integral feature of the application proposal. [*rev. and ren. 7-97*]

K-2b. Benefit to UI and to Applicant: Contribution to applicant's knowledge and understanding, contribution to teaching or other assigned duties at UI, publications or other scholarly works resulting from the project, enhancement of professional status, recognition for UI, and contribution to special projects or to UI programs. [*rev. and ren. 7-97*]

K-3c. Applicant's Record of or Potential for Research, Teaching, Service and/or Other Pertinent Activity: Publications, performances, grants, postdoctoral fellowships, leaves, participation in relevant professional organizations, record of achievement on previous grants and leaves, evaluation by unit administrator and dean, and evidence of excellence in teaching, service, or other evidence of contribution to the university. [*rev. and ren. 7-97; ed. 7-98, ed. 8-11*]

d. Decision: The decision as to the acceptability of an application proposal will may not be based on whether additional remuneration may be received by the sabbatical applicant, but rather on the probability that the faculty member will enhance his or her value to UI. Teaching elsewhere or working in research laboratories of industry or government may be approved if such activities can be expected to contribute significantly to the acquisition of useful ideas and practices. In no case will leave be granted primarily for the purpose of augmenting the person's income. The benefit to UI must be foremost in the consideration leading to approval of the leave.

Commented [TA(3)]: Formerly in section D. Restriction on Service and Salary.

E-2. RATING SYSTEM. The application will be rated by the SLEC according to the following system:

I-1a. Merit and feasibility of the proposed sabbatical plan, 60 percent. [*rev. 7-97*]

I-2. Applicant's record or potential for research, teaching, service and/or other pertinent activity, 25 percent. [*add. 7-97*]

I-3. Length of service to UI in a tenure-track position, up to 15 percent. Each year of service, counting from the faculty member's initial appointment in a tenure track position or from their his or her most recent sabbatical leave, whichever is later, is assigned a weight of one point, limited to a maximum of 15. [*ren. and rev. 7-97*]

J. PROCEDURE FOR RATING. To give sufficient time for planning of sabbatical leaves, applications must be submitted at least 10-17 months before the beginning of the academic year during which the leave is to be taken. The SLEC meets in April of each year to consider applications received by March 31 for the academic year beginning 17 months later. The

Commented [TA(4)]: Rewritten below for clarity.

~~committee rates the applications according to the rating system specified in I and makes recommendations to the Provost who notifies applicants of the university's preliminary approval or disapproval. In this round of sabbatical applications the provost notifies no more applicants than a number equal to 60 percent of the sabbatical leaves expected to be available for the year under consideration. Faculty members who do not apply for sabbatical leave by March 31 may apply on or before November 1 for the academic year beginning 10 months later. The SLEC meets in November to consider new applications (and reconsider resubmitted applications). The SLEC again makes recommendations to the provost who submits a list of those faculty members recommended by the SLEC and proposed by the provost in both April and November to Faculty Senate for final approval. If there is substantial change in an applicant's plans, he or she must submit a new plan through the unit administrator, dean, and the SLEC for approval. If the new plan is not approved, the applicant may request leave without pay. [rev. 7-97, ed. 7-00, 6-09, ed. 8-11]~~

F. SCHEDULE FOR APPLYING. Each year there are two rounds of application consideration:

F-1. Round 1. Deadline March 31st. This deadline applies to:

- a. Faculty with an academic year appointment planning to begin a full year sabbatical at the start of the second fall semester after submitting the application;
- b. Faculty with an academic year appointment planning to begin a one semester sabbatical at the start of the second fall semester or the second spring semester after submitting the application;
- c. Faculty with a fiscal year appointment planning to begin a full year sabbatical at the start of the second fiscal year after submitting the application
- d. Faculty with a fiscal year appointment planning to begin a half year sabbatical during the second fiscal year after submitting the application.

F-2. Round 2. Deadline October 31st. This deadline applies to faculty who missed the Round 1 deadline:

- a. Faculty with an academic year appointment planning to begin a full year sabbatical at the start of the next fall semester;
- b. Faculty with an academic year appointment planning to begin a one semester sabbatical at the start of the next fall semester or the second spring semester after submitting the application;
- c. Faculty with a fiscal year appointment planning to begin a full year sabbatical at the start of the next fiscal year after submitting the application;
- d. Faculty with a fiscal year appointment planning to begin a half year sabbatical during the next fiscal year after submitting the application.

GE. POSITION ANNUAL JOB DESCRIPTION AND ANNUAL PERFORMANCE EVALUATION. ~~The faculty members on sabbatical remain full time employees of UI. Faculty members is are expected to include their to note~~ sabbatical purpose and goals on their ~~annual faculty job position~~ description. ~~Their annual P~~performance ~~evaluation must will~~ reflect ~~whether the purpose and goals of the sabbatical were achieved~~ the faculty member's purpose and goals ~~while on sabbatical.~~

F.H. CHANGES IN OR CANCELLATION OF SABBATICAL. If a faculty member must change the purpose, place, or time of the sabbatical leave, or needs to cancel their leave, the faculty member he or she must submit a revised cover sheet indicating the type of change along with an updated a written request, with recommendation from the dean and unit administrator, to the SLEC ~~for approval.~~ The SLEC will review the change and make a recommendation to the provost for final approval. ~~This~~ request must state the rationale for the changes ~~and update and document how the sabbatical leave plan to will~~ reflect these changes. ~~Upon approval by the SLEC, any changes will be sent to the provost. [ed. 8-11]~~

IG. RETURN. ~~The f~~Faculty members ~~are~~^{is} expected either to return to the active service of UI for at least one academic year after completion of the leave or to repay the money received from UI while on leave, unless the president approves a waiver of this requirement. Results of the sabbatical should be detailed on the annual performance evaluation and will serve as the official record of return and accomplishment. ~~Within six weeks after returning, the faculty member must submit to the provost's office and to the faculty member's dean and unit administrator, a complete report in PDF format of his or her activities while on leave. This report will be available to the faculty member's dean and unit administrator.~~ [rev. 7-97, 7-02, 7-13, 7-16, ed. 8-11]

SABBATICAL LEAVE EVALUATION FORM [rev. 7-97]

APPLICANT'S NAME _____

SEMESTER(S) APPLIED FOR _____

PURPOSE OF LEAVE _____

I--VALUE OF PLAN (Maximum 60 points)

A. Preparation, Thought, and Documentation (where appropriate) (30 points)

(For preparation and thought, consider the following: organization of the ~~proposal~~application, originality of the idea, thoroughness, specificity, feasibility, and preliminary work begun on project beyond planning; for documentation consider the following: itinerary, letters of appointment, letters of acceptance, and other supportive documentation if applicable.)

Excellent 27-30; Good 22-26; Average 16-21; Poor 8-15; Unacceptable 0-7 Points ____

B. Benefit to University and Individual (30 points)

(Consider the following: contribution to applicant's knowledge and understanding, contribution to teaching or other assigned duties at university, publications or other scholarly works resulting from project, enhancement of professional status, recognition for university, contribution to special projects or programs within university.)

Excellent 27-30; Good 22-26; Average 16-21; Poor 8-15; Unacceptable 0-7 Points ____

II. APPLICANT'S RECORD OR POTENTIAL FOR RESEARCH, TEACHING, SERVICE AND/OR OTHER PERTINENT ACTIVITY (Maximum 25 points) (25 points)

(Consider the following: publications, performances, grants, post-doctoral fellowships, leaves, participation in relevant organizations, record of achievement of previous grants and leaves, evaluation by unit administrator and dean, including their assessment of the ~~proposed sabbatical plan proposal~~ and annual evaluation forms, evidence of excellence in teaching, service, or other evidence of contributions to the university, as required by the applicant's position description.) [ed. 8-11]

Excellent 23-25; Good 19-22; Average 13-18; Poor 8-12; Unacceptable 0-7 Points ____

III--SERVICE (Maximum 15 points)

(One point awarded for each year of service to university since the last sabbatical leave to a maximum of 15 points.) Points ____

EVALUATOR _____

DATE _____

Total Points ____



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition **Revision*** Deletion*

Emergency

Minor Amendment

Chapter & Title: 1620 University Level Committees

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

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

Originator(s):

(Please see FSH 1460 C)

Telephone & Email:

Faculty Secretary, Liz Brandt

Name _____ Date _____

208-885-6151/ebrandt@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Name _____ Date _____

Reviewed by General Counsel ___ Yes ___ X ___ No Name & Date: _____

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

This change simplifies the process of staff and student appointments to senate committees and appointments will be informational only to ConC and Senate. This empowers staff and students with the decision-making ability over their respective bodies to choose who they appoint to senate committees.

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

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

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

If not a minor amendment forward to: _____

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

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

Track # _____ Date Rec.: _____ Posted: t-sheet _____ h/c _____ web _____ Register: _____ (Office Use Only)
--

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

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

July 2017

1620

UNIVERSITY-LEVEL COMMITTEES

PREAMBLE: This section outlines the regulations governing university-level committees (Part B). It also includes a section on guidelines for committee chairs (Part C). In 2007 this section was substantially revised to reflect current process, in 2008 minor changes were made to B-2, 13 and C-13, and in 2010 Faculty Council was changed to Faculty Senate and B-7 was revised to address chair appointments. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 1-07, 7-08, 7-10]

CONTENTS:

- A. Function, Structure, and Membership of Committees
- B. Regulations Governing Committees
- C. Guidelines for Committee Chairs

A. FUNCTION, STRUCTURE, AND MEMBERSHIP OF COMMITTEES. See 1640 for the function and structure of each university-level standing committee. The list of members appointed to serve on these committees is published on the Faculty Senate website at <http://www.webpages.uidaho.edu/facultycouncil/committees.htm>, after the beginning of the academic year by the Committee on Committees. [rev. 1-07, ed. 7-10, 12-13, 1-17]

B. REGULATIONS GOVERNING COMMITTEES. The following is a codification of the general regulations governing committees:

B-1. As used here, “committee” is a general term denoting any standing or special committee, subcommittee, council, board, senate or similar body. [ed. 7-10]

B-2. The establishment, discontinuance, or restructuring of, and the assignment of responsibilities to, standing committees of the university faculty are policy actions that require approval by the Faculty Senate. [rev. 1-07, 7-08, 7-15, ed. 7-10]

B-3. *Ad hoc* committees to advise the president and university-level standing committees that are composed primarily of administrators (e.g., Publications Board) are appointed by the president.

B-4. The Committee on Committees appoints, subject to confirmation by the Faculty Senate, members of standing committees of the university faculty. The chair of Faculty Senate establishes special Faculty Senate committees and appoints their members. [ed. 7-10]

B-5. In selecting staff members to serve, the Committee on Committees ~~seeks-receives names of those approved by the~~ ~~nominations from~~ Staff Council, which considers expressions of interest ~~and qualifications of employees by employees~~ to serve on various committees ~~and the qualifications of employees with reference to existing committee vacancies~~. Approved service by staff members on university committees is considered a valuable service to UI, within the scope and course of employment. Provided the staff employee can be released from regular duties, time spent in

committee service is not charged against the employee's annual leave or compensatory time balances, and the employee is not expected to make up time away from normal duties for committee service. (In cases where staff employees are elected to serve, e.g., on Staff Council itself, it is expected that the employee will first secure the consent of his or her supervisor before becoming a candidate.) *[ed. 7-17]*

B-6. Ordinarily, no faculty committee will be chaired by an officer who is substantially responsible for implementing the policies or recommendations developed by the committee.

B-7. Unless otherwise noted within the structure of a committee in FSH 1640, chairs are selected by the Committee on Committees. The chairs of faculty standing committees generally are rotated so that no committee comes to be identified with one person. *[rev. 7-10]*

B-8. The president of the university, or the president's designee, is a member ex officio of all UI committees, regardless of how the committees may have been established or appointed. On committees under the jurisdiction of the university faculty or of the Faculty Senate, the president or the president's designee serves without vote. *[ed. 7-10]*

B-9. The chair of the Faculty Senate is a member ex officio without vote of all committees under the jurisdiction of the university faculty or of the Senate. *[ed. 7-10]*

B-10. Students are to be represented, if they so desire, on faculty committees that deal with matters affecting them. Except for student members of the Faculty Senate, the Committee on Committees receives ~~names of those approved by nominations from~~ the ASUI, GPSA and SBA to fill positions established for student members of faculty committees. [See 1640.] If, 21 days after the first day of classes of the fall semester, nominations have not been submitted to fill student positions, the committees on which the vacancies exist are authorized to disregard the vacant student positions in determining a quorum. *[rev. 1-07, 1-14, 7-14, ed. 7-10]*

B-11. The membership of individual members of standing committees of the university faculty may not be terminated involuntarily except for cause and with the concurrence of the Committee on Committees with the possibility of appeal by the faculty member to the Faculty Senate. *[ed. 7-10, rev. 7-17]*

B-12. UI committees meet on the call of the chair. Committees under the jurisdiction of the university faculty or any of its constituencies may be convened by at least 35 percent of the members of the committee with a three-day written notice to all members. *[rev. 1-07],*

B-13. A quorum for any committee under the jurisdiction of the university faculty or any of its constituencies consists of at least 50% of its voting members, unless otherwise stated in the committee structure. *[add. 1-07, rev. 7-08]*

B-14. Voting:

- Proxy votes are not permitted in committees under the jurisdiction of the university faculty or of the Faculty Senate. *[ren. 1-07, ed. 7-10]*
- Email voting under some circumstances is allowable. However, it must be agreed to by all members at the meeting. There must be an explicit

understanding that anyone can ask that voting be delayed until the next meeting as a group. Examples of email voting include: committee is nearing the end of a meeting and discussion has been sufficient for the secretary/chair to draft a recommendation, confirming nominees/appointments, etc. *[add. 1-17]*

B-15. Unless otherwise provided, assignments to faculty committees begin on the official opening date of the academic year, whichever is earlier. *[ren. and rev. 1-07]*

B-16. Open Committee Meetings. *[ren. 1-07]*

a. Meetings of university-level committees, committees of the colleges, divisions, subdivisions, and other UI units, and *ad hoc* committees, however created, are open to the public with the exception of those meetings, or those parts of meetings, that deal with confidential employee or student matters, [see B-16-d]. *[ed. 7-00, rev. 1-07]*

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

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

d. An exception to the exception stated in B-16-a is permitted in hearings on appeals when the appellant demands in writing before the hearing board's first meeting that the hearing be open to the public; nevertheless, the chair of the hearing board has the power to close the hearing to the public if, in the chair's opinion, the atmosphere becomes detrimental to the orderly conduct of the proceeding. Moreover, the chair has the power to exclude prospective witnesses from the hearing until they have testified. *[ed. 1-07]*

B-17. Standing committees are to keep minutes and to distribute them as provided in C-7. *[ren. 1-07]*

B-18. Smoking is prohibited in official meetings and hearings of UI committees. *[ren. 1-07]*

B-19. Rules of Order. [See 1520 VI.] *[ren. 1-07]*

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

C-1. At the beginning of each semester, contact committee members about times they would be available for a set meeting (for committees that do not have set meeting times already established) so that the times that the committee members will be available to meet can be ascertained. *[rev. 1-07]*

C-2. Hold an organizational meeting as early as possible in September to discuss and review the charge of the committee (see FSH 1640), its procedures, and possible agenda items, and if desirable select a secretary. *[rev. 1-07]*

C-3. To ensure that committee business is not delayed when the semester begins, committee chairs are encouraged to recommend and submit names of faculty, staff and students for any vacant position to the Faculty Secretary's Office for consideration and confirmation. All names that are recommended will be handled following the normal approval process. *[add. 1-17]*

C-4. Establish the best means of getting in touch with each student member. *[ren. 1-17]*

C-5. Issue a standing invitation to members to submit appropriate agenda items. Call a meeting when enough agenda items have accumulated to warrant it or when a particular agenda item warrants immediate attention. Alternatively, contact committee members periodically to ask if there are problems that need to be considered. *[rev. 1-07, ren. 1-17]*

C-6. Send an agenda with the call of a meeting to all members at least one day (24 hours) in advance of the meeting, if possible. *[rev. 1-07, 7-17, ren. 1-17]*

C-7. Read the minutes of each meeting carefully to make certain that the intent of the committee is accurately represented. *[ren. 1-17]*

C-8. Send agenda and approved minutes of each meeting of the committee to the Faculty Secretary's Office at facsec@uidaho.edu and send copies to members of the committee. Committees that address matters with confidential employee or student matters, shall keep such minutes confidential. All materials for these committees will be forwarded to the Office of the Faculty Secretary for filing and archiving. Also, inform other officers who are directly concerned with the work of the committee. To assist with record keeping, number meetings of the committee consecutively; e.g., "minutes#1_mmddyy." *[rev. 1-07, 7-17, ren. & rev. 1-17]*

C-9. Hold hearings when substantive policy changes are proposed. When feasible, invite those who will be affected by the committee's action to present their views to the committee. *[ren. 1-07, 1-17]*

C-10. Inform those who are affected by the committee's actions of such actions. *[ren. 1-07, 1-17]*

C-11. Promptly submit reports of actions requiring approval by the Faculty Senate in care of the Office of the Faculty Secretary for placement on the Faculty Senate agenda. Be prepared to attend the Faculty Senate meeting to answer any questions that arise. *[ren. & rev. 1-07, ed. 7-10, ren. 1-17]*

C-12. Inform the Office of the Faculty Secretary of any resignations from the committee and any excessive absences. Excessive absences will be referred to Committee on Committees to determine whether cause exists to replace the member. *[ren. & rev. 1-07, ren. 1-17]*

C-13. Prepare a brief year-end report for submission to the Faculty Senate in care of the Office of the Faculty Secretary for distribution as needed. *[ren. & rev. 1-07, ed. 7-10, ren. 1-17, rev. 7-17]*

C-14. Prepare a transition file for next year's chair highlighting past issues (year-end report could be used), issues that are in progress, or issues that still need to be addressed. Plan to attend one or two meetings of the new committee to ease transitioning. *[ren. & rev. 1-07, rev. 7-08, ren. 1-17]*

C-15. Call on the Office of the Faculty Secretary for information and assistance concerning points not fully covered in these guidelines. *[ren. 1-07, 1-17]*



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition **Revision*** Deletion*

Emergency

Minor Amendment

Chapter & Title: 1640.41 Faculty-Staff Policy Group

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

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

Originator(s):

(Please see FSH 1460 C)

Telephone & Email:

Faculty Secretary, Liz Brandt

Name Date

208-885-6151/ebrandt@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Faculty/Staff Policy Group

Name Date

Reviewed by General Counsel ___ Yes ___ X ___ No Name & Date: _____

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

Most issues coming to the committee will come from the Faculty Secretary/ Policy Coordinator's Office (Faculty Secretary) and it makes sense that the Faculty Secretary/Policy Coordinator who oversees/tracks policy changes be chair of this body. The change also clarifies an ambiguity in the policy that the Faculty Secretary is a non-voting member.

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

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

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

If not a minor amendment forward to:

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

July 2017

FSH 1640.41

FACULTY AND STAFF POLICY GROUP (FSPG)

[created July 2017]

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 Faculty Secretary/Policy Coordinator, or his/her 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 the Faculty Secretary/Policy Coordinator (w/o vote), ~~selected from one of the six voting members.~~

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition **Revision*** Deletion*

Emergency

Minor Amendment

Chapter & Title: 1640.86 Teacher Education Coordinating
Committee

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

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

Originator(s):

(Please see FSH 1460 C)

Telephone & Email:

Taylor Raney 9/12/17
Name Date
5-1027 tcraney@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Reviewed by General Counsel Yes No Name & Date: _____

Name Date

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

1. adding "programs leading to" under A-2: The University of Idaho does not certify teachers. Rather, we recommend certification to the state. This is a relatively innocuous change of verbiage.
 2. meeting dates under A-4: This change in specificity will allow for flexibility in scheduling as the UCC deadlines change. The committee found no reason for that level of specificity.
 3. Department of Leadership and Counseling: This group is not represented on the committee, though three L&C programs fall under the purview of the TECC (principal, superintendent, special education director)
 4. Director of Teacher Education: The Director of Teacher Education is a relatively new position at the University of Idaho. This places the Director on the committee and designates him/her chair.
 5. Dean: This removes the dean from the chair role.
- Note that the "Summary of TECC Membership" which is included on this document is for reference only; not to be included in the policy.

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

none

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

none

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

1640.86

Teacher Education Coordinating Committee

A. FUNCTION. [See also 4300.] [ed. 7-06]

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. [rev. 3-14]

Commented [TCR1]: A relatively innocuous semantics shift; we don't certify (the state does) completers. We *recommend* individuals for certification.

A-3. To provide updates on state and national issues pertaining to the preparation of educators. [rev. 3-14]

A-4. ~~TECC will~~ meet in September, January and March, three times per year prior to UCC deadlines, in order to facilitate curriculum changes. Meeting dates/times will be posted annually by the first week of September. [add. 3-14]

Commented [TCR2]: To allow for flexibility in scheduling TECC meetings, given the changing deadlines by UCC

B. STRUCTURE AND MEMBERSHIP. ~~Faculty members~~ The members of the committee are ~~nominated~~ appointed by the College of Education, Health & Human Sciences (CEHHS) ~~as follows~~ from each of the following groups:

- ~~Four faculty members from the four from programs within the~~ Department of Curriculum and Instruction with, including representation from ~~the elementary program, the secondary program, the career and technical education program, and the~~ 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 ~~groups: 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 ~~the CEHHS College of Education~~ and the second annually rotating between early childhood education, agricultural education and music education);
- Three P-12 school personnel; ~~to include~~ including, including a superintendent, ~~a principal and a teacher~~ from multiple districts to, representing both elementary and secondary education ~~as well as from multiple districts;~~
- The Director of Teacher Education, who serves as chair; and
- The CEHHS Director of Assessment ~~(w/o vote)~~ and the Dean of CEHHS the College of Education, or designee, both without vote (w/o vote), who serves as chair. [rev. 7-08, 7-10, 3-14]

Summary of TECC Membership:

Elementary program faculty faculty	Social sciences program
Secondary program faculty faculty	Natural sciences program
CTE program faculty	Business program faculty
Special education program faculty student (junior or senior)	College of Education
PETE program faculty Ag.Ed., or Music	One student from E.C.,
Educational leadership program faculty*	Superintendent
Early childhood program faculty	Principal
Agricultural education program faculty	Elementary teacher**
Music education program faculty	Secondary teacher**
English education program faculty Education*	Director of Teacher
Mathematics program faculty Assessment***	Director of
	Dean***

*proposed

**must be from different districts

***without vote



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition **Revision*** Deletion*

Emergency

Minor Amendment

Chapter & Title: 1640.87/Teaching and Advising Committee

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

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

Originator(s):

10/19/17

(Please see FSH 1460 C)

Telephone & Email:

Stephan Flores, Chair TeAC,

Name

Date

208-885-6156/sflores@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Name

Date

Reviewed by General Counsel ___ Yes ___ X ___ No Name & Date: _____

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

The revisions to the committee's Functions and Structure are (1) to update to reflect changes to administrative and unit lines of reporting, oversight, and nomenclature; (2) to revise A-5 to state more clearly and to amend the committee's role as not actually 'hands on' in its oversight of orientation activities but instead as parallel in function to the language of A-3; (3) to delete Function A-7 because this function has now been 'centralized' at the university with the advent of the Center for Excellence in Teaching and Learning (CETL) and by University Advising Services (4) to revise A-9 to reflect current unit names/titles, and to re-number it now to A-8; and (5) to delete A-10 because the committee in current and recent practice has arranged to meet at a time that best suits its members.

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

None.

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

Only the overlap in 'functions' that prompted deleting Functions A-7 and A-8, as explained above.

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

If not a minor amendment forward to: _____

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

July 2017

1640.87**TEACHING AND ADVISING COMMITTEE***[Substantially revised in 7-05, 7-06, [11-17](#)]*

A. FUNCTION. This committee will serve in an advisory capacity to the Vice Provost of Academic [Affairs/Initiatives](#). The specific functions of this committee are: *[rev. [711-1708](#)]*

A-1. To promote a faculty and administrative culture dedicated to the enhancement of teaching and advising.

A-2. To advise and assist in organizing university-wide forums, seminars, and capacity building programs that introduce new innovations or share proven ways to promote the enhancement of teaching and advising.

A-3. To review and make recommendations concerning policies and procedures, which affect teaching, advising, and the assessment of student learning outcomes.

A-4. To monitor the processes and content of Student Teaching Evaluations and Student Learning Outcomes, and to advise on the design/content of reports to the Vice Provost, Faculty Senate, Deans, Unit Leaders, and Faculty. *[ed. 7-09]*

A-5. To ~~oversee~~ review and make recommendations concerning the annual orientation activities for new faculty, which sets out among other things the role of, and expectations for, faculty and staff that teach, advise, and mentor students.

A-6. To publicize awards, review proposals, and select recipients for the Teaching and Advising Excellence Awards.

~~**A-7.** To maintain a Web presence dedicated to the enhancement of teaching, advising, and other student mentoring activities.~~

~~**A-78.** To serve as an advisory resource for the Registrar to address the prioritization of ~~the~~ classroom use, maintenance, and improvements.~~

~~**A-89.** To work in conjunction with Faculty Senate's Information Technology Committee ([FSH 1640.55](#)) to advise ~~the director of CTF~~ [CETL](#) and the Director of [ITS](#) on electronic hardware and software needs to support teaching, advising, and mentoring. *[ed. 7-08, 7-09]*~~

~~**A-10.** This committee traditionally meets on Thursdays at 3:30 p.m. *[add. 7-08]*~~

B. STRUCTURE. Six faculty members, some of whom have received university-level teaching and advising awards, an associate dean or college level advisor, a departmental staff advisor, the director of general education, an undergraduate or graduate student, and non-voting members from the Office of Instructional ~~Research~~ [Assessment Effectiveness and Accreditation](#), ~~Academic Advising Center~~ [University Advising Services](#), and the [Director of the Center for Excellence in Teaching & Learning](#) ~~VP for Academic Affairs~~, or designee. *[rev. 7-08, ed. 8-12]*



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: FSH 2700 Student Evaluations

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

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

Originator(s):

(Please see FSH 1460 C)

Stephan Flores, Chair, Teaching & Advising

Name Date 11-9-17

Telephone & Email:

sflores@uidaho.edu

Policy Sponsor: (If different than originator.)

Name

Date

Telephone & Email:

Reviewed by General Counsel Yes No Name & Date:

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

TEAC approved to move ahead to implementing the intended 'final' form approved back in 2016. The transitional form is no longer needed and thus will be removed.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have? None
Institutional testing and assessment will redesign the website.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
None

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

February 2016 – transitional student feedback form used alongside ‘current form’ in consideration of, and to minimally impact, faculty in the middle of the P&T process.

Student feedback on an academic course and learning environment

1. How often did you attend class or online learning environment? (Circle one)

- Less than 60%
- 60%+
- 70%+
- 80%+
- 90%+

2. How many hours per week (outside of class) did you do work for this course? (Circle one)

- Less than 2 hrs.
- 2+ hrs.
- 4+ hrs.
- 6+ hrs.
- 8+ hrs.

Please use the following scale to answer questions 3, 4 and 5.

SD – strongly disagree; D – disagree; N – neutral; A – agree; SA – strongly agree

3. The instructor expressed clear expectations for learning outcomes in this course.

4. Overall, the content and organization of this course contributed to your understanding of this subject.

5. Overall, the instructor’s delivery and efforts contributed to your understanding of the course material.

6. The instructor was helpful to me outside of class or online learning environment. (Circle one)

- No
- Yes
- N/A (I did not seek help from the instructor outside of class)

Comments:

7. What were some positive aspects of the course that supported learning?

Comments:

8. What aspects and/or content of the course could be improved to better support learning?

Comments:

The items below ask for your evaluation of your experience in [Course Number] this semester. In each case the scale is 0 to 4, with 4 being the highest rating and 0 the lowest rating.

9. Clarity of instructor's explanations.
10. Likelihood you would recommend this instructor to others.
11. Instructor's ability to stimulate interest in the course topics.
12. Presentation of course material by the instructor.
13. Course's value in gaining an understanding of the subject matter.
14. Appropriateness of level at which course material is covered.
15. Relevance of written assignments to course materials.
16. Overall, how would you rate the quality of this course?
17. Overall, how would you rate the instructor's performance in teaching this course?.

**Office of the Registrar
Proposed Catalog Changes
Effective Summer 2018**

1. Make the following changes to **Regulation F**:

F-1. A grade of "Incomplete" is assigned only when the student has been in attendance and has done passing work up to a time within three weeks of the close of the semester, or within one week of the close of the summer session. It may be assigned only upon agreement of the student and course instructor when extenuating circumstances make it impossible for the student to complete course requirements on time (Extenuating circumstances include serious illness, car accidents, death of a family member, etc. It does not include lateness due to procrastination, the student's desire to do extra work to raise his/her grade, allowing a student to retake the course, etc.). Graduate students on probation, see College of Graduate Studies section on Probation, Disqualification, and Reinstatement. If a grade of "Incomplete" is submitted, the instructor will assign a reversion grade in the event the missing work is not completed. The instructor must also specify to the student the conditions and requirements for completing the deficient work, ~~as well as any deadline shorter than the maximum time period allowed in F-2. At the end of each semester, the Registrar's Office will send an Incomplete Grade Report (IGR) to departmental administrators detailing every I grade submitted by their faculty that semester and the conditions for student completion.~~

F-2. Completion of "Incomplete" Grades. Final grades for incompletes received in the Fall semester or Intersession, must be assigned by the last day of the following Summer semester. Final grades for incompletes received in the Spring semester or Summer Session, must be assigned by the last day of the following Fall semester. When a student has completed the deficient work, the instructor will assign a final grade. An incomplete that is not completed within the time limit specified above would automatically be changed to the reversion grade assigned by the instructor at the time the incomplete was submitted. Instructors may assign a final grade anytime within the time period specified above. In the event the instructor leaves the university, the departmental administrator may assign the final grade. An incomplete remains on the student's permanent record and is accompanied by the final grade (i.e. I/A, I/B, I/C).

F-3. "Incomplete" Grades on Record at End of Final Term. A student cannot graduate with a grade of "Incomplete" on his or her record. At the end of the term in which the student will graduate, a grade of "Incomplete" in any UI course on that degree level (undergraduate, graduate, law, etc.) reverts to the grade that the instructor had specified on the on-line grade roster (see F-1). Reverted grades are included in the computation of the student's cumulative grade-point average at graduation. ~~Nonetheless, a student who has graduated may make up the incomplete work within the usual time limit in an effort to raise the grade on the permanent record.~~

**Office of the Registrar
Proposed Catalog Changes
Effective Summer 2018**

1. Make the following changes to **Regulation J**:

J-7. Second-Concurrent and Subsequent Baccalaureate Degrees.

J-7-a. Concurrent Degrees. ~~Students may concurrently pursue two different majors leading to two different baccalaureate degrees (e.g., B.A. and B.S.Ed.) from UI by working to fulfill the general university requirements for one degree and the departmental and college subject-matter requirements for each. For exceptions to this regulation, see general studies part 4. Students who plan to pursue two degrees concurrently should develop a schedule of studies that combines the degree requirements and present it to the dean(s) of the college(s) concerned as early as possible, preferably before the end of the junior year. A student may concurrently pursue degrees in one or more colleges. For exceptions to this rule, see general studies in part 4. In addition to the university requirements students must fulfill the departmental and college requirements for all degrees.~~

J-7-b. Subsequent Degrees. ~~Students who have earned a baccalaureate degree at UI and who wish to complete the requirements for a subsequent degree different major and receive a second baccalaureate degree must earn at least 16 credits as an undergraduate student after completion of the previous baccalaureate degree, in UI courses other than those offered by independent study after the receipt of the first degree and fulfill the university, departmental and college subject-matter requirements for the second degree. (See B-9.) Students may return to UI and earn a second degree carrying the same name as one previously granted by UI so long as the requirements for a different major are satisfied and the students earn at least 16 credits as an undergraduate student in UI courses other than those offered by independent study after the receipt of the first degree. For exceptions to this regulation, see general studies in part 4. This regulation does not apply to students who were concurrently pursuing two different degrees under regulation J-7-a or to students who were concurrently pursuing two different majors under regulation J-8.~~

~~**J-7-c.** Students who have a baccalaureate degree from another recognized institution and who wish to earn another baccalaureate degree at UI, must earn a minimum of 32 credits as an undergraduate student in upper-division UI courses other than those offered by independent study after the receipt of the first degree and fulfill the departmental and college subject-matter requirements for the degree.~~

J-8. Degree with Double Major. Students may complete two different majors (curricula) offered under a particular baccalaureate degree and have both majors shown on their academic records and diplomas, e.g., Bachelor of Arts with majors in history and political science. In addition to the university requirements, students must fulfill the departmental and college requirements for all majors. Each of the majors must lead to the same degree. When majors leading to different degrees are involved, see the requirements applicable to the awarding of a second-concurrent baccalaureate degree (J-7-a).

**Office of the Registrar
Proposed Catalog Changes
Effective Summer 2018**

1. Make the following changes to **Regulation O**:

O-3. Application for ~~Degrees~~ Graduation. ~~In the semester prior to the completion of degree requirements, candidates for degrees must pay the graduation fee (graduate students may also need to pay a binding and microfilming fee) and file an application with the dean of the college through which the degree is offered. Degree candidates must submit an Application for Graduation to their college. Students should submit applications no later than the semester in which they will be completing their degree requirements. If two degrees are to be received concurrently, separate applications must be filed with the dean(s) of the college(s) concerned. The application must be filed with the dean after the graduation, binding, and microfilming fees have been paid at the Student Accounts/Cashiers Office will be posted on the student's account once the graduation application has been approved (See "Fees and Expenses"). The deadline for filing applications for degree Applications for Graduation without a late service charge, is the final day of the Fall semester for degrees to be awarded in May, and the final day of the Spring semester for degrees to be awarded in August or December 10th day of the semester in which the student will be graduating.~~

Fall Final Examination Schedule December 10-14, 2018

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.**

First Regular Class Meeting Day of the Week	Class Start Time	Final Exam Day	Final Exam Time	
			From	To
Monday	7:30 AM	Wednesday	8:00 AM	10:00 AM
Monday	8:30 AM	Thursday	8:00 AM	10:00 AM
Monday	9:30 AM	Friday	8:00 AM	10:00 AM
Monday	10:30 AM	Monday	10:15 AM	12:15 PM
Monday	11:30 AM	Tuesday	10:15 AM	12:15 PM
Monday	12:30 PM	Wednesday	12:45 PM	2:45 PM
Monday	1:30 PM	Thursday	12:45 PM	2:45 PM
Monday	2:30 PM	Monday	3:00 PM	5:00 PM
Monday	3:30 PM	Thursday	3:00 PM	5:00 PM
Monday	4:30 PM	Tuesday	3:00 PM	5:00 PM
Tuesday	8:00 AM	Tuesday	8:00 AM	10:00 AM
Tuesday	9:30 AM	Monday	8:00 AM	10:00 AM
Tuesday	11:00 AM	Wednesday	10:15 AM	12:15 PM
Tuesday	12:30 PM	Friday	10:15 AM	12:15 PM
Tuesday	2:00 PM	Tuesday	12:45 PM	2:45 PM
Tuesday	3:30 PM	Wednesday	3:00 PM	5:00 PM
Wednesday	7:30 AM	Friday	8:00 AM	10:00 AM
Wednesday	8:30 AM	Monday	8:00 AM	10:00 AM
Wednesday	9:30 AM	Tuesday	8:00 AM	10:00 AM
Wednesday	10:30 AM	Thursday	10:15 AM	12:15 PM
Wednesday	11:30 AM	Friday	10:15 AM	12:15 PM
Wednesday	12:30 PM	Monday	12:45 PM	2:45 PM
Wednesday	1:30 PM	Tuesday	12:45 PM	2:45 PM
Wednesday	2:30 PM	Wednesday	12:45 PM	2:45 PM
Wednesday	3:30 PM	Friday	3:00 PM	5:00 PM
Wednesday	4:30 PM	Friday	3:00 PM	5:00 PM
Thursday	8:00 AM	Wednesday	8:00 AM	10:00 AM
Thursday	9:30 AM	Thursday	8:00 AM	10:00 AM
Thursday	11:00 AM	Thursday	10:15 AM	12:15 PM
Thursday	12:30 PM	Monday	12:45 PM	2:45 PM
Thursday	2:00 PM	Monday	12:45 PM	2:45 PM
Thursday	3:30 PM	Tuesday	3:00 PM	5:00 PM
Friday	7:30 AM	Monday	8:00 AM	10:00 AM
Friday	8:30 AM	Tuesday	8:00 AM	10:00 AM
Friday	9:30 AM	Wednesday	8:00 AM	10:00 AM
Friday	10:30 AM	Tuesday	10:15 AM	12:15 PM
Friday	11:30 AM	Friday	10:15 AM	12:15 PM
Friday	12:30 PM	Thursday	12:45 PM	2:45 PM
Friday	1:30 PM	Friday	12:45 PM	2:45 PM
Friday	2:30 PM	Wednesday	3:00 PM	5:00 PM
Friday	3:30 PM	Thursday	3:00 PM	5:00 PM
Friday	4:30 PM	Monday	3:00 PM	5:00 PM

- **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, 2019

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.**

First Regular Class Meeting Day of the Week	Class Start Time	Final Exam Day	Final Exam Time	
			From	To
Monday	7:30 AM	Thursday	8:00 AM	10:00 AM
Monday	8:30 AM	Friday	8:00 AM	10:00 AM
Monday	9:30 AM	Monday	8:00 AM	10:00 AM
Monday	10:30 AM	Tuesday	10:15 AM	12:15 PM
Monday	11:30 AM	Wednesday	10:15 AM	12:15 PM
Monday	12:30 PM	Thursday	12:45 PM	2:45 PM
Monday	1:30 PM	Friday	12:45 PM	2:45 PM
Monday	2:30 PM	Tuesday	3:00 PM	5:00 PM
Monday	3:30 PM	Friday	3:00 PM	5:00 PM
Monday	4:30 PM	Wednesday	3:00 PM	5:00 PM
Tuesday	8:00 AM	Wednesday	8:00 AM	10:00 AM
Tuesday	9:30 AM	Tuesday	8:00 AM	10:00 AM
Tuesday	11:00 AM	Thursday	10:15 AM	12:15 PM
Tuesday	12:30 PM	Monday	10:15 AM	12:15 PM
Tuesday	2:00 PM	Wednesday	12:45 PM	2:45 PM
Tuesday	3:30 PM	Thursday	3:00 PM	5:00 PM
Wednesday	7:30 AM	Monday	8:00 AM	10:00 AM
Wednesday	8:30 AM	Tuesday	8:00 AM	10:00 AM
Wednesday	9:30 AM	Wednesday	8:00 AM	10:00 AM
Wednesday	10:30 AM	Friday	10:15 AM	12:15 PM
Wednesday	11:30 AM	Monday	10:15 AM	12:15 PM
Wednesday	12:30 PM	Tuesday	12:45 PM	2:45 PM
Wednesday	1:30 PM	Wednesday	12:45 PM	2:45 PM
Wednesday	2:30 PM	Thursday	12:45 PM	2:45 PM
Wednesday	3:30 PM	Monday	3:00 PM	5:00 PM
Wednesday	4:30 PM	Monday	3:00 PM	5:00 PM
Thursday	8:00 AM	Thursday	8:00 AM	10:00 AM
Thursday	9:30 AM	Friday	8:00 AM	10:00 AM
Thursday	11:00 AM	Friday	10:15 AM	12:15 PM
Thursday	12:30 PM	Tuesday	12:45 PM	2:45 PM
Thursday	2:00 PM	Tuesday	12:45 PM	2:45 PM
Thursday	3:30 PM	Wednesday	3:00 PM	5:00 PM
Friday	7:30 AM	Tuesday	8:00 AM	10:00 AM
Friday	8:30 AM	Wednesday	8:00 AM	10:00 AM
Friday	9:30 AM	Thursday	8:00 AM	10:00 AM
Friday	10:30 AM	Wednesday	10:15 AM	12:15 PM
Friday	11:30 AM	Monday	10:15 AM	12:15 PM
Friday	12:30 PM	Friday	12:45 PM	2:45 PM
Friday	1:30 PM	Monday	12:45 PM	2:45 PM
Friday	2:30 PM	Thursday	3:00 PM	5:00 PM
Friday	3:30 PM	Friday	3:00 PM	5:00 PM
Friday	4:30 PM	Tuesday	3:00 PM	5:00 PM

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- 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.

2017-18 MEETING #3 OF THE FACULTY OF THE UNIVERSITY OF IDAHO

Wednesday, April 25th - 3:00-4:30 p.m. (PT), Bruce M. Pitman Center Vandal
Ballroom

Boise – IWC 162; Coeur d’Alene – 241; Idaho Falls – TAB 350; Twin Falls – B-66
President Chuck Staben Presiding

Call to Order.

In Memoriam.

Minutes. Meeting #2, November 29, 2017

Announcements.

Special Orders.

Report of the Faculty Senate

Below items are available:

http://www.webpages.uidaho.edu/facultycouncil/General_Faculty_Meetings/univ_faculty_meetings.htm

I. Proposed Changes/Additions to Faculty-Staff Handbook (FSH)

Faculty-Staff Handbook:

- **FS-18-017:** FSH 1570 – Faculty Secretary
- **FS-18-038:** FSH 1565 H – Graduate Assistants
- **FS-18-042:** FSH 1640.74 – Sabbatical Leave Evaluation Committee
- **FS-18-043:** FSH 1640.54 – Institutional Review Board
- **FS-18-049:** FSH 1640.10 – Americans with Disabilities Act Advisory Committee
- **FS-18-050:** FSH 3050 – Position Description & FSH 3320 Annual Evaluation
- **FS-18-051:** FSH 1640.72 – Research Council
- **FS-18-053:** FSH 6920 – University Library
- **FS-18-054:** FSH 3840 – Procedures for Faculty Appeals & 1640.43 – Faculty Appeals Hearing Board
- **FS-18-055:** FSH 1640.76 – Safety & Loss Committee
- **FS-18-056:** FSH 1640.XX – University Staff Compensation Committee

Informational Items:

- **FS-18-026:** FSH 5200 – Human Participant (Subject) Research
- **FS-18-035:** APM 95.21 – University Closures
- **FS-18-036:** APM 35.91 – Bomb Threats
- **FS-18-037:** APM 45.01 – Animal Care Use
- **FS-18-052:** APM 50.16 – Criminal Background Check

President’s Remarks.

Adjournment. Refreshments will be available.

Liz Brandt, Secretary of the Faculty, (885-6151)

NOTE: 109 faculty members (all campuses statewide) constitute a quorum. Quorum and voting regulations are located in [FSH 1520 Article III](#). To determine your voting right as a faculty member, please see [FSH 1520 Article II Section I](#). Those who are recognized by the President, for the purpose of speaking, should identify themselves by name and discipline or position.

NOTICE: Off-campus faculty will receive a separate email with a URL to access the meeting live, if they are unable to attend at one of the designated locations. Also available at this site will be a streaming video link that can be viewed after the meeting for those unable to attend.

University of Idaho
University Faculty Meeting Minutes
2017-18 Meeting #2, November 29, 2017

Call to Order: President Staben called the meeting to order at 3:05 pm.

In Memoriam: President Staben asked for a moment of silence in honor for our departed colleague.

Ed Duren
Professor Emeritus of Animal and Veterinary Science
-November 2017-

Quorum Count: 83 faculty members were present (Moscow 66, Boise 5, Coeur d'Alene 4, Idaho Falls 4, Twin Falls 4) less than the one-eighth required for a quorum.

Minutes: In the absence of a quorum, the minutes of the September 20, 2017 stand as a record of the meeting but were not formally approved.

Report of Faculty Senate: The report was given by the chair of the faculty senate, Professor Patrick Hrdlicka. Hrdlicka informed the body that in the absence of a quorum, the policy and curriculum changes approved by senate are deemed approved pursuant to [FSH 1520 Article III, Section 3. Clause A.](#) and will be forwarded to the president. He then reviewed each of the policy changes on the agenda and invited questions regarding each pending proposals. He also reviewed proposed changes in the academic regulations and in the curriculum.

A faculty member made a comment regarding the revisions to FSH 2700 New Student Evaluation Form. He asked that the Teaching and Advising Committee consider extending the timeframe for students to complete the course evaluation. He stated that closing the time period for student evaluation of the course on the last day of classes discourages student participation.

President's Report: President Staben thanked those who worked on revisions to the faculty annual evaluation form and the student disciplinary procedures for their efforts on these major policies. He also thanked Hrdlicka and members of the faculty compensation taskforce for their work on advancing the market based compensation system for the university.

Staben identified several areas that he will emphasize to continue to increase student enrollment.

1. *Apply Idaho.* This program provides a fast and efficient way for students to apply to the state's universities at no cost. The University of Idaho is seeing an increase in the number of applications across the state. It does not appear that students are just randomly applying to all 8 institutions in Idaho. The average number of institutions for each applicant is 2.5. We are continuing

aggressive follow-up on these applications. Also, we are changing and improving our admission events and activities.

2. *Raise.me Micro Scholarship Program*. Enrollment management recently implemented Raise.me. The site matches student achievements to scholarships. It also helps students identify ways to prepare for college and qualify for specific scholarships. Accounts in the system are free to students. Students can follow multiple schools. The university already has quite a few followers.
3. *Global Student Success Program with Navitas*. This program complements our own international programs. We have had significant interest in the program.
4. *Student Success*. We have increased our first year to second year retention from 77% to 82%. However, Staben believes the university can make further improvements. We are consolidating advising and implementing the StarFish retention software which will be known on campus as VandalStar. The Associated Students of the University of Idaho (ASUI) Student Senate passed a resolution endorsing the use this software. They want more timely feedback and more support from faculty in their efforts to succeed.

President Staben also addressed some confusion that has arisen from his State of the University address concerning faculty growth. He clarified that his estimate of 10% faculty growth was not intended as a cap. Rather, he believes it is a responsible estimate of how much our faculty can grow. He is optimistic that we can increase the size of the faculty. The institution has to have more resources and more students to fuel growth.

Staben provided his outlook on the upcoming legislative session. He began by offering a disclaimer that he is not a “prognosticator” or political scientist. Rather, he is providing his sense of the issues and challenges relevant to the university in the upcoming session. Staben noted that the state has a surplus in tax revenue. However, he pointed out that because this is an election year he believes that many legislators will favor tax cuts. Although he will urge that the tax surplus be invested in programs that will benefit the state including higher education, he does not think there will be much motivation to make such investments this legislative session. He believes that compensation for state employees will be an issue. Unfortunately, he does not know what the legislature will approve for change in employee compensation.

Another process by which the university receives legislative appropriations, in addition to change in employee compensation, is the “line item” process. During the previous spring the university developed several line item budget requests. Our requests are based on the recommendations of the University Budget and Finance Committee (UBFC). The administration selects and further develops these recommendations which become the basis for our line item budget proposals to the State Board of Education (SBOE). Once submitted, our requests are further developed by the SBOE. This year, the two line item requests that we have moved forward are:

1. *Library Improvement Phase II*. This request is aimed at increasing our library resources to maintain the quality and stature of our research library. Last year the legislature funded Phase I of this project. This year we are asking for funding for the second phase.

2. *Student Success and Support.* This request relates to providing enhanced counselling and psychiatric support for students. This request would, in part, provide enhancements for the Ravens Scholars Program that supports students on the autism spectrum.

In addition, we have additional special program requests. One of these requests is for Agricultural Research and Extension. Last year within this area of budget requests we received a \$10 million appropriation for the Center for Agriculture Food and the Environment (CAFE) program. This appropriation was put into a savings account of sorts. The university match this legislative appropriation with private funds in order to receive the appropriation. We believe the project is a \$45 million project. The plan is that the state would provide \$15 million, we would provide \$15 million and we would also identify \$15 million in private funding. Staben and College of Agriculture and Life Sciences (CALs) Dean Michael Parella have developed a proposal for how the university will bring in the private matching support to move this program forward. The governor has committed to advocate for the additional \$5 million in state funding once the university has identified the private funding. We have not completed our process, so we will not see a funding request for CAFE in the upcoming budget.

Forest Utilization Program. We will have a request that will benefit both rangeland and wood science. The wood science position will help support our new arena project. We have made outstanding progress in funding the arena project already. The price of the project has increased from \$30 million to \$45 million. President Staben thinks we can raise the necessary funds. On the rangeland side of this request, we have received gifts that will help us move forward on the Rock Creek project.

WWAMI – We have made significant progress in increasing and supporting the WWAMI program. We have increased from 20 seats to 40 seats. Our curriculum has changed from a one-year to a two-year program. Thus, where we had 20 WWAMI students on campus, we now have 80 students on campus. We are consolidating recent changes and have support for modest budget increases. The university is modifying the former Incubator building for WWAMI and we have leased space on the 3rd floor of the new Gritman building. This will provide high quality new facilities for the program. We are monitoring the new medical school in Boise which is likely to get accreditation.

The president then opened the floor for questions.

A faculty member thanked the President for sharing his thoughts on the upcoming legislative session. He asked what faculty and staff at the university can do as private citizens to help advance the university's agenda. Specifically, the faculty member asked whether faculty and staff can be helpful in engaging students and alumni to support the university's agenda. Is there a fact sheet, or a quick guide, that could be made available?

President Staben asked general counsel about the limitations on how public employees may engage in political activities. General Counsel Kent Nelson who was in attendance at the meeting, responded that employees cannot use university resources to lobby for legislation. He also stated that it would probably be unwise to use university email to send political messages. President Staben further responded

that the administration tries to engage students through a legislative lunch during the session. He also pointed out that ASUI employs a student lobbyist who has an office in Boise during the legislative session. Frequently the student lobbyist coordinates efforts with those of the university. Finally, Staben also responded that the university works to engage alumni networks by informing them of how the university will be affected by pending legislative issues. He added that if a faculty or staff member is going to Boise to testify before the legislature, whether as part his or her employment or as a private citizen, it is helpful to let Joe Stegner, Special Assistant to President Staben for Legislative Affairs, know of the planned testimony. Finally, President Staben noted that he has some issue sheets used in public presentations that he will consider placing on the president's webpage.

A faculty member pointed out that at the federal level the pending tax bill may have significant impacts on the university, particularly because of its impact on teaching and research assistants. He asked whether the university has taken a position on this legislation. President Staben responded that the university has endorsed the positions of several professional groups to which we belong. We also have contacted our congressional delegation on these issues.

There are multiple ways we could be impacted. Tuition waivers for graduate students could become taxable income. Another provision would make any tuition waivers to employees, or dependents, taxable. The legislation also may prohibit refinancing of bonds by exempt authorities like the university.

A faculty member commented that he was glad to see the micro-scholarships program. He asked whether there are scholarships available for club leadership. Providing scholarships for such students may have broad impacts since the club leaders are often student opinion makers. Staben replied that the Raise.me program is just getting started. This year will be experimental. After this year, we will examine results and implement improvements. He directed suggestions to Vice Provost for Enrollment Management (SEM) Dean Kahler.

Another faculty member commented that student leaders from north Idaho were on campus for a meeting. He believes the university should focus recruitment efforts on these sorts of events. He also asked why we charge such groups to use our facilities when providing space at no cost could be an incentive to students to attend the university. Staben commented that faculty need to communicate with SEM when we know of these activities.

The end of the agenda having been reached the meeting was adjourned 4:04 pm.

Respectfully Submitted

Liz Brandt
Faculty Secretary



POLICY COVER SHEET

See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: FSH 1570 – Secretary of the Faculty

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

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

Originator(s): Senate Leadership, Chair Hrdlicka & Liz Brandt,

Faculty Secretary

(Please see FSH 1460 C)

Telephone & Email:
ehrdlicka@uidaho.edu &
lbrandt@uidaho.edu

Name _____ Date _____
hrdlicka@uidaho.edu &

Policy Sponsor: (If different than originator.)

Telephone & Email:

Name _____ Date _____

Reviewed by General Counsel ___Yes ___No Name & Date: ___

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

Update policy to reflect current roles and responsibilities of the Faculty Secretary, including oversight of policy process and the role this position plays in achieving positive outcomes.

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

None

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change. FSH 1460

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

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

July 2017

1570

SECRETARY OF THE FACULTY

PREAMBLE: This section outlines the appointment, responsibilities, and duties of the Secretary of the Faculty. The faculty secretaryship is a position of long standing in the university and this section appeared first in the 1979 edition of the Handbook. The first substantial revision was that of November, 1991, where the faculty secretaryship was redefined as a half-time position (allowing for the creation of a half-time ombudsman position) and the responsibilities of the office were substantially changed. The second substantial revision was done in 2003 to reflect current practice and responsibilities. In 2009 responsibility for vita preparation was removed from the Office of the Faculty Secretary and placed with the faculty. Except where noted, the text remains as it was in 1996. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, 7-03, rev. 7-11]

CONTENTS:

- A. Appointment
- B. Responsibilities and Duties
- C. Nomination Process for Secretary of the Faculty

A. APPOINTMENT.

A-1. The secretary of the faculty (aka faculty secretary, policy coordinator see FSH 1460) is appointed on a fiscal-year basis by the president from among the tenured members of the university faculty or faculty emeriti [see 1520 II-1 and III-2]. The president appoints the secretary of the faculty from a list of candidates recommended by a nominating committee and ratified by the Faculty Senate [see C below]. [rev. 7-02, ed. 7-09]

A-2. Release time for the faculty secretary will be at least one-half time and may be greater, at the discretion of the president, depending on the circumstances, the needs of the Faculty Senate, and the needs of the faculty member appointed. [ed. 7-09]

A-3. The term of service is three years and is renewable. [rev. 7-02]

A-4. The faculty secretary serves at the pleasure of the president and reports to the chair of the Faculty Senate and to the provost. The provost, in consultation with the chair and vice chair of the Faculty Senate, conducts an annual review of the faculty secretary. Early in the third year of service, an in-depth evaluation is conducted by the provost and the chair of the Faculty Senate. Included are evaluations by the senate as a whole, by other appropriate administrators and faculty, and by the incumbent. A confidential evaluation report is given to the president for review and discussion with the incumbent by the first week in October in the third year of service. [rev. 7-02, ed. 7-09]

B. RESPONSIBILITIES AND DUTIES. The Secretary of the Faculty shall: [rev. 7-02]

B-1 ~~1~~. Serve as a major significant source of information for UI administrators, faculty, staff personnel and students concerning policies, regulations, and procedures; ~~serve as a channel of communication to the members of the university faculty concerning administrative and regents' actions; work with the administration and Faculty Senate in achieving positive outcomes to university policies and procedures; and serve as a liaison with the President's Office to ensure facilitate proper maintenance and publication of the policy and procedures handbooks (see FSH 1460).~~

B-8.2. Serve as Policy Coordinator (FSH 1460 B-5) with oversight ~~the editor~~ of the *Faculty-Staff Handbook* (FSH) and Administrative Procedures Manual (APM) to ensure facilitate the timely and orderly adoption of policies and procedures including, but not limited to: 1) consulting and collaborating with the administration to identify and address policy issues; 2)

Commented [AT1]: This first part is from B-10.

Commented [TA(2)]: This middle sentence was part of original B-1.

Commented [TA(3)]: The Fac. Sec. works with Counsel, Provost, FAC, UCC, and is part of Sen. Leadership who work through items of concern that arise from changes submitted by a policy sponsor (HR, Research, Infrastructure, DOS, et al). This role is crucial to ensure everyone's work to-date is not lost and to avoid presidential disapproval.

Commented [AT4]: Last sentence here was in original B-8 moved to B-2 below.

Commented [TA(5)]: Was B-8, everything that follows below is linked to this and the above role, including the UFM which is the last Faculty Governance approval process before the President.

UI FACULTY-STAFF HANDBOOK

Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1570: Secretary of the Faculty

~~keeping upper administrative officials informed of policy proposals being developed by university committees and others; 3) advising on the development and drafting of policy; 4) identifying policies in need of revision and ensuring that such revisions are addressed; 5) ensuring monitoring that institutional processes for the timely development of policies and procedures are followed; and 6) keeping the university community informed.~~ Inform Faculty Senate of any additions and changes to the handbook policy and procedures. See 1460 for a more detailed description on the university-wide policy process which includes students, Staff Council, Faculty Senate, University Faculty, the President and Regents. Serve as a major resource to the faculty and administrators with respect to the contents of the handbook and participate in keeping it up to date. Serve as a liaison with the President's Office to ensure proper maintenance and publication of the handbooks. [ren. and rev. 7-02, ed. 7-09]

Commented [TA(6): Combined and moved these last two sentences into B-1 above.

~~B-13. Prepare, with the president's approval, oversee the preparation of~~ Propose the agenda and supporting documents for each meeting of the university faculty; ~~for with the approval by of the president;~~ record and publish the minutes of meetings; ~~ensure that forward~~ reports of actions of the university faculty are forwarded to the president; ~~and the Department of Special Collections and Archives in the University Library, and other interested parties with copies of the minutes of the university faculty meetings;~~ and [rev. 7-02, 7-11]

Commented [TA(7): This is part of B-1 that was moved here to follow the policy process mentioned above.

Commented [TA(8): No longer happens, available on the web.

~~B-3. Oversee the placement of Faculty Staff Handbook sections and keywords on the UI policy and regulations website.~~ [add. 7-02]

~~B-49. Prepare. Ensure the accurate and timely preparation and distribution of for publication~~ General Policy Reports for publication and distribution to the for review and approval of university faculty ~~for review and approval.~~ [add 7-02, 7-11]

Commented [TA(9): Was B-9.

~~B-45. Serve as an ex-officio nonvoting member of the Faculty Senate, work closely with and advise the chair and vice chair of Faculty Senate on policy matters and on the conduct of senate business, and, as his or her primary responsibility, provide services related to shared governance on request from for the Faculty Senate, and other faculty bodies, faculty, staff, students, and administration.~~ [ren. 7-02, ed. 7-09]

Commented [AT10]: There was nothing after this and I assumed it should be administration.

~~B-56. Serve as secretary to an ex officio nonvoting member of~~ the Committee on Committees. Oversee the process for solicitation of faculty members to serve on university-wide standing committees and the publication of committee function statements and membership lists. [ren. and rev. 7-02]

~~B-67. Serve as an ex-officio nonvoting member of the University Curriculum Committee, and cooperate work closely~~ with UI officials to ~~ensure-facilitate~~ the accuracy of all published academic information. [ren. and rev. 7-02]

~~B-78. Serve as chair of the University Multi-campus Communications Committee, 1640.94.~~ [add. 1-10]

~~B-29. Oversee and ensure the accuracy of the Faculty Senate, Faculty Secretary, Faculty-Staff Handbook, Administrative Procedures Manual and University Policy websites. Oversee the placement of material on those websites and historical records.~~ [add. 7-02, ed. 7-09, rev. 7-17]

Commented [AT11]: Was B-2

~~B-11. Perform such other duties related to faculty governance as may be assigned by the president or the president's designee or the university faculty.~~ [ren. 7-02]

Commented [AT12]: Reinstated.

C. NOMINATION PROCESS FOR SECRETARY OF THE FACULTY.

C-1. The chair of the Faculty Senate appoints a five-member nominating committee, with the

UI FACULTY-STAFF HANDBOOK

Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1570: Secretary of the Faculty

approval of the Faculty Senate. The committee is composed of the provost and four other members of the senate, one of whom shall be the Faculty Senate Chair, or his/her designee, who shall serve as the committee chair. [*ed. 7-09, rev. 7-17*]

C-2. The nomination committee should seek out and give preference to nominees who have the following qualifications; (1) attained the rank of full professor or are faculty emeriti, (2) communication skills, (3) supervisory experience, (4) extensive experience in university service, and (5) excellent understanding and commitment to the role and mission of the University of Idaho. [*add. 7-02, rev. 7-17*]

C-3. The committee advertises the position, solicits and accepts applications and nominations, and screens candidates. The committee functions in a confidential manner. [*ren. 7-02*]

C-4. The committee recommends a list of candidates for ratification by the Faculty Senate. The senate may meet in executive session to discuss candidates recommended by the nominating committee. The senate may not add names to those recommended by the nominating committee but may choose to delete any of the candidates nominated by the committee. [*ren. and rev. 7-02*]

C-5. The Faculty Senate forwards the names of nominees ratified by the Faculty Senate to the president. The president selects the faculty secretary from that list or requests that a new group of nominees be selected following the procedures outlined in C-1 through C-4. [*ren. 7-02, ed. 7-09*]



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

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

Chapter & Title: Chapter one: FSH 1565 H.

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

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

Originator(s):

1/18/2018

(Please see FSH 1460 C)

Telephone & Email:
 mcmurtry@uidaho.edu

Jerry McMurtry

Name Date

885-6245

Policy Sponsor: (If different than originator.)

Telephone & Email:

Name Date

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

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

The new support category allows for the support of graduate students who are not aligned directly with the responsibilities of a teaching or research assistant. The addition of the term "graduate" in front of the title is simply to more clearly define the persons involved and differentiate from undergraduate assistants. Graduate Council approved on Oct. 18, 2017.

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

n/a

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

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

FSH1565 - ACADEMIC RANKS AND RESPONSIBILITIES

PREAMBLE: This section defines the various academic ranks, both faculty and non-faculty (e.g. graduate student appointees and postdoctoral fellows), and their responsibilities. Subsections A, C, D, E, F, and I should be read in conjunction with the policy and procedures concerning granting of tenure and promotions in rank which are contained in 3520 and 3560 (subsection I only in conjunction with 3560). Most of the material assembled in this section was a part of the original 1979 Handbook. The material in section I was added July, 1987. The definitions of 'postdoctoral fellow' (J-5), 'graduate assistant' (K-3) and 'research fellow' (K-4) were revised in July 1996. Section J-1, voting rights for lecturers, was changed in July 2001. Section A was substantially revised in July 1994, so as to underline better the importance of both teaching and scholarship. At that time 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. Section A underwent additional substantial revision in July 1998 and July 2006, always with the hope of creating greater clarity in a complex subject. Extensive revisions along those same lines were made to B (entirely new and in 2008 B was moved to 3570), C, D, and E, in July 1998. Further, less extensive revisions were made to C-1, D-1, and E-1 in July 2000. In July 2008, this section was reorganized to better reflect classifications as stated in FSH 1520 Article II, no substantive changes were made to policy. In 2009 changes to the faculty position description and evaluation forms integrating faculty interdisciplinary activities into the evaluation processes were incorporated into this policy as of January 2010. 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. In July 2010 the affiliate and adjunct terms were switched to conform to national norms and rank of Distinguished Professor was added. In 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. In 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. In July 2013 definitions for research and teaching assistants were more clearly defined. In January 2014 the time necessary to qualify for Emeritus status was redefined and in July 2014 the cap on non-tenure track faculty appointments in a unit was adjusted and promotion processes clarified and revised. Further information may be obtained from the Provost's Office (208-885-6448). [rev. 7-98, 7-00, 7-01, 7-06, 1-08, 7-08, 1-10, 7-10, 7-11, 7-12, 7-13, 7-14]

H. NON-FACULTY: Those within this category are not members of the faculty. [*ed. 1-10*]

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.] [*ed. 1-10*]

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 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. [*ed. 1-10, rev. 7-13*]

UI FACULTY-STAFF HANDBOOK

Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1565: Academic Ranks and Responsibilities

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. *[ed. 1-10, rev. 7-13]*

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.



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: FSH 1640.74 Sabbatical Leave Committee

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

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

Originator(s):

(Please see FSH 1460 C)

Telephone & Email:

eames@uidaho.edu

Erin James Sept 18, 2017

Name

Date

(775) 527.7019;

Policy Sponsor: (If different than originator.)

Telephone & Email:

Name

Date

Reviewed by General Counsel X Yes No Name & Date: Kim Rytter, Aug 31, 2017

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

The Sabbatical Leave Evaluation Committee (SLEC) is recommending the following revisions to section 1640.74 in the Faculty/Staff Handbook. Current language on the structure of the committee states that "A member selected to serve on this committee who is planning on applying for a sabbatical shall recuse themselves from participating the semester in which they apply." Because sabbaticals are no longer centrally funded through the Provost's Office and because there is no benefit to SLEC members who are applying for sabbatical leave to rank other applications poorly, the SLEC believes that there is no need for this conflict of interest provision. The SLEC also understands that this conflict of interest provision causes more problems than it solves, as it makes committee formation more difficult. The SLEC thus suggests that this sentence be removed.

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

This revision will have no fiscal impact.

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

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

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

July 2017

1640

COMMITTEE DIRECTORY

PREAMBLE: This section contains statements of the function and structure of each university-level standing committee. The names of persons appointed to serve on each such committee are published at the beginning of each academic year by the Committee on Committees, and copies of this publication are available from the Office of the Faculty Secretary (208-885-6151). This section, dating to the 1979 edition of the Handbook, has been frequently revised as necessitated by the changing mission or membership of existing committees or the deletion of obsolete committees or the addition of new ones.

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.] [ed. 7-00, 7-09]

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). ~~A member selected to serve on this committee who is planning on applying for a sabbatical shall recuse themselves from participating the semester in which they apply.~~ [rev. 7-06, 2-09, 7-16]



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: Chapter Five: 5200 Human Participant Research & 1640.54

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

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

Originator(s):

(Please see FSH 1460 C)

Telephone & Email:

Jennifer Walker	11/17/2017
Name	Date
208-885-6340 irb@uidaho.edu	

Policy Sponsor: (If different than originator.)

Telephone & Email:

janetenelson@uidaho.edu

Janet E. Nelson	12/15/2017
Name	Date
208-885-6689	

Reviewed by General Counsel X_Yes ___No Name & Date: Casey Inge 11/17/2017

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

The U.S. Department of Health and Human Services have issued final revisions to the Federal Policy for the Protection of Human Subjects (the Common Rule). The Final Rule was published in the Federal Register on January 19, 2017 and is effective on January 19, 2018. It implements new steps to better protect human subjects involved in research, while facilitating valuable research and reducing burden, delay, and ambiguity for investigators. The revisions to the FSH are necessary for University compliance with the Final Rule.

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

No impact.

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

FSH 1640.54 – minor changes.

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

January 1 since the effective date of the regulatory changes is January 19, 2018.

UI FACULTY-STAFF HANDBOOK

Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1640: Committee Directory

1640.54**INSTITUTIONAL REVIEW BOARD**

[Formerly Human Assurances Committee, rev. 1-09, 1-18, rewritten 7-10]

A. FUNCTION. The federal government requires the University of Idaho (University) to designate an Institutional Review Board (IRB) to ensure that human participant-subject research conducted under the auspices of the University meets federal requirements. Under the approved federal-wide assurance (~~FWA00005639~~) for the University, the IRB shall apply the regulations set forth by United States Department of Health and Human Services (HHS) (www.hhs.gov) at 45 CFR 46 to all federally funded human participant-subject research, ~~regardless of funding source~~, 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 participantsubject research shall comply with these regulations unless otherwise specified by University policy. The IRB shall also apply the human participant-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 participantsubject 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 participant-subject research and with applicable state and local law ~~that serves to elucidate and supplement federal regulations for human-subject research~~. [See FSH 5200]

A-1. Human participantsubject Rresearch that has been approved by the IRB may be subject to further review and approval ~~or disapproval~~ by UI University officials. However, a University officials may not approve such research, or that portion of a research project that constitutes human participantsubject research, ~~if that it~~ has not been approved by the IRB. ~~(45 CFR 46.112)~~

A-23. The committee ~~also~~ serves as an advisory body to the Vice President for Research and Economic Development for matters related to hHuman Subjects/Partieipants Rresearch ~~Matters~~.

B. STRUCTURE AND MEMBERSHIP.

B-1. The IRB is composed of at least five (5) members withappointed by the VP for Research and Economic Development. Members shall have varying backgrounds to promote complete and adequate review of research activities commonly conducted at the University. The IRB is chaired by a faculty member-chaired-committee.

B-2. ~~It shall have at least five members, with varying backgrounds to promote complete and adequate review of research activities commonly conducted at the University of Idaho [45 CFR 46.107(a)].~~

B-23. The Director of Research Assurances ~~position of Chief Research Compliance Officer~~ serves ~~in the capacity of as an~~ ex officio non-voting

UI FACULTY-STAFF HANDBOOK

Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1640: Committee Directory

~~standing committee~~ member to assist in representing institutional commitments and regulations, ~~[45 CFR 46.107(a)]~~.

B-4. The IRB shall include at least one member whose primary concerns are in scientific areas and one member whose ~~main~~-primary concerns are in nonscientific areas ~~[45 CFR 46.107(e)]~~.

B-5. 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 ~~who is~~ affiliated with the institution ~~[45 CFR 46.107(d)]~~.

B-6. At its discretion, ~~t~~The IRB may, ~~in its discretion,~~ invite individuals with competence in special areas to assist in the review of issues ~~which that~~ require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB ~~[45 CFR 46.107(f)]~~.

B-7. The ~~Signatory Official, who is the~~ Vice President for Research and Economic Development may remove and replace a committee member at any time. ~~If and when he/she determines that~~ the member is unwilling or unable to carry out committee functions.

B-8. 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-9. The Vice President for Research and Economic Development appoints all members of the IRB, including the alternates.

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion* Emergency
 Minor Amendment
Chapter & Title: _____

Administrative Procedures Manual [APM] Addition Revision* Deletion* Emergency
 Minor Amendment
Chapter & Title: _____

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

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

Originator(s):

(Please see FSH 1460 C)

Name

Date

Telephone & Email:

Policy Sponsor: (If different than originator.)

Name

Date

Telephone & Email:

Reviewed by General Counsel Yes No Name & Date: _____

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

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

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

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

If not a minor amendment forward to: _____

Policy Coordinator
 Appr. & Date:

[Office Use Only]

APM

F&A Appr.: _____
[Office Use Only]

FSH

Appr. _____
 FC _____
 GFM _____
 Pres./Prov. _____

[Office Use Only]

Track # _____
 Date Rec.: _____
 Posted: t-sheet _____
 h/c _____
 web _____
 Register: _____
(Office Use Only)

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE January 2018

1640
COMMITTEE DIRECTORY

PREAMBLE: This section contains statements of the function and structure of each university-level standing committee. The names of persons appointed to serve on each such committee are published at the beginning of each academic year by the Committee on Committees, and copies of this publication are available from the Office of the Faculty Secretary (208-885-6151). This section, dating to the 1979 edition of the Handbook, has been frequently revised as necessitated by the changing mission or membership of existing committees or the deletion of obsolete committees or the addition of new ones.

Subsections

- | | |
|--|--|
| .02 Academic Hearing Board | .54 Institutional Review Board |
| .04 Academic Petitions Committee | .55 Information Technology Committee |
| .06 Administrative Hearing Board | .56 Intellectual Property Committee |
| .08 Admissions Committee | .58 Ubuntu |
| .10 Americans with Disabilities Act Advisory Committee | .60 Library Affairs Committee |
| .12 Institutional Animal Care and Use Committee | .64 Officer Education Committee |
| .14 Institutional Biosafety Committee | .66 Parking Committee |
| .18 Borah Foundation Committee | .69 Promotions Review Committee |
| .20 University Budget & Finance Committee | .70 Publications Board |
| .22 Campus Planning Advisory Committee | .71 Radiation Safety Committee |
| .24 Classified Position Appeal Board | .72 Research Council |
| .26 Commencement Committee | .74 Sabbatical Leave Evaluation Committee |
| .28 Committee on Committees | .76 Safety and Loss-Control Committee |
| .34 Provost Council | .77 Scientific Misconduct Committee |
| .36 Dismissal Hearings Committee | .80 Staff Affairs Committee |
| .40 Facilities Scheduling Policy Committee | .83 Student Conduct Board |
| .41 Faculty and Staff Policy Group | .84 Student Financial Aid Committee |
| .42 Faculty Affairs Committee | .86 Teacher Education Coordinating Committee |
| .43 Faculty Appeals Hearing Board | .87 Teaching and Advising Committee |
| .44 Faculty Senate | .89 University Committee for General Education |
| .46 Arts Committee | .90 General Education Assessment Committee |
| .48 Graduate Council | .91 University Curriculum Committee |
| .50 Grievance Committee for Staff Employees | .92 University Development Council |
| .51 Grievance Committee for Student Employees | .94 University Multi-Campus Communications Committee |
| .53 Honors Program Committee | .95 University Security and Compliance Committee |

UI FACULTY-STAFF HANDBOOK

Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE Section 1640: Committee Directory

1640.10

AMERICANS WITH DISABILITIES ACT ADVISORY COMMITTEE

[Created 2012, see Ubuntu FSH 1640. 58]

A. FUNCTION.

A-1. To advise the Director of ~~Human Rights, Access and Inclusion~~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.

Commented [AE(1)]: Updated to reflect changes to office name.

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 ~~Human Rights, Access and Inclusion~~The Office of Civil Rights and Investigations, who will distribute them to the Faculty Senate along with recommendations for appropriate program or policy changes.

Commented [AE(2)]: Updated to reflect changes to office name.

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 ~~Disability Support Services~~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~~Human Rights, Access and Inclusion ~~(who also serves on Ubuntu)~~, 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. [ed. 8-12]

Commented [AE(3)]: Updated to reflect changes to office name.

Commented [AE(4)]: Updated to reflect changes to office name.

Commented [AE(5)]: Addition of CTC Director as supported by ADA Advisory Committee.

Commented [AE(6)]: Updated to reflect changes to office name.

Commented [AE(7)]: This position is filled by the Chief Diversity Officer.



POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: FSH 3050 – Position Description Policy & Form
and FSH 3320 – Annual Evaluation policy

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

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

Originator(s):

22, 2018

(Please see FSH 1460 C)

Telephone & Email:
ytreberg@uidaho.edu

Marty Ytreberg

March

Name

Date

208-885-6908

Policy Sponsor: (If different than originator.)

Telephone & Email:

Name

Date

Reviewed by General Counsel ___Yes __X__No Name & Date: _____

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

FAC approved March 22, 2018. The changes to the position description (PD) policy and form are to: (i) Eliminate the annual process. The PD will be initially created by the unit administrator(s) when a faculty member is hired (or once policy goes into effect for current faculty) and modified only if substantial changes occur. (ii) Make the PD form electronic. There will no longer be paper forms. (iii) Clean up, clarify and simplify language.

The changes to the Annual Evaluation (AE) policy adds the word “and goals” to FSH 3320 A-1. e to encourage a discussion.

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

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
None

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

***Note:** This form was drafted solely for the purpose of informing the IT folks who will develop the online form, that will follow as closely as possible the substantive contents of the form. The online form is not likely to look like this form, e.g. the red text will not remain on the form.

University of Idaho
Faculty Position Description (*link to FSH 3050)

Date: (*effective date – retain all versions)

Faculty Name: _____ **Employee V#:** _____

Rank: _____ **Administrative Title (if applicable):** _____

Unit(s): _____

<u>Responsibility Areas</u> (*link to FSH 1565 C)	PD%
Teaching and Advising	
Scholarship and Creative Activities	
Outreach and Extension	
University Service and Leadership	
Total	100%

Brief* description of expectations** that must be consistent with the unit(s) context statement and that encompasses the range of expected activities.

*limit box to 500 characters, or consult with Faculty Affairs
 ** propose on form a checkbox used for instance when faculty go on full leave for extenuating circumstances, when box checked of no responsibility to equal 0% responsibility for specified time

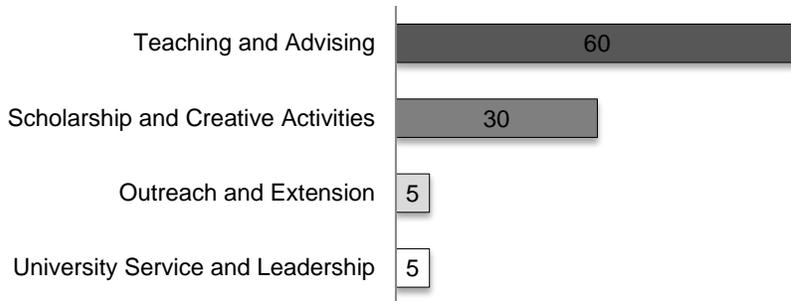
Will include several checkboxes (replaces following signatures on current form):

- **Faculty Member signature box, confirm button that also assigns date,**
- **Unit administrator (UA),**
- **UAs for those on joint appointments, interdisciplinary/center activities; and**
- **college dean.**

Note: Position descriptions are one component of the independent process for promotion and tenure. See FSH [3520](#) and [3560](#) for details on the promotion and tenure process.

Current Form in Policy – 2016

FACULTY POSITION DESCRIPTION ¹	
ENTER CALENDAR YEAR for review period:	
Faculty Name: Title/Rank: Unit(s):	V Number: Administrative Title: (if applicable) FTE:



Overall description of responsibilities and goals by category²:

Faculty Member: I agree that this is a reasonable description of my responsibilities to the University of Idaho for the forthcoming calendar year.

Signature of Faculty Member Date

Interdisciplinary/Center Activities: Attach narrative.³

Unit Administrator(s): I agree that this position description is a reasonable reflection of the stated expectations for progress towards tenure, promotion and/or continued satisfactory performance.

Signature of Unit Administrator Date

Signature of Additional Unit Administrator Date
(e.g. joint appointments [if applicable])

Signature of Additional Unit Administrator Date
(e.g. joint appointments [if applicable])

College Dean: I agree that this position description is a reasonable reflection of the stated expectations for progress towards tenure, promotion and/or continued satisfactory performance.

Signature of Dean Date

¹ FSH 3050

² See FSH 1565 for faculty responsibilities. Also, instructors will provide syllabi to their unit offices at the beginning of each term for courses for which they are responsible. Each syllabus should include expected learning outcomes for the course and should describe an example of how at least one learning outcome is assessed.

³ If the above box is checked, the unit administrator is responsible to solicit comments from, and discuss with, the interdisciplinary/center administrators listed whether the interdisciplinary/center activities as stated are accurate. All solicited comments are to be attached to this form. (FSH 3050 B-2, 3520 E-1, G-3, G-4 c, 3560 C, and E-2d, and 3320 A-1 d).

UI FACULTY-STAFF HANDBOOK**CHAPTER THREE:****EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF**

January 2017

3050
POSITION DESCRIPTIONS

PREAMBLE: This section describes the creation and use of position descriptions that define responsibilities for faculty. This section was original to the 1979 Handbook; it has been editorially revised at intervals. In July 1998 the year covered by a position description was changed from an academic year to a calendar year. In July 2001 section B underwent some clarifying changes while the form itself underwent extensive revisions. In July 2007 the form underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as to align the form with the Strategic Action Plan. In 2009 the form was revised to better integrate faculty interdisciplinary activities (including ensuring communication among all parties and eliminating the need to obtain multiple signatures) and FSH 3140 was incorporated into this policy. In January 2015 assessment language was added to the form. In 2016 a pilot form was introduced that reduced the amount of detail requested from faculty, streamlining the process and ratified in January 2017 with minor edits. Further information may be obtained from the Provost's Office (208-885-6448). [rev. 7-98, 7-01, 7-07, 7-09, 1-15, 1-17ed. 12-06]

A. GENERAL. The position description establishes the expectations for each faculty member's ~~specific responsibilities~~ in the ~~four~~-major responsibility areas identified in FSH 1565 C, Teaching and Advising, Scholarship and Creative Activities, Outreach and Extension, and University Service and Leadership. Expectations must be consistent with the unit(s) context statement. Faculty should ensure that the description fully encompasses the range of their expected activities ~~be careful when preparing their position description to ensure they describe their goals and expectations in all responsibility areas.~~ The position description serves as a reference for a faculty member's a variety of important functions; in particular, it constitutes the essential frame of reference in annual performance evaluation of faculty members [see 3320], and consideration of faculty members is one component of the independent process for tenure and promotion [see 3520 and 3560]. [rev. 7-98, 1-17, ed. 7-00, 7-02, 7-09, 1-12]

~~**B. PERFORMANCE EXPECTATIONS.** Expectations designated for individual faculty members to achieve tenure or promotion in rank or satisfactory performance evaluation must be compatible with the criteria of the department or other unit concerned. Each faculty member is to be advised of these expectations in writing by the departmental or unit administrator at the time of appointment. [7-09 original text from 3140 A]~~

~~**B-1.** Expectations are specified in the current faculty position description and are the basis for the annual performance evaluation. Expectations must not be greater than those that can be reasonably supported in the department or unit by providing sufficient time and resources. [rev. 7-09 partial text from 3140 B-1, 4 & 5]~~

~~**B-2.** Except by written agreement between the faculty member and the appropriate administrator, expectations for individual faculty members are in effect for a period of one calendar year. [7-09 original text from 3140 B-2]~~

BC. PROCEDURE.

~~**CB-1.** The calendar year A position description shall be provided to each faculty member by the unit administrator within a reasonable period of time~~

~~after the faculty member begins employment. The faculty member, and the unit administrator(s), and/or center director, must approve the position description. is recorded on the form appended to this section with a due date established by the provost. [rev. 7-98, 1-08, 7-09, ed. 7-01]~~

~~**C-2.** The form should be filled out in collaboration with the unit administrator. Faculty members involved in interdisciplinary activities should check the box on the position description form and attach a narrative explaining their activities and listing units and members involved. For faculty involved in interdisciplinary activities or with centers, the unit administrator is to solicit comments regarding the position description and discuss it with all interdisciplinary/center administrator(s) listed on the faculty member's narrative attached to the form. The form is then to be signed by the faculty member, approved by the unit administrator, and dean, and sent to the Provost's Office. [rev. 7-01, 7-02, 1-08, 7-09]~~

~~**BC-32.** The position description shall remain in effect unless revised to reflect substantial changes in expectations. Such a change may include the assumption of administrative responsibilities, a change in teaching load, an increase in research responsibilities, leave or sabbatical, etc. The faculty member and the unit administrator(s), and/or center director, must approve the revised position description. Any change in duties or responsibilities that represents a significant departure from the position description is permitted only with the written consent of the faculty member and administrator involved. A revised position description should be filed in this event. [7-09—original text from 3140 B-3]~~

~~**C-4.** When the personnel activity report form (PAR) (see APM 45.09) is completed, the unit administrator should compare the data obtained for each faculty member with the corresponding position description. Perfect agreement between the position description and the record of actual performance is not necessarily expected, but it is desirable that any discrepancy between them be as small as is feasible. [ed. 7-01, 7-09]~~

UI FACULTY-STAFF HANDBOOK

CHAPTER THREE:

EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

??

3050
POSITION DESCRIPTIONS

PREAMBLE: This section describes the creation and use of position descriptions that define responsibilities for faculty. This section was original to the 1979 Handbook; it has been editorially revised at intervals. In July 1998 the year covered by a position description was changed from an academic year to a calendar year. In July 2001 section B underwent some clarifying changes while the form itself underwent extensive revisions. In July 2007 the form underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as to align the form with the Strategic Action Plan. In 2009 the form was revised to better integrate faculty interdisciplinary activities (including ensuring communication among all parties and eliminating the need to obtain multiple signatures) and FSH 3140 was incorporated into this policy. In January 2015 assessment language was added to the form. In 2016 a pilot form was introduced that reduced the amount of detail requested from faculty, streamlining the process and ratified in January 2017 with minor edits. Further information may be obtained from the Provost's Office (208-885-6448). [rev. 7-98, 7-01, 7-07, 7-09, 1-15, 1-17ed. 12-06]

A. GENERAL. The position description establishes the expectations for each faculty member in the major responsibility areas identified in FSH 1565 C, Teaching and Advising, Scholarship and Creative Activities, Outreach and Extension, and University Service and Leadership. Expectations must be consistent with the unit(s) context statement. Faculty should ensure that the description fully encompasses the range of their expected activities. The position description serves as a reference for a faculty member's annual performance evaluation [see 3320], and is one component of the independent process for tenure and promotion [see 3520 and 3560]. [rev. 7-98, 1-17, ed. 7-00, 7-02, 7-09, 1-12]

B. PROCEDURE.

B-1. A position description shall be provided to each faculty member by the unit administrator within a reasonable period of time after the faculty member begins employment. The faculty member, and the unit administrator(s), and/or center director, must approve the position description. [rev. 7-98, 1-08, 7-09, ed. 7-01]

B-2. The position description shall remain in effect unless revised to reflect substantial changes in expectations. Such a change may include the assumption of administrative responsibilities, a change in teaching load, an increase in research responsibilities, leave or sabbatical, etc. The faculty member and the unit administrator(s), and/or center director, must approve the revised position description.

UI FACULTY-STAFF HANDBOOK**CHAPTER THREE:****EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF**

November 2017

3320

**ANNUAL PERFORMANCE EVALUATIONS OF FACULTY MEMBERS
AND
PERFORMANCE EVALUATION OF ACADEMIC ADMINISTRATORS**

PREAMBLE: This section contains those policies and their attendant procedures for those periodic reviews of performance that affect faculty members and academic administrators. Policies concerning performance evaluation were part of the original 1979 Handbook, but were completely rewritten in July 2002 and further refined in 2003. In July 2007 Form 1 underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as align the form with the Strategic Action Plan. In January 2008 Form 1 was again revised to include a Disclosure of Conflicts statement to comply with FSH 6240. In 2009 this section was again revised to reflect recent changes to the faculty position description and evaluation forms to better integrate faculty interdisciplinary activities. In July 2010 B was added and FSH 1420 E-6 was incorporated into D to consolidate the evaluation process into one policy. In July 2014 changes were incorporated to ensure all faculty go through a review by their peers. In January 2017 a temporary fix to this policy was put in place to allow for a pilot narrative evaluation process for 2016 and ensure that existing policy would apply. In November 2017 an emergency revision (rewrite of the faculty section, not the administrator section) to this policy was put in place to address the new narrative evaluation process so as to be effective before the next evaluation process. Further information may be obtained from the Provost's Office (208-885-6448. [ed. 7-03, rev. 7-07, 1-08, 7-09, 7-10, 7-14, 1-17]

CONTENTS:

- A. Annual Performance Evaluation for Faculty Members
- B. Faculty Performance that does not Meet Expectations
- C. Performance Evaluation of Academic Administrators
- D. Sequence of Evaluation of Faculty Members and Administrators.

A. ANNUAL PERFORMANCE EVALUATION FOR FACULTY MEMBERS.

A-1. PERFORMANCE EVALUATION. Annual evaluation of the performance of each member of the faculty is primarily the responsibility of the faculty member and unit administrator. The provost is responsible for preparing supplementary instructions each year, including the schedule for completion of the annual performance evaluation. Personnel on international assignment see FSH 3380 C. *[rev. 7-03, 7-09, 7-14, ed. 7-10, 1-17]*

a. Forms. The Annual Performance Evaluation Form is available below. The form may not be altered without following the appropriate governance process (see FSH 1460). The unit administrator is responsible for ensuring that each faculty member uses the proper form together with the supplementary instructions as provided by the Provost Office. *[rev. 7-01, 1-17]*

b. Performance expectations are described below. The narrative in the evaluation form shall provide evidence to support the evaluation. *[ed. 7-10]*

i. Performance that Meets or Exceeds Expectations is at least satisfactory performance during the review period of a faculty member relative to the position description.

ii. Performance that does not Meet Expectations denotes performance during the review period that is less than expected of a faculty member relative to the

position description and means improvement is necessary. An evaluation of not meeting expectations in one or more responsibility areas triggers procedures outlined in FSH 3320 B below.

c. Annual Report of Efforts and Accomplishments by Faculty Member. Each faculty member shall provide his or her unit administrator with the following materials in preparation for the annual performance evaluation:

- (1) Current Curriculum Vitae
- (2) UI Faculty Position Description for Annual Performance Review
- (3) Written detailed summary report of faculty activity for the period of the annual performance review that compares accomplishments to expectations in the Position Description for the review period. This report may be in the form of a self-evaluation using the annual evaluation form included in this policy. *[rev. 7-09]*
- (4) Other materials necessary to document efforts and accomplishments for the review period. *[add. 7-01, ed. 7-10]*

d. Evaluation of Faculty by Unit Administrators. Unit administrators evaluate the faculty members in their unit. The performance of each faculty member during the review period is judged on the basis of the position description(s) in effect during that period. In the case of a faculty member holding joint appointments and/or involved in interdisciplinary activities, as described in the position description, in two or more academic or administrative units, it is the responsibility of the administrator in the faculty member's primary academic discipline to solicit and consider relevant information on job performance from other administrators with responsibility for the faculty member's work. *[See also 3080 E-3.] [rev. 7-09, ed. 7-10]*

Whether a faculty member's performance meets expectations is determined by comparing the faculty member's performance to the position description for the review period. For each area of responsibility, the unit administrator shall describe the basis for her/his evaluation of the faculty member's performance in the narrative on the form. After the unit administrator has completed the narrative evaluation for all faculty for the review period, the unit administrator shall provide the following items to each reviewed individual as they become available: *[rev. 7-03, 7-09]*

- (1) a copy of the individual's annual evaluation form *[rev. 7-09]*
- (2) if requested, comparative information to help assess performance evaluation

The unit administrator shall also include comments and recommendations for the faculty member's progress toward tenure, promotion or continued satisfactory performance in the appropriate place on the annual evaluation form.

e. Conference. It is strongly recommended that the unit administrator meet with each faculty member. The unit administrator shall provide each faculty member with the opportunity to meet to discuss the unit administrator's evaluation. (Suitable alternate arrangements shall be made for off-campus personnel.) The purpose of this meeting is to review and discuss the administrator's evaluation and the faculty member's detailed report of activities. The unit administrator should explain the narrative providing a formative assessment on progress towards tenure, promotion, and/or continued satisfactory performance. The faculty member and the unit administrator should work to identify strategies and goals to help the faculty member improve performance. The evaluation may be modified as a result of the discussion. At the conclusion of the review process, each faculty member shall sign the evaluation form indicating that she/he has had the opportunity to read the evaluation report and to discuss it with the unit administrator. If the faculty member wishes to respond to the contents of the review, he/she shall be permitted to append a response to the unit administrator's evaluation. A copy of the administrator's final evaluation shall be given to the faculty member. *[ren. and rev. 7-01, rev. 7-09, ed. 7-10]*

f. College-Level Action. Copies of the performance evaluation materials forwarded by the unit administrator to the appropriate dean(s), for evaluation at the college(s) level, shall include: *[rev. 7-09]*

(1) the evaluation form with the complete narrative and the comments and recommendations on progress towards tenure, promotion, and/or continued satisfactory performance, and *[rev. 7-09]*

(2) any comments provided by interdisciplinary/center administrators or from those administrators of faculty holding joint appointments provided pursuant to subsection A-1. d., above. *[rev. 7-09]*

g. If the unit administrator fails to include the required narrative and comments/recommendations the college shall return the materials to the unit administrator. *[add. 7-09, rev. 7-10]*

h. If the faculty member has attached a response to the evaluation, the response shall be provided to the dean with the annual evaluation form. The dean shall arrange a meeting with the unit administrator and the faculty member to attempt to resolve the relevant issues.

i. If the college dean disagrees with the unit administrator's evaluation, the dean shall attach a narrative stating the reasons for the disagreement. A copy of the dean's narrative shall be provided to the faculty member. The faculty member may respond to the dean's evaluation before the evaluation is forwarded to the provost. The faculty member, unit administrator, and dean are encouraged to resolve the disagreement before forwarding the evaluation to the provost. If the matter remains unresolved at the college level, the provost shall be notified of the disagreement.

j. The college shall forward all evaluation material at the unit and college level, including the dean's narrative and faculty responses, if any, to the provost for permanent filing. *[ren. and rev. 7-01, rev. 12-06, 7-09, 7-10]*

A-2. Relationship to Promotion and Tenure Process. The faculty annual performance evaluation is an administrative review. Annual evaluations are one component of the independent promotion and tenure process. See FSH 3520 and FSH 3560 for details on the promotion and tenure process.

B. FACULTY PERFORMANCE THAT DOES NOT MEET EXPECTATIONS. *[add. 7-10]*

B-1. If the unit administrator determines that a faculty member is not meeting expectations, the unit administrator should consider the reasons for and explanations of the performance. (see FSH 3190). *[ed. 7-09, rev. 7-10]*

The unit administrator, in consultation with the faculty member, should address the possible causes of the problem, should suggest appropriate resources and encourage the employee to seek such help. Faculty members and unit administrators may obtain referral information and advice from the Ombuds, Human Resources, or the Provost's Office. *[ed. 12-06, 7-09, 7-14, rev. 7-16]*

B-2. PROVOST INVOLVEMENT. In the event of an overall evaluation of "does not meet expectations" where the faculty member's performance is so far below expectations that it is ~~it~~ not acceptable in relation to the position description, the provost may, in consultation with the dean and unit administrator, determine that further review of the faculty member's performance is required pursuant to FSH 3320 B-5 below. *[ren. and ed. 7-09, rev. 7-16]*

B-3. FIRST OCCURRENCE. In the event that a faculty member has not met expectations overall or within one or more areas of responsibility, the unit administrator shall offer to meet with the faculty member. At this meeting, the faculty member and the unit administrator shall review the faculty member's Position Description and examine

strategies that would permit the faculty member to improve performance. A mentoring committee shall be formed upon the request of either the faculty member or the unit administrator. The committee shall be composed of two or more faculty members agreed upon by the unit administrator and faculty member. *[rev. 7-09, 7-10]*

B-4. TWO OCCURENCES WITHIN THREE YEARS. In the event of two annual evaluations within three years concluding that the faculty member has not met expectations overall or within one or more areas of responsibility the unit administrator shall arrange a meeting of the faculty member, the unit administrator and the college dean *[ed. 12-06, rev. 7-10]*

The intent of the meeting is to review:

a. the current position description and revise it if necessary to address the issues identified during the discussion. *[ed. 7-09]*

b. the strategies implemented in the previous year(s) and to identify why the strategies did not result in the faculty member meeting expectations. The parties should re-examine strategies that would support improved performance by the faculty member. *[ed. 7-09]*

B-5. THREE OCCURENCES WITHIN FIVE YEARS. In the event of three annual evaluations of “does not meet expectations” within a five-year period, either overall or within one or more areas of responsibility, the dean shall initiate a formal peer review. *[rev. 7-09, ren. 7-10]*

a. Composition of the Review Committee. The Review Committee shall consist of at least four (4) members, appointed as follows:

- (1) The faculty member may submit to the unit administrator a list of the names of three faculty members from within the unit and at least one faculty member from outside of the unit. If the faculty member is tenured or on the tenure track, faculty on the committee should be tenured faculty unless no tenured faculty are available. The unit administrator shall appoint the committee, including at least two names from the faculty member’s list.
- (2) The committee members shall select a chair.

b. Report and Timing. The committee report includes the review and possible recommendation(s), and shall be completed within sixty days of the annual evaluation.

c. The Review. The purpose of the review is to assess the level of performance of the faculty member, the reasonableness of the previous evaluations, and the appropriateness of the strategies put in place to assist the faculty member.

The faculty member and the unit administrator shall provide the following materials for the review period to the committee:

- (1) Updated Curriculum Vitae of the faculty member,
- (2) Position Descriptions,
- (3) Annual evaluation materials submitted by the faculty member,
- (4) Annual Evaluations of the faculty member by the unit administrator and the dean,
- (5) Student and peer evaluations (if any) of teaching,
- (6) A summary of the strategies put in place to assist the faculty member,
- (7) A self-assessment summary of each area of the faculty member’s responsibility and what the faculty member has learned and achieved during the review period, including contributions to the department, university, state, nation, and field (about 2 pages).

The faculty member may submit any additional information he or she desires, and the committee may request additional materials as it deems necessary.

d. Responses to Committee Report. The committee chair shall submit the report to the faculty member, unit administrator, and dean. Each recipient shall have fifteen days from the report's date to submit written responses to the review committee. The committee chair shall send the report and all responses to the provost.

e. Provost. The provost shall be responsible for determining the appropriate resolution, which may include: *[rev. 7-09]*

- (1) continuing the status quo;
- (2) mentoring to address area(s) of concern;
- (3) termination for cause;
- (4) consideration of other recommended resolution(s). *[1-4 add. 7-09]*

B-6. Non-Tenured Faculty. Pursuant to Regent's policy, non-tenured faculty do not have an expectation of contract renewal beyond that stated in FSH 3900 B-2, absent a specific written multi-year contract. The process set forth in FSH 3320 B does not require the University to renew a non-tenured faculty contract. The process set forth in FSH 3320 B shall not be required for a non-tenured faculty member who has been given notice of non-renewal.

C. PERFORMANCE EVALUATION OF ACADEMIC ADMINISTRATORS. *[ed. 7-09, ren. 7-10]*

C-1. EVALUATION BY FACULTY MEMBERS. Opportunity is provided for an annual performance evaluation of college deans, assistant and associate deans, and administrators of academic departments and other intracollege units by the faculty members of the respective units. The provost sends each faculty member an appropriate number of copies of the form, "Annual Faculty Evaluation of Academic Administrators" [form 2 appended to this section] to be used for evaluation of the unit or center administrator, one to be used for evaluation of the dean, and one to be used for evaluation of each assistant or associate dean in the college. *[ren. & ed. 7-10, 10-10]*

C-2. EVALUATION OF UNIT AND CENTER ADMINISTRATORS AND ASSISTANT AND ASSOCIATE DEANS. The review and evaluation of unit and center administrators, and assistant and associate deans, require consideration of their responsibilities as faculty members and as administrators as defined by percentage allocations in the Annual Position Description. All administrators are entitled to a review and evaluation of their performance as faculty members. Further, all administrators are entitled to a review of their performance as administrators. (Forms to be used in the evaluation of administrators are found in Form 1 and 2. *[rev. 7-99, ed. 3-07, rev. & ren. 7-10 (incorporated 1420 E-6 into this entire section C-2 through C-4)]*

1. Evaluation as a Faculty Member.

a. Annual Evaluation. The annual evaluation of an administrator's performance as a faculty member shall be conducted by the dean of the college in accordance with the provisions of *FSH 3320 A* above.

b. Third Year Review. If the administrator is untenured, there shall be a third-year review in accordance with the procedures outlined in *FSH 3520 G-4*.

2. Evaluation as an Administrator.

a. Annual Evaluation. The dean shall conduct an annual evaluation of each administrator's performance in accordance with the responsibilities specified in *FSH 1420 E-1* and in the Annual Position Description. The dean and administrator will negotiate the administrator's Annual Position Description on the basis of the unit's needs, and make it available to the faculty for annual evaluation purposes. The administrator will present his or her annual goals for the unit at the beginning of the review year and report on his/her effectiveness in meeting last year's goals. Annual goals should be based on the unit action plan,

needs of the unit, and discussion with the dean. The dean will make a conscientious effort to solicit input from unit faculty through evaluation form 2. *[rev. 7-99, ed. 6-09, 10-10]*

Unit faculty must send completed copies of form 2 directly to the dean. The dean furnishes the administrator a summary of the faculty evaluations in such a way that the confidentiality of individual evaluations is preserved. The dean may arrange a conference with the administrator to discuss the summary. After these steps have been completed, the dean shall destroy the individual faculty members' evaluations and shall file the written summary in the dean's office. The dean then submits a summary of conclusions and recommendations resulting from the review to the provost, who in turn makes his or her review and forwards recommendations to the president. The dean will then provide feedback to faculty who have submitted form 2, as appropriate. *[ed. 10-10]*

C-3. EVALUATION OF DEANS. The provost shall conduct an annual evaluation of each dean's performance in accordance with the dean's responsibilities specified in *FSH* 1420 D-2 and in the Annual Position Description. The provost and dean will negotiate the Annual Position Description for the dean on the basis of the college's needs and make it available to the faculty for annual evaluation purposes. The dean will present his or her annual goals for the college at the beginning of the review year and report on his or her effectiveness in meeting last year's goals. Annual goals should be based on the college's action plan, needs of the college, and discussion with the provost. The provost will make a conscientious effort to solicit input from college faculty through evaluation form 2. *[ed. 10-10]*

College faculty will send completed copies of form 2 directly to the provost. The provost will summarize the faculty responses and share that summary with the dean. In preparing and conveying that summary, the provost has the responsibility to ensure that faculty comments are confidential. This includes, but is not limited to, avoiding the use of any phrases that can identify the faculty member making the comments. The provost may arrange a conference with the dean to discuss the summary. After these steps have been completed, the provost shall destroy individual faculty members' evaluations and file the written summary in the Office of Academic Affairs. The provost must then submit a summary of conclusions and recommendations resulting from the review to the president. The provost will then provide feedback to faculty who have submitted form 2, as appropriate. *[ed. 10-10]*

C-4. PERIODIC REVIEW OF ADMINISTRATORS. Each administrator is formally reviewed at least six months before the end of each appointment term, or, if there is not a fixed appointment term, at least every five years. The Provost appoints an ad hoc review committee to include faculty, department chairs, and experienced administrators of other units. The periodic review will be conducted at the request of the Provost and Executive Vice President and in accordance with the mechanisms of formal review, which must provide for the following:

1. Opportunity for the dean, center administrator, or unit administrator to prepare a report/portfolio summarizing his or her administrative achievements for the period, including annual reviews; *[rev. and ren. 7-99]*
2. Opportunity for all faculty and staff of the college/unit to participate in the review;
3. Solicitation of input by the committee from appropriate constituencies of the college/unit. Confidentiality of all individual evaluations will be ensured; *[add. 7-99]*
4. Preparation by the review committee of a written report summarizing the findings and recommendations of the review, which will be forwarded to the Provost and the dean/center or unit administrator; *[ed. and ren. 7-99]*
5. The provost will submit the written report along with any additional comments and recommendations to the president and provide appropriate feedback to the administrator. *[rev. and ren. 7-99]*

UI FACULTY-STAFF HANDBOOK

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

Section 3320: Annual Performance Evaluations and Salary Determination of Faculty Members
and Performance Evaluation of Academic Administrators

a. Additional Review. The provost and/or college dean may initiate a review at any time he or she determines a review is needed. The dean shall submit to the provost a summary of conclusions and recommendations resulting from this additional review. If the review is conducted by the provost, he or she shall submit a summary of conclusions and recommendations to the president.

The faculty of the unit may also initiate, by majority vote, a formal review (as outlined above) of the unit administrator. The tenured faculty of a college may also initiate, by majority vote, a formal review (as outlined above) of the college dean.

D. SEQUENCE OF EVALUATION OF FACULTY MEMBERS AND ADMINISTRATORS. The provost prepares the schedule for completion of steps in the performance evaluation and salary determination process each year. The schedule will ensure that faculty members' evaluations of unit or center administrators and assistant and associate deans have been received by the dean before the administrators' recommendations on salary, promotion, and tenure are made known to the faculty and, similarly, that faculty members' evaluations of deans have been received by the provost before the deans' recommendations on salary, promotion, and tenure are made known to the faculty. Likewise, the summaries of faculty evaluations of unit or center administrators, assistant and associate deans, and deans will be communicated to the persons evaluated after their recommendations on faculty salary, promotion, and tenure have been transmitted to the provost. [*ren. & rev. 7-10*]



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: Chapter One: 1640.72 Research Council

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

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

Originator(s):

(Please see FSH 1460 C)

Telephone & Email:

Audrey Harris **02/06/2018**

Name Date

208-885-4054

ajharris@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

janetenelson@uidaho.edu

Janet E. Nelson **2/06 /2018**

Name Date

208-885-6689

Reviewed by General Counsel X_Yes _ No Name & Date: Casey Inge, 3/22/18

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

The current FSH lists the Institutional Review Board (IRB) as a standing subcommittee of the Research Council and we would like to remove this statement. The IRB has not been involved with Research Council and we feel that this relationship is not accurate. Research activities on campus include a wide range of disciplines outside the scope of human subjects.

- II. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
No impact.

- III. Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
None

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

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

January 2017

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. ~~The Institutional Review Board (IRB) is a standing subcommittee of the Research Council. For information on its function, structure, and membership, call the Research Office. [See also 5200 D and E.]~~ [rev. 1-06, 1-09]

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 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. [ed. 7-97, 9-10 rev. 1-06]



POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: 6920 UI Library

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

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

Originator(s):

(Please see FSH 1460 C)

Robert Perret 11/03/2017

Name Date

Telephone & Email:

(208) 885-6534

rperret@uidaho.edu

Policy Sponsor: (If different than originator.)

Name Date

Telephone & Email:

Reviewed by General Counsel ___Yes __X__No Name & Date:

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
Revisions to update policy on current library practices, partnerships, and policies.

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

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

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

If not a minor amendment forward to:

UI FACULTY-STAFF HANDBOOK
CHAPTER SIX:
OTHER GENERAL INSTITUTIONAL POLICIES

2007 (editorial)

6920

UNIVERSITY LIBRARY

PREAMBLE: This section provides basic information about the UI Library. For further information, contact the library [directly](tel:208-885-6534) (208-885-6534).

A. INTRODUCTION. 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 champion the transformative power of ideas and learning, inspire our students to engage in a lifelong pursuit of intellectual development, and provide an essential foundation for innovation, research, and scholarship. The University Library supports the teaching, research, and service missions of the university. It is the regional depository in Idaho for U.S. Government documents, regional repository, and is a designated Earth Science Information Center and a U.S. Patent depository. As a member of WLN and OCLC it has access to the collections of other scholarly libraries within the region and the nation. 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 may be borrowed for four ~~have a six weeks loan period. Loan periods for Mmaterials from the general collection are charged out at the loan desk located near the entrance on the first floor in other collections may be shorter. These All~~ materials are subject to recall after two weeks, ~~if needed by others.~~

b. Faculty members are exempt from overdue charges with the exceptions of fines associated with overdue interlibrary loan, consor~~t~~ial, or recalled materials; nevertheless, it is not in the overall university interest to have a faculty member borrow a large number of books and keep them for a long time. Highly specialized materials ~~that are not in demand and are~~ needed by faculty members for continuous close-at-hand use may be charged out loaned for an extended period as long as one semester.

e. Normally, the ~~UI Library does not lend indexes, abstracts, reference books, U.S. government documents, or periodicals for use outside the library because it is in the best interest of the UI community that they be available in the library and accessible to all. In exceptional cases, arrangements to check them out may be made through the librarian in charge.~~

B-2. Interlibrary Loans.

a. The ~~Library's department~~ administers an interlibrary-loan service and, to facilitate borrowing on request, will obtain scholarly materials ~~not available here from another libraries~~ for use by faculty members, staff and students ~~engaged in serious research.~~

b. Interlibrary loans are agreements between libraries. The lending library establishes has the privilege of stipulating the conditions under which the loan periodsis made, and

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 Chapter VI: OTHER GENERAL INSTITUTIONAL POLICIES
 Section 6920: University Library

~~the borrowing library must abide by these regulations and any special use conditions. Overdue Ample time should be allowed for securing the item desired, and any book that is in print and of value to the library should be ordered rather than borrowed. It is recommended that graduate student research at UI not be undertaken in areas in which a large percentage of the needed library materials must be borrowed through interlibrary loan are subject to fines as infractions may interrupt service to from other libraries users.~~

~~e. The Library is a member of the Orbis Cascade Alliance, a consortium of academic libraries in the Pacific Northwest. UI faculty, staff and students can borrow materials located at member libraries, including Washington State University. In view of the fact that most research libraries limit the loan of periodicals, persons requesting periodical articles on interlibrary loan should expect to receive photocopies and should be prepared to pay the charges involved.~~

B-3. Electronic Resources.

~~a. The Library licenses and makes available electronic content for use by students, faculty, and staff currently affiliated with of the 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 questions 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.~~

B-3. Reciprocal Use Agreement with WSU.

~~a. Washington State University and UI have an agreement under which faculty members and students of either institution have free use of the library resources and facilities of the other. Such use is subject, however, to the regulations of each institution.~~

~~b. UI faculty members and students must consider use of the WSU Library a privilege, not a right. They should not abuse or endanger this privilege by borrowing a large number of items at one time, items for class use here, materials in great demand, items this library should buy, or rare items; nor should they keep, or request to keep, materials they borrow longer than the normal loan period. Under certain circumstances, UI faculty members may be given a long term or semester loan of certain UI library materials, but this is not true of WSU library materials.~~

~~— **B 4. Library Hours.** The University Library is normally open about 100 hours a week. Changes in library hours for holidays and vacation periods are regularly published in the *Idaho Register* and posted at the main entrance of the library.~~

B-546. Placing Books on Course Reserve.

~~a. It is important that Faculty members are encouraged to place books or related materials on course reserve before at least one week prior to making class assignments.~~

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~~b. The library should be given Requests forms to create a reserve-book lists are available online or in the Library at least one week in advance.~~

~~b. c. Standard "Library Reserve Book" forms should be used and may be picked up at, or ordered by telephone from, the reserve desk. Faculty members are urged to check the card catalog to ascertain that the library has the needed books, to write the call numbers on the form and, if convenient, to take the books required for reserve directly to the reserve desk. Faculty members may place personal copies, as well as library books, on reserve for two hour, one day, or three day loans at their discretion. Non-library materials should be properly identified with a mark of ownership and should be reclaimed after they are no longer needed on reserve.~~

~~d. If library materials are to be purchased for reserve, sufficient time should be allowed for their acquisition. "Purchase Request" forms marked "for reserve use first (second semester)" will be given priority treatment.~~

B-~~657~~. Library-Use Lectures.

~~a. Upon request, librarians conduct Sspecialized lectures on the useusing and evaluating of information library resources are available for upper division and graduate classes.~~

~~b. The lectures are given by the subject librarians, and techniques of bibliographic searching are emphasized. Far from being stereotyped orientation talks, these presentations are intended to meet specific needs and may be adapted to stress any points that the instructor indicates. With this specialized instruction, followed by individual consultation with the subject librarians, students are able to make far better use of library resources. Instructors may make arrangements for the lectures through the appropriate subject librarianlibrarian.~~

~~c. Students may consult individually with librarians after The lectures are given to gain additional insights about the research process in the library and at least one week's notice should be given to avoid scheduling conflicts.~~

B-~~768~~. Ordering Books and PeriodicalsResource Requests.

~~a. To order a book, a fFaculty members are encouraged to work with their librarians to select materials that will serve the current and future needs of the UI fills out a "Purchase Request" form, listing all pertinent information. The order Resources may be requested via email or through the online resource purchase request form is forwarded to the library after obtaining approving signatures as required by the department or college. When the book is received and cataloged, the library notifies the requester. Faculty members are urged to turn in requests early in the fiscal year. Faculty members who require specialized materials for continuous use in the office or laboratory are permitted to requisition them for purchase from their department (not library) funds, subject to approval of the departmental administrator or dean. New periodical subscriptions require the cancellation of an equivalent dollar amount of existing subscriptions. Faculty requests for new subscriptions to periodicals should be made to the appropriate subject specialist in the library.~~

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~~b. . — 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. When books disappear, the library normally delays ordering replacements for a year on the assumption that they may reappear on the shelves. Most of them do. If, however, a missing book is needed immediately (e.g., for reserve, as a reference book, or because it is in great demand), the library will order a replacement immediately. If faculty members wish to reorder missing books, they should so indicate on the order form used for requesting books by inserting the statement “book missing replace.” If this is not done, the library’s acquisitions section may find it listed in the catalog and return the request marked “duplicate.” Frequently the library does not find out that a book is missing until it is reported by students or faculty members.~~

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

~~**B-8. Library Publications.** The *Bookmark* serves as a communication medium from the library to the faculty and staff. Its aim is to bring helpful information on books, library problems, and library goals to the faculty and staff.~~

~~**B-79. Copying Use of Copyrighted Materials.** The U.S. copyright law governs the making of photocopies or other reproductions reproduction, preparation of derivative works, distribution, performance, display, and transmission of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes outside the standards of “fair use,” that user may be charged with copyright infringement. The University Library reserves the right to refuse to accept a copying any request by a patron that order if, in its Library’s judgment, fulfilling the order would involve the Library acting in violation of U.S. copyright law.~~

Commented [IC(1): Revision to address broad range of services provided by Library, and discretion of Library in the performance of these services, with respect to compliance with copyright law.

~~**B-810. Departmental Libraries.** It is the policy of the UI University of Idaho to maintain a strong central library. Branch libraries are generally discouraged because: (a) they reduce the accessibility of materials of interest to several disciplines, (b) proper staffing increases overall library expenses, and (c) costly duplication of holdings is likely to result. Exceptions to this policy are considered on an individual basis. In view of the volume and special character of UI’s library resources in the field of law, the College of Law maintains a library and a staff with specialized training in law librarianship [see 6925].~~

~~**B-911. Additional Information.**~~

~~a. For additional information about the University Library and its operations, see the Library maintains a world-wide web-site at.~~

~~b. Faculty members who wish to suggest changes in library regulations or policies should feel free to make these suggestions known to the library staff or members of the Library Affairs Committee [see 1640.60].~~



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

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

Chapter & Title: Chapter 3, Procedures for Faculty Appeals FSH 3840 & FSH 1640.43

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

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

Francesca Sammarruca (FAHB, Chair) 03/18/2018

Originator(s):

(Please see FSH 1460 C)

Telephone & Email:
fsammarr@uidaho.edu

Name	Date
885-6738	

Policy Sponsor: (If different than originator.)

Telephone & Email:

Name	Date

Reviewed by General Counsel Yes No Name & Date: Kent Nelson 4/3/18

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

The FAHB proposes the determinations which fall under the scope of the FAHB review, presently found in FSH 1640.43, should be stated in FSH 3840 along with *Areas of Concern*. It is crucial for an appellant to write a properly focused appeal. The move improves clarity and concentrates the most relevant information the appellant needs in the section they will be referring to, not the committee section of the FSH. The appellant should also be instructed to contact the chair of the FAHB to receive a copy of the unofficial document known as "FAHB Procedures," otherwise unavailable to the faculty member.

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

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

FSH 1640.43. This policy contains information that we want to see in FSH 3840.

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

UI FACULTY-STAFF HANDBOOK

CHAPTER THREE:

EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

July 2015

3840

PROCEDURES FOR FACULTY APPEALS

PREAMBLE: This section deals with the procedures for faculty appeals. It formed a part of the 1979 Handbook and was revised in July of 1994 to add harassment on the basis of race, color, religion, gender, national origin, age or disability to the "areas of concern" and in January of 1996 so as to remove the Faculty Affairs Committee from those bodies through which an appeal had to travel before being heard. The section was substantially revised in July 1999 and again in July 2002 to clarify the committee's scope and its procedures, and A was revised in 2007 to add a process for addressing retaliation complaints. In 2008 the committee composition previously in C and D was moved into FSH 1640 Committee Directory. In April 2014 changes were made to align this policy with Board policy. Further information is available from the Provost's Office (208-885-6448) or the Office of the Faculty Secretary (208-885-6151). [rev. 7-99, 7-02, 7-07, 7-08, ed. 7-00, 7-05, 4-14]

CONTENTS:

- A. Areas of Concern
- B. Procedures for Initiating an Appeal
- C. Faculty Appeals Hearing Board
- D. Hearing Procedures
- E. Procedures Following the Hearing

A. AREAS OF CONCERN. The procedures provided in this policy are to be used by faculty members to appeal administrative decisions, including without limitation decisions in such matters as denial of tenure, denial of promotion, position description, performance evaluation, salary determination, and to challenge the contents of personnel files. Applicability of these procedures to some matters is subject to certain limitations and exclusions - nonrenewal of fixed-term appointments [see 3900 E and F], dismissal for cause [see 3910, in particular, 3910 D-5-c], and layoff resulting from a declaration of financial exigency [see 3970]. Allegations of sexual harassment or discrimination based on race, color, sex, national origin, religion, age, sexual orientation, or disability are not subject to this policy, but should be brought to the Director of Human Rights, Access and Inclusion. Decisions of the president concerning administrative assignments are not appealable under this policy. A faculty member alleging retaliation is required to follow the process set forth in FSH 3810 before proceeding under this policy. The time period for appeal will begin to run upon completion of the process set forth in 3810. [rev. 7-99, 7-02, 7-07, 7-12, ed. 9-06, 6-09]

B. PROCEDURES FOR INITIATING AN APPEAL.

B-1. Before, or in addition to, filing an appeal, the faculty member should seek satisfaction informally by discussing his or her complaint with the administrator who made the decision. If the issue is not resolved by this means, the faculty member should then go to the next administrative level for redress. Reference to these discussions should be included in the request for a hearing.

B-2. A faculty member who wishes to appeal an institutional decision may do so by submitting a written request for a formal hearing. Such a request must be made within 30 calendar days after he or she receives written notice of the institutional decision, except that a 20-day period is allowed in cases of nonrenewal of fixed-term appointments [see 3900 F], a 14-day period is allowed in cases of denial of tenure or promotion, and a 15-day period is allowed in cases of dismissal for cause [see 3910 D-5-a]. If the appeal concerns salary determination, the 30-day period allowed for filing begins with receipt of notice of the dollar amount of salary assigned [see 3420 B-3, B-6]; the earlier assignment to a salary-increment category [see 3420 B-3] may be appealed by the informal means described in B-1 or may be

included in the appeal after the salary amount has been fixed. In the request, the faculty member must state clearly what decision is being appealed and, briefly, the grounds on which the appeal is based. If the time deadlines contained in this provision or in any rules or procedures adopted by the Faculty Appeals Hearing Board are not complied with the appeal shall be dismissed unless the Faculty Appeals Hearing Board determines that an attempt at informal resolution through the Ombuds Office or extraordinary circumstances justified the delay. *[rev. 7-99, 2-07, ed. 7-01, 7-02, ed. 3-14]*

B-3. The request for a hearing ~~is shall be~~ addressed to the chair of the Faculty Appeals Hearing Board (FAHB) (see FSH 1640.43). ~~The scope s of grounds for the FAHB review is are limited to the following possible determinations: (1) failure to comply with prescribed procedures; (2) application of inappropriate considerations; (3) abuse of discretion; and; (4) abuse of the appellant's academic rights and privileges. The request for a hearing must be based on one, or more, of these four grounds.~~ The FAHB chair will forward copies of the request to the provost, and other administrators concerned. The provost, or another administrator designated by the provost, will furnish the FAHB chair and the faculty member a written statement of the reasons for the administrative decision. *[rev. and ren. 7-99, ed. 7-02]*

Commented [AT1]: This was taken from FSH 1640.43 and moved here.

B-4. A request for a hearing does not affect the effective date of the decision being appealed. *[add. 7-02]*

B-5. ~~The FAHB may establish additional procedures (see C-1 below) for initiating appeals not inconsistent with this policy. The appellant should request these procedures prior to submitting an appeal.~~

C. FACULTY APPEALS HEARING BOARD. *(see FSH 1640.43)*

DC. HEARING PROCEDURES. *[ren. 7-08]*

DC-1. ~~The FAHB hearing board~~ may adopt rules of procedure from time to time. In a particular case these rules may be altered by the Board in the interest of fairness. These rules ~~shall be filed with the Faculty Secretary and shall be are~~ available on request from the chair of the ~~FAHB board~~ and/or the faculty secretary. *[add. 7-99, ren. 7-08]*

C-2. ~~The FAHB chair organizes the formation of a panel to hear an appeal, see FSH 1640.43 B on panel formation.~~

C-32. ~~In order to maintain the independence of the FAHB panel in its hearing process and deliberations, there shall be no communications between any member of the board and a party to an appeal that are not in writing and provided contemporaneously to all parties to the appeal. Parties to an appeal shall make all communications to the FAHB panel in writing and shall provide contemporaneous copies to all other parties. Likewise, communications from the FAHB panel shall be copied to all parties.~~

DC-42. ~~The board-panel~~ will meet before the hearing to consider the nature of the parties' expected presentations, to make decisions about the procedure that will be followed in the hearing, and to set mutually acceptable dates for the hearing, including the time and duration of the presentations. The ~~board-panel chair~~ communicates the ~~panel's~~ decisions in writing to the parties and allows each of them five working days in which to respond. The chair of the ~~board-panel~~ negotiates any disputed matters. *[ed. and ren. 7-99, ren. 7-08]*

DC-53. The chair of the ~~board-panel~~ summons the faculty member and the officer (or a representative of the body) whose decision is under appeal. The chair also summons other UI employees or students to appear on the request of either party or of the ~~board-panel~~ itself; the summons must set a reasonable time and place to appear and must give due notice. Persons summoned have the obligation to respond as though summoned by the president. Either party may be assisted by counsel or an advisor of its choice in an advisory capacity only. Both

parties are entitled to be present during the entire hearing. *[rev. and ren. 7-99, ed. 7-02, ren. 7-08, rev. 7-15]*

DC-64. During the hearing, the faculty member's case will be presented first, in whatever manner he or she desires: e.g., through the testimony of witnesses, submission of documents, or oral statements. The ~~board-panel~~ may then question the faculty member. The administration then presents its case, followed by questions from the ~~board-panel~~. The faculty member is given an opportunity to respond and to summarize his or her case. *[ed. 7-97; ren. 7-99, ed. 7-02]*

DC-75. As a general rule, the ~~board-panel~~ admits, rather than excludes, presentations that either party desires to make. The chair may rule against presentations that are clearly repetitive or irrelevant. *[ren. 7-99]*

DC-86. The faculty member and the ~~board-panel~~ should know of the existence and substance of all materials on which the administration has relied in making the decision being appealed [see 3040]; there should be no means by which the substance of any charge, or other adverse information or allegation, can be kept secret from the faculty member. *[ren. 7-99, ed. 7-02]*

ED. PROCEDURES FOLLOWING THE HEARING. *[ren. 7-08]*

ED-1. The findings and recommendations of the hearing ~~board-panel~~ are reported promptly in writing to the faculty member, his or her departmental administrator and dean, the provost, and the president. *[rev. 7-99, ed. 7-02, ren. 7-08]*

ED-2. The president, following receipt of the report of the hearing ~~board-panel~~, has the responsibility of promptly responding in writing—and in any case within 45 days—to the faculty member, and the hearing ~~panel-board~~, and of providing a statement of the rationale for his or her decision. *[rev. 7-99, ed. 7-02, ren. 7-08]*

ED-3. No Appeal to the Regents. The Regents have delegated authority for personnel matters to the president (RGPIIB2b), specifically stating that employee grievances are not appealable to the Board. (RGPIIM2)*[add. 7-02, ren. 7-08, rev. 4-14]*

ED-4. The chair of the ~~FAHB-board~~ shall report annually to the Faculty Senate regarding the nature of the matters considered by ~~the-all~~ ~~board-panel(s)~~ during the preceding year. *[add. 7-99, ren. 7-02, 7-08, 6-09]*

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

January 2018

1640.43**FACULTY APPEALS HEARING BOARD**

[This section was removed from FSH 3840 C & D and placed here in July 2008]

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 ~~has the following responsibilities: *[ed. 4-12]*~~

~~**A-1. To 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).**~~

~~**A-2. To determine whether there has been any (1) failure to comply with prescribed procedures, (2) application of inappropriate considerations, (3) abuse of discretion, or (4) abuse of the appellant's academic rights and privileges.**~~

~~**A-3. To make recommendations to the president.**~~

Commented [AT1]: FAHB requested this be moved to the policy, FSH 3840 so that faculty filing appeals understand what their appeal will be based upon. FAHB felt this was very important for faculty to understand and believe it is missed by faculty because it resides in the committee function/structure and not the policy on Faculty Appeals. This is a non-substantive edit as it is simply being moved from one policy to another for clarity.

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. *[rev. 7-99, 1-09, 4-11, 7-17]*

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. *[add. 7-15]*

B-2. Observers: Both parties may have an advisor or counsel at the hearing. *[add. 7-15]*

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. *[add. 7-02]*



POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: FSH 1640.76 Safety & Loss Committee

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

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

Originator(s):

(Please see FSH 1460 C)

Rich Seamon

Name

Date

Telephone & Email:

Policy Sponsor: (If different than originator.)

ConC

Name

Date

Telephone & Email:

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

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

See attached.

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

This revision will have no fiscal impact.

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

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

Memo

To: Committee on Committees

From: Richard Seamon, Chair (2017-2018), University Safety and Loss-Control Committee (SLCC)

Re: SLCC Request to Revise Membership

Date: March 21, 2018

Dear Committee on Committees:

At its meeting on November 15, 2017, the SLCC approved a resolution to seek a change to the SLCC's membership. The change would add four new voting members, to represent Information Technology Services, University Support Services, the University Library, and the Office of Research and Economic Development. If adopted, this change would require revising Faculty Staff Handbook 1640.76.B as follows:

B. STRUCTURE. The committee is composed of ~~17~~21 voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; a member from Information Technology Services; a member from University Support Services; a member from the University Library; a member from the 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; Assistant Vice-President of Human Resources or designee; Staff Affairs Representative; one undergraduate student; one graduate student; Commander, Moscow Police Department, campus subdivision (ex-officio); Occupational Safety Specialist (ex-officio); the Director, Environmental Health & Safety (ex-officio), and the University of Idaho's Executive Director of Public Safety or designee. 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 college 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.

The SLCC voted to approve this proposed change after a discussion of the concerns that, as we understand it, were expressed by your committee and Ann Thompson when the SLCC passed an identical resolution in March or April, 2016. Again as we understand it, the main concerns were:

1. This change would make the SLCC too big to be manageable, with regard, for example, to getting a quorum.
2. Considering the concern about size, would it be better to make any additional representatives ones who would serve without a vote?
3. How does the SLCC relate to "unit safety committees" and to the university-wide safety and loss-control infrastructure, including safety and loss control at the educational centers and research and extension centers.

Below is a summary of the SLCC's discussion of these concerns.

1. *Will adding four members make the committee unwieldy?*

The SLCC does not think that adding four voting members will make the committee unwieldy. For the last 18 months or so, monthly meetings have almost always had a quorum. Furthermore, almost all of these meetings have been devoted primarily to sharing information and reinforcing each other's commitment to "spreading the gospel of safety" to colleagues, rather than debating action items. The SLCC thus functions to facilitate a culture and safety by spreading awareness of issues and best practices. The SLCC voted to add four new members to broaden this effort to cultivate a culture of safety.

2. *Would it be better, if new members are added, to have them participate without a vote?*

The SLCC does not think that it would be better to leave the new members without a vote. The consensus was that people who lack a vote will be less likely to attend than people who have a vote, and more generally, that people who lack a vote will not have the same investment in the committee's mission as people who have a vote. If the key goal of the SLCC is to promote a culture of safety through information sharing and "spreading the gospel," it would be better to add members who have "skin in the game."

3. *How Does the SLCC Relate to the University's "Safety Units," its Centers, and the Broader Safety and Loss Infrastructure?*

a. Administrative Procedures Manual (APM) 35.32.D requires unit administrators to develop and implement a "unit safety program." One element of a "unit safety program," under APM 35.32D-1, is a "unit safety committee." For example, each academic unit -- each college, in other words -- has a unit safety committee. The unit safety committees help implement the University's Safety and Loss Control Program. Ultimate responsibility for administering this program lies with the Director of Environmental Health and Safety (EHS). The unit safety committees have no formal connection with the SLCC; they are not supervised by the SLCC. They do, however, provide information that is regularly reported to the SLCC, and members of the SLCC regularly communicate with their corresponding unit safety committee.

b. To the extent that units operate in the centers as well as on the Moscow campus, those units' safety and loss committees implement unit safety programs at the centers as well as the main campus. For example, the College of Agricultural and Life Sciences has a unit safety committee that implements that college's unit safety program at the Moscow campus and the research and extension centers.

c. As mentioned above, the Director of EHS heads the university's institutional Safety and Loss Control Program. Under APM 35.32A-1, the Director prescribes "[s]afety policies and procedures which are required in order to ensure compliance with local, state, or federal law or regulation." When the Director proposes safety policies that "are a combination of legal or regulatory requirements and institutional policy, those portions with institutional policy" elements are "submitted for review and approval by" the SLCC. (APM 35.32A-1.) In addition to prescribing safety policies and procedures (some of which are subject to SLCC review and approval), the Director of EHS "is responsible for administering the institutional Safety and Loss Control Program." (APM 35.32A-3.) To carry out this responsibility, among other things the Director of EHS "coordinates the efforts of all University units and employees to

create and maintain" safety. To that end, the Director of EHS and EHS Office staff work with unit safety committees to develop and implement unit safety plans.

* * *

Thank you for considering this request.

Attached to this memo are:

- A. SLCC Minutes from meeting 2017-18 # 3 (Nov. 15, 2017)
- B. Unit Safety Committees and contact personnel
- C. APM 35.32

Attachment A
University Safety and Loss Control Committee

Meeting Minutes

Meeting 2017-18 #3

Date: November 15, 2017

Location: Idaho Commons Panorama Room

Members/Alternates Present: Richard Seamon (CH), Benjamin Barton, Mike Sonnichsen, Rob Keefe, Member (for Raymond Dixon), James Moberly, Onesmo Balemba, Elaina McIntosh-Perry (for Mike Holthaus), Nancy Spink (for Matt Dorschel), Samir Shahat, Kelvin Daniels

Members Absent: Monica Banyi, Brandi Terwilliger, Debbie Huffman, Nicholas Brannon, Amy Lin, Cynthia Ballesteros, Fahmid Tousif

Also in attendance: Greg Cain, and Russell McClanahan

HANDOUTS/ATTACHMENTS:

1. USLCC Minutes for October 18, 2017
2. Meeting 2017-18 #3 Agenda
3. Annual Unit Safety Assessments

Meeting called to order at 2:05 p.m. by committee chair, Richard Seamon.

Confirmed next meeting for December 20, 2017.

Minutes for October 21st meeting approved, motioned by Ben Barton and seconded by Mike Sonnichsen.

Open issues:

1. Richard Seamon has met with Miranda Anderson of the Committee on Committees. Miranda suggests the Committee starts over and answers three questions.
 - a. Who are the Unit Safety Committees, where are they located and how do they relate to the USLCC. Answer; Unit Safety Committees are a separate part of APM 35.32 to implement Loss Control. APM and list attached to minutes.
 - b. How are the Branch Campuses represented? Answer; Research and Extension are represented in CALS and CNR USCs.

- c. Would increasing the membership from 17 to 21 make it too difficult to get a quorum?

Chair suggests submitting a written request polished with answers. Discussion followed regarding the APM 35.32 and FSH 1640. Copies will be sent out for next meeting. Motion was made by James Moberly to submit the request again to include the 4 new members, ITS, ORED, ESS and the Library. Motion was seconded by Onesmo Balemba and passed with all yeas.

2. Accident report; As of November 14, 2016 there were 94 accidents with an incurred total of \$604,214 with 4 claims still open and \$225,808 of that incurred total is reserve. As of November 14, 2017 there are 95 accidents that have an incurred total of \$648,889 with 42 open claims and \$393,588 in reserves.

Discussion followed on accident report outs to USC and departments. Using near misses and accident numbers we hope to track trends to be proactive in training and preventative rather than reactive.

3. Unit Safety Committee reports:
 - a. CNR hopes to meet November 29th. They have been burning on the Ex. Forest and working with EHS for communication SOP and permits. The Department is working on Lab Safety (Dora) and assisting with Fire Safety and Evacuation. The logging safety grant is on hold, through NIOSH 65,000 subscribers nationally.
 - b. ESS – will have Unit Safety meeting as the first half of one of the semi-monthly staff meetings.
 - c. Col of A&A has focused on completing the Fire Safety and Emergency Evacuation plans.
 - d. CLASS- has no report.
 - e. CALS met Nov 9 (report by Kelvin) Watch for Slips and falls. Lab audits, annual vehicle inspections and new AEDs in AgSci and AgBio.
 - f. Col-Law – will be having the CPR and First Aid training as a college. They have a current issue with egress at the clinic and are installing security cameras.
4. Benjamin Barton volunteered to act as Vice-Chair

New business:

1. Staff council requested information on dissuading fears about concealed carrier on campus. Active shooter response training will be conducted at the Bruce Pitman Center December 6.
2. Annual Unit Safety Committee Assessments have been distributed and are due December 11.

For the Good of the Order

None

Meeting adjourned at 3:10 p.m. motion by Ben Barton, seconded by James Moberly.

Submitted by: Kelvin Daniels, Occupational Safety Specialist, Secretary.

UNIT SAFETY COMMITTEES
CONTACT PERSONNEL
Fiscal Year 2018

E-mail string for all unit safety committee contacts

kknicker@uidaho.edu; dschloss@uidaho.edu; donparks@uidaho.edu; mnugen@uidaho.edu;
jenniej@uidaho.edu; dstout@uidaho.edu; markn@uidaho.edu; dlahann@uidaho.edu;
kbateman@uidaho.edu; thadg@uidaho.edu; iltaylor@uidaho.edu; brandit@uidaho.edu;
jeannec@uidaho.edu; gcaïn@uidaho.edu; bborcher@uidaho.edu; samm@uidaho.edu;
jpankopf@uidaho.edu; marlanem@uidaho.edu; sfox@uidaho.edu ; mmcguire@uidaho.edu;
msonic@uidaho.edu

COLLEGE OF AGRICULTURE & LIFE SCIENCES

- Mark McGuire mmcguire@uidaho.edu

COLLEGE OF ART & ARCHITECTURE

- Mike Sonnichsen msonic@uidaho.edu

COLLEGE OF BUSINESS & ECONOMICS

- Ross Wulf rwulf@uidaho.edu

COLLEGE OF EDUCATION

- David Schloss dschloss@uidaho.edu

COLLEGE OF ENGINEERING

- Don Parks donparks@uidaho.edu

COLLEGE OF LAW

- Mike Nugen mnugen@uidaho.edu

COLLEGE OF LETTERS, ARTS & SOCIAL SCIENCES

- Jennie Hall jenniej@uidaho.edu

COLLEGE OF NATURAL RESOURCES

- Darrell Stout dstout@uidaho.edu

COLLEGE OF SCIENCE

- Mark Neilsen markn@uidaho.edu

OFFICE OF RESEARCH AND GRADUATE STUDIES AND INSTITUTES

- Dan LaHann dlahann@uidaho.edu

IRIC

- Russ McClanahan rmccclanahan@uidaho.edu

Updated 09/18/2017

AUXILIARY SERVICES

- Nick Brannon nbrannon@uidaho.edu

EVENT & SUPPORT SERVICES

- Greg Cain gcain@uidaho.edu

FACILITIES

- Thad Gilkey thadg@uidaho.edu

HUMAN RESOURCES – moving into Executive area committee

- Shelby Hurn shelby@uidaho.edu

EXECUTIVE AREA (PRESIDENT’S / PROVOST’S OFFICE, ACADEMIC AFFAIRS)

- David Pittsley dpittsley@uidaho.edu

IDAHO COMMONS/STUDENT UNION/ACADEMIC AND STUDENT SERVICES

- Elissa Keim ekeim@uidaho.edu

INFORMATION TECHNOLOGY SERVICES

- Brian Borchers bborcher@uidaho.edu

LIBRARY

- Samm Green samm@uidaho.edu

UNIVERSITY ADVANCEMENT/ALUMNI

- Judy Pankopf jpankopf@uidaho.edu

WWAMI

- Marlane Martonick marlanem@uidaho.edu

OUTREACH

UI Center – Boise

- Stephanie Fox sfox@uidaho.edu

UI Center – Idaho Falls

- Joanna Taylor jltaylor@uidaho.edu

UI Center – Coeur d’Alene

- To be determined



Administrative Procedures Manual

Menu

35.32 - Safety & Loss Control Program

January 11, 2011

A. Institutional Safety and Responsibility. *[ed. 1-11]*

A-1. Safety Policies and Procedures. Safety policies and procedures which are required in order to ensure compliance with local, state, or federal law or regulation will be prescribed by the Director of Environmental Health and Safety. When proposed safety policies are a combination of legal or regulatory requirements and institutional policy, those portions with institutional policy will be submitted for review and approval by the University's Safety and Loss Control Committee. *[ren. & rev. 1-11]*

A-2. Obligations. Administrators, managers and supervisors are responsible for developing and implementing safe work practices, promoting safety, and setting the example for others. All employees are expected to adhere to safe operating work practices and are encouraged to provide expertise and offer ideas to make safety a part of the job. All members of the University community are expected to continuously promote safety awareness, maintain property and equipment in safe operating condition, and comply with APM Chapter 35 (Environmental Health & Safety). *[ren. & rev. 1-11]*

A-3. Director of Environmental Health and Safety Responsibilities. The Director of Environmental Health and Safety is responsible for administering the institutional Safety and Loss Control Program. To fulfill this responsibility, the Director of Environmental Health and Safety directs the activities of the Environmental Health and Safety ("EHS") Office, monitors the work

environment and coordinates the efforts of all University units and employees to create and maintain safe conditions of study, research, and employment, to promote safe practices and to ensure compliance with applicable regulations. The Director of Environmental Health and Safety also serves as the University's environmental compliance officer. *[ed. & ren. 1-11]*

A-4. Supervisor Responsibilities. Deans, directors, department heads, faculty members, staff and other supervisory personnel are responsible for providing safe environments and operations under their control (including, but not limited to, work, classroom, laboratory, and field-trip activities), and are required to ensure that all reasonable and necessary precautions are taken to prevent accidents and to preserve the life and health of the employees, instructors, students and others under their supervision. Supervisors are responsible for ensuring that employees under their supervision are adequately trained, equipped, monitored, evaluated, and guided as appropriate to ensure compliance with established safety policies, standards, and procedures. Annual performance evaluations of supervisors shall reflect performance in promoting safe work practices. *[ed. & ren. 1-11]*

A-5. Employee Responsibilities. All University employees are required to comply with the safety policies, procedures, and work practices established by the University. Employees must avoid any activity that creates or constitutes a serious hazard to themselves or others while working for the University. Any employee who believes that performing an assigned work task or activity may pose a serious risk to life or health is expected to immediately bring their concerns to the attention of his or her supervisor, or others as designated by department/division procedures. *[ren. 1-11]*

B. Safety and Loss Control Committee Function. In conformity with the State of Idaho's Safety and Loss Control Program model, the University has established a Safety and Loss Control Committee. [See also FSH 1640.76]

B-1. Responsibilities. The responsibilities and purposes of the committee are described in FSH 1640.76. *[ed. 7-10]*

C. Safety and Loss Control Committee Membership/Structure.

C-1. Membership/Structure. See FSH 1640.76. *[ed. 7-10]*

C-2. Governance. The Safety and Loss Control Committee is governed by a chair and vice-chair, with the vice-chair assuming responsibilities of the chair after a one-year rotation. Committee members are appointed by the University's Committee on Committees and serve a three-year period with students serving terms as recommended by the ASUI and GPSA. *[ed. 1-11]*

D. Unit Safety Program. Unit administrators are required to ensure that a unit safety program is developed and implemented using the template provided by EHS. *[add. 1-11]*

D-1. Unit Safety Program Elements. The Unit Safety Program is comprised of the following nine elements: *[add. 1-11]*

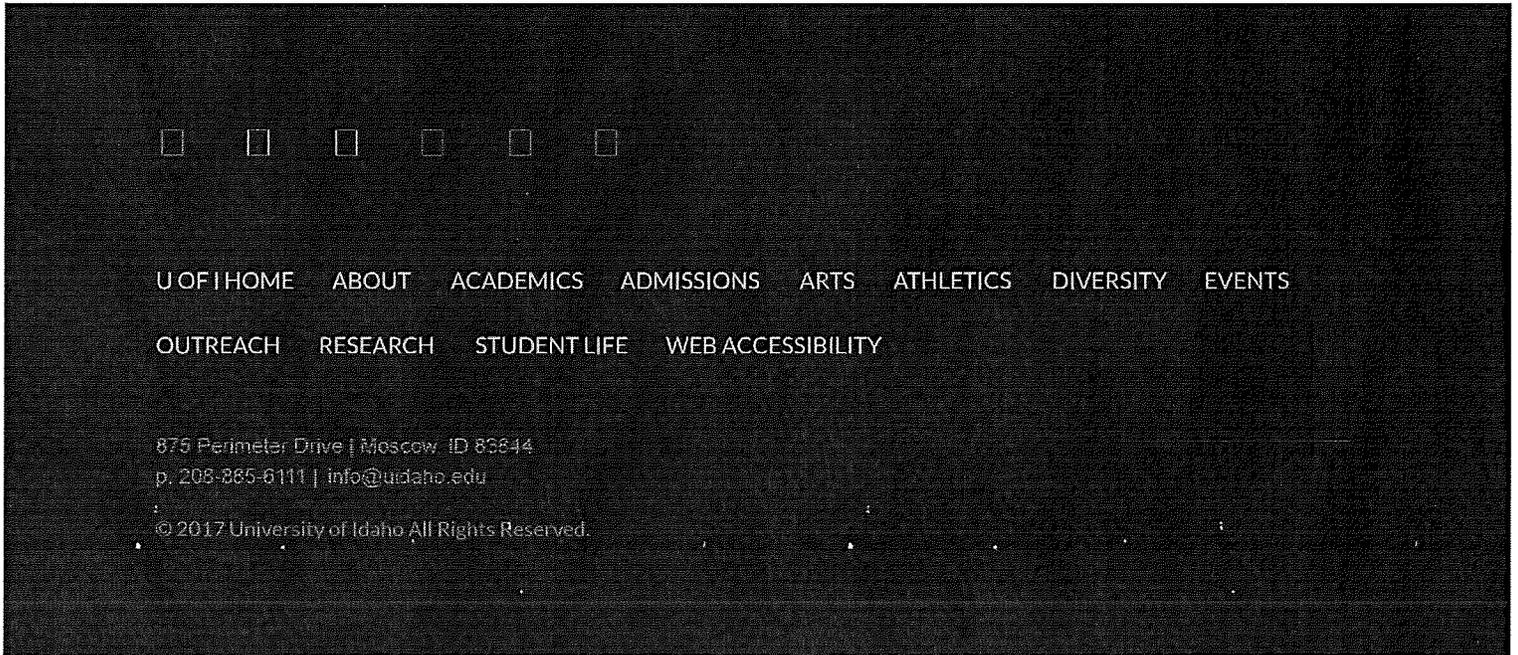
- Policy and Procedures
- Unit Safety Committee
- Job Hazard Assessment
- Safety Training
- Accident Reporting and Investigation
- Inspections
- Emergency Response Plans
- Vehicle Safety and Use
- Hazardous Materials Use

Further information, guidance, resources and tools to assist in the development of a unit safety program are available at the EHS website. Please click here to access the Unit Safety Program webpage. *[add. 1-11]*

D-2. Unit Safety Program Assessment. Unit administrators shall ensure that their safety program is reviewed annually to determine the progress made in reaching the goals described in the unit safety program template. To accomplish this, a Unit Safety Program Assessment Checklist is available.

Please click here to access the Assessment Checklist. *[add. 1-11]*

E. Information. For additional information and assistance, please contact the Environmental Health and Safety Office at (208) 885-6524 or Safety Office email. *[add. 1-11]*



UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

January 2018

1640.76**SAFETY AND LOSS-CONTROL COMMITTEE***[created 7-00, replacing previous Safety 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; **c.** 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. *[ed. 7-09]*

B. STRUCTURE. The committee is composed of 217 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 Assistant Vice President of Human Resources~~ executive, or designee; a Staff Affairs Rrepresentative; one undergraduate student; one graduate student, and the Executive Director of Public Safety, or designee; the three ex-officio non-voting members include the Commander, Moscow Police Department, campus subdivision ~~(ex-officio);~~ Occupational Safety Specialist ~~(ex-officio);~~ the Director, Environmental Health & Safety ~~(ex-officio), and the University of Idaho's Executive Director of Public Safety or designee.~~

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 ~~college-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. *[rev. 7-05, 7-06, 7-08, ed. 6-09, 10-13]*



POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: Chapter 1, University Committees 1640.XX – University Staff Compensation Committee

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

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

Lisa Miller, Chair Staff Compensation

Task Force 4/4/2018

Originator(s):

(Please see FSH 1460 C)

Telephone & Email:

Name Date
lisa@uidaho.edu 5-7004

Policy Sponsor: (If different than originator.)

Telephone & Email:

Name Date
Brian Foisy
brianfoisy@uidaho.edu

Reviewed by General Counsel Yes No Name & Date: Kent Nelson 4/3/18

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
The Staff Compensation Taskforce (SCTF) was established in 2015. The taskforce is at a place where it has been determined a permanent committee will better serve the university. This proposal is to create an official university standing committee and place it within the Faculty-Staff handbook.

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

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

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

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

March 2018

1640.XX

UNIVERSITY STAFF COMPENSATION COMMITTEE formerly SCTF

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.



POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: Chapter Five: 5200 Human Participant Research

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

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

Originator(s):

(Please see FSH 1460 C)

Telephone & Email:

Jennifer Walker 11/17/2017

Name Date

208-885-6340 irb@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

janetenelson@uidaho.edu

Janet E. Nelson 12/15/2017

Name Date

208-885-6689

Reviewed by General Counsel X_Yes ___No Name & Date: Casey Inge

11/17/2017

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

The U.S. Department of Health and Human Services have issued final revisions to the Federal Policy for the Protection of Human Subjects (the Common Rule). The Final Rule was published in the Federal Register on January 19, 2017 and is effective on January 19, 2018. It implements new steps to better protect human subjects involved in research, while facilitating valuable research and reducing burden, delay, and ambiguity for investigators. The revisions to the FSH are necessary for University compliance with the Final Rule.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
No impact.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
FSH 1640.54 – minor changes.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
January 1 since the effective date of the regulatory changes is January 19, 2018.

If not a minor amendment forward to: _____

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

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

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

Track # _____ Date Rec.: _____ Posted: t-sheet _____ h/c _____ web _____ Register: _____ (Office Use Only)
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UI FACULTY-STAFF HANDBOOK
 CHAPTER FIVE:
 RESEARCH POLICIES

July-January 2018

5200

HUMAN SUBJECT PARTICIPANT RESEARCH

PREAMBLE: This section outlines the considerations, legal and ethical, that need to be taken into account in any research that involves human subjects. It was original to the 1979 Handbook and was revised in July of 1995, and again in July 2003, to reflect changes in applicable federal law. In 2009 the Human Assurances Committee (HAC) was renamed to Institutional Review Board (IRB). In February of 2010 it has been rewritten in accordance with federal law and University policies. In 2018 changes were made to bring this policy into compliance with recent federal regulation changes. For further information, contact the Research Office (208-885-6651). [rev. 7-03, 1-09, 7-10, 1-18]

Commented [WJ(1): The office of the VP suggested that we change the word "participant" to "subject" since this is what is used in the CFR. I have made this change throughout the document to be consistent.

CONTENTS:

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- A. General Policy, Legal Authority and Ethical Principles
- B. Covered Activities
- C. Scope of Responsibility and Authority
- D. Institutional Review Board
- E. Organization and Membership of the IRB
- F. IRB Standard Operating Procedures
- G. Contact Information

A. GENERAL POLICY, LEGAL AUTHORITY AND ETHICAL PRINCIPLES

A-1. GENERAL POLICY. The University of Idaho, in the course of carrying out its teaching, research, and service missions, engages in human subject or participant research across a wide array of academic disciplines ~~and administrative functions~~. Recognizing that engaging in research involving human ~~subjects~~ ~~participants~~ imposes responsibility for safeguarding the rights and welfare of these persons, the University of Idaho ("University") is committed to the protection of human research ~~participants~~ ~~subjects~~ through compliance with applicable federal and state regulations and observance of ethical principles for the conduct of human research. ~~(that are recognized and adopted by the University through its federal wide assurance)~~. This policy governs all human ~~participant~~ ~~subject~~ research performed under the auspices of the University. *[ed. 1-18]*

A-2. LEGAL AUTHORITY. All research subject to this policy shall be conducted in accordance with federal, state, and local law.

In fulfilling its commitment to protect the rights and welfare of human research ~~participants~~ ~~subjects~~, the University applies the regulations promulgated by the United States Department of Health and Human Services (HHS) for Protection of Human Subjects ~~(45 C.F.R. 46) to all federally funded research.~~ Under the approved federal-wide assurance ~~(FWA00005639)~~ provided by the University to HHS, all federally funded human ~~participant~~ ~~subject~~ research, ~~regardless of funding source,~~ and the oversight of such research shall be performed in a manner that complies with the applicable federal regulations ~~set forth by HHS at 45 C.F.R. 46.~~ The University also complies with human ~~participant~~ ~~subject~~ research regulations established by the Food and Drug Administration for clinical investigations involving drugs, biologics, medical devices, and other test articles. ~~(21 C.F.R. 50; 56; 312, and 312).~~ ~~University investigators may not initiate FDA-regulated human subjects research without prior approval from the Office of Research and Economic Development.~~ *[rev. 1-18]*

Commented [AT2]: Casey noted to remove the FWA reference.

Commented [IC(3): Revised to be consistent with the new regulations for human subject research (Revised Common Rule" or "RCR"), which no longer permits extension of regulations to all research activity through selection of this option under the Federalwide Assurance ("FWA").

Commented [IC(4): To be addressed through ORED procedures and later revision of FSH 5200.

By this policy, the University also requires that all non-federally funded and unfunded research comply with these regulations, unless otherwise specified by University policy, including but not limited to University of Idaho IRB Standard Operating Procedures (see

UI FACULTY-STAFF HANDBOOK
 Chapter 5: RESEARCH POLICIES
 Section 5200: Human Participant Research

Section F, below. The University acts in conformance with other federal laws and regulations germane to human ~~participant-subject~~ research and with applicable state and local law ~~that serves to elucidate and supplement federal regulations for human subject research.~~ [rev. 1-18]

Commented [IC(5): Clarification that the University will continue to apply these requirements to unfunded and non-federally funded research; does not substantially change the approach from the prior version of the policy. This does allow for increased flexibility in application.

A-3. ETHICAL PRINCIPLES. Consistent with its federal-wide assurance and this policy, the University shall be guided by the ethical principles governing the evaluation and conduct of research involving human ~~participants~~subjects, whether or not such research is subject to federal regulation, 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 of Biomedical and Behavioral Research on at the HHS www.hhs.gov website or contact Office of Research Assurances (see G below). While the principles announced in *The Belmont Report* serve to guide human ~~participant-subject~~ research at the University, these principles are never held to or construed so as to supersede any local, state, or federal law or to supersede any regulations or policies promulgated by federal agencies. [ed. 1-18]

B. COVERED ACTIVITIES.

B-1. HUMAN PARTICIPANT SUBJECT RESEARCH ACTIVITIES. ~~In~~respective of funding source, aAll activities that meet the criteria for: (i) “research” involving “human subjects,” as defined in HHS regulations ~~(45 CFR 46.102)~~, or (ii) a “clinical investigation” involving “human subjects” or “subjects,” as defined in FDA regulations ~~(21 CFR 50.3; 21 CFR 56.103; 21 CFR 312.3; 21 CFR 812.3)~~, shall be subject to this policy. [ed. 1-18]

a. HHS Definition of “Research” Involving “Human Subjects:”

~~(1) “research:” a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. [45 CFR 46.102(d)]. This includes qualitative research methods such as constructivist, participatory and action research that may not be considered generalizable. It also includes other methodologies that may not be considered generalizable but have the intent of adding to a body of knowledge.~~

Commented [IC(6): Deleted; merely reproduces definitions contained in the applicable regulations. Also avoids potential for confusion of FDA definition of clinical investigation with similar definitions, such as NIH’s definition of clinical investigation. The IRB will offer guidance on the various definitions (and their differences) critical to the RCR.

~~— Note: Certain activities by policy do not fall under the definition of research and are not subject to IRB review and approval. For example projects carried out as part of coursework with the sole intent of teaching students research skills may be covered under the Course Related Research Practica policy. Projects carried out as part of a University Quality Improvement or Quality Assurance project may be covered under the policy for such activities.~~

~~(2) “human subject:” a living individual about whom an investigator (whether professional or student) conducting research obtains (i) data through intervention or interaction, or (ii) identifiable private information [45 CFR 46.102(f)].~~

~~(i) “Intervention” includes both physical procedures by which data are gathered (for example, venipuncture) and manipulations of the subject or the subject’s environment that are performed for research purposes.~~

~~(ii) “Interaction” includes communication or interpersonal contact between investigator and subject.~~

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 Chapter 5: RESEARCH POLICIES
 Section 5200: Human Participant Research

~~(iii) “Private information” includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record). Private information must be individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information) in order for obtaining the information to constitute research involving human subjects.~~

~~**b. FDA Definition of “Clinical Investigation” Involving “Human Subjects” or “Subjects:”**~~

~~(1) “clinical investigation” (deemed by the FDA to be synonymous with “research”): any experiment that involves a test article and one or more human subjects, and that either must meet the requirements for prior submission to the FDA under section 505(i) or 520(g) of the act, or need not meet the requirements for prior submission to the Food and Drug Administration under these sections of the act, but the results of which are intended to be later submitted to, or held for inspection by, the FDA as part of an application for a research or marketing permit. [21 CFR 50.3(e); 21 CFR 102(e); 21 CFR 312.3(b); and 21 CFR 812(h)].~~

~~(i) “Test article” is defined as any drug (including a biological product for human use), medical device for human use, human food additive, color additive, electronic product, or any other article subject to FDA regulation. [21 CFR 50.3(j) and 56.102(l)].~~

~~(2) “human subject” or “subject:” an individual who becomes a participant in research, either as a recipient of a test article or as a control. [21 CFR 50.3(g) and 56.102(e)]; a human who participates in an investigation, either as a recipient of the investigational new drug or as a control. [21 CFR 312.3(b)]; or a human who participates in an investigation, either as an individual on whom or on whose specimen an investigational device is used or as a control. (21 CFR 812.3).~~

B-2. EXEMPT HUMAN PARTICIPANT-SUBJECT RESEARCH. Activities that meet the criteria for “human subject research” described [in the HHS and FDA regulations above](#) may nevertheless be exempted from compliance with federal human [participant-subject](#) regulations, if the only involvement of human [participants-subjects](#) will be in one or more prescribed categories. [For a list of “exempt” research categories see, \[45 CFR 46.101\(b\)\].](#) The IRB, or designee of the IRB, shall make the determination as to whether a particular research activity involving human [participants-subjects](#) is exempt. Even when research is determined by the IRB to be exempt, the ethical principles of *The Belmont Report* shall be applied by the investigator to the research activities. [\[ed. 1-18\]](#)

C. SCOPE OF AUTHORITY AND RESPONSIBILITY.

C-1. INSTITUTIONAL REVIEW BOARD (IRB) [\(see FSH 1640.54\), \[ed. 1-18\]](#)

a. The IRB is the principle mechanism by which the University ensures that all human [participant-subject](#) research activity is planned and conducted in a manner consistent with

UI FACULTY-STAFF HANDBOOK
 Chapter 5: RESEARCH POLICIES
 Section 5200: Human Participant Research

applicable law and policy and that the rights and welfare of human research ~~participants~~ ~~subjects~~ are adequately protected. [\[ed. 1-18\]](#)

b. The responsibilities of the IRB include but are not limited to:

(1) reviewing, approving, requesting modifications, as well as disapproving human subject/participant research, ~~[45 CFR 46.109(a)]~~; [\[ed. 1-18\]](#)

(i) research that has been approved by the IRB may be subject to further review and approval or disapproval by University officials. University officials may not approve research that has not been approved by the IRB ~~(45 CFR 112)~~; [\[ed. 1-18\]](#)

(2) conducting continuing review of research approved by the IRB, [according to federal regulations and at intervals appropriate to the degree of risk](#) ~~not less than once per year~~, including as necessary observing, or having a third party observe, the consent process and research activity; or requesting and inspecting information related to human ~~participant-subject~~ research activity ~~[45 CFR 46.109(e)]~~; [\[rev. 1-18\]](#)

Commented [IC(7): Changed to recognize that the RCR permits review periods to be established based on the degree of risk presented by the research and no longer requires annual review for all protocols.

(3) investigating instances of non-compliance, whether discovered during monitoring by the IRB or reported to the IRB, including unanticipated problems involving risks to research ~~participants-subjects~~ or others and serious or continuing noncompliance with this policy or the requirements or determinations of the IRB; [\[ed. 1-18\]](#)

(4) suspending or terminating approval of research activity that is not being conducted in accordance with the requirements established by the IRB for a particular research activity or has been associated with serious harm to research ~~participants-subjects~~ or that is not otherwise in accordance with federal human subject research regulations or University policy ~~(45 CFR 46.113)~~; [\[ed. 1-18\]](#)

(5) reporting to appropriate University and, [for federally funded research](#), federal government officials; [\[rev. 1-18\]](#)

Commented [IC(8): Added to recognize the change in scope of the RCR and the reporting to appropriate federal agencies only for federally funded research

(i) unanticipated problems involving risks to research ~~participants-subjects~~ or others and serious or continuing noncompliance; and [\[ed. 1-18\]](#)

(ii) suspension or termination of IRB Approval ~~[45 CFR 46.103(b)(5)]~~; [\[ed. 1-18\]](#)

(6) developing and implementing administrative policies and procedures to implement this policy.

C-2. SIGNATORY OFFICIAL. The Signatory Official is the [Vice President](#) of Research and Economic Development or designee. ~~This individual cannot be a voting member of the IRB and shall have the legal authority to represent the University in providing assurance to the federal government that the University will comply with federal human subject research regulations and shall be responsible for ensuring that all regulatory and programmatic requirements for the conduct of human ~~participant-subject~~ research at the University are met. [\[ed. 1-18\]](#)~~
~~[45 CFR 46.103(b)(2)(e)].~~

UI FACULTY-STAFF HANDBOOK

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Section 5200: Human Participant Research

C-3. OFFICE OF RESEARCH ASSURANCES. -The Office of Research Assurances shall provide administrative support necessary for the IRB to fulfill its duties. ~~[45 CFR 46.103(b)(2)]~~. [\[ed. 1-18\]](#)

C-4. UNIVERSITY INVESTIGATORS (FACULTY, STUDENTS, AND STAFF). Any person who engages in human ~~participant-subject~~ research (See B. Covered Activities, above) under the auspices of the University (including faculty, students, and staff) shall comply with applicable federal, state, and local law, with University policy, and with the requirements of the IRB. [\[ed. 1-18\]](#)

D. ORGANIZATION AND MEMBERSHIP OF THE IRB. The IRB shall be organized and its membership determined in accordance with federal regulations and University policy (~~45 CFR 46.107, 21 CFR 56.107, and FSH 1640.54~~). [\[ed. 1-18\]](#)

E. REVIEW OF HUMAN ~~PARTICIPANT-SUBJECT~~ RESEARCH. [\[ed. 1-18\]](#)

E-1. The IRB shall conduct initial and continuing review of human ~~participant-subject~~ research activity, following established procedures appropriate to the degree of risk involved in the research. IRB review of research shall be prospective, and no human ~~participant-subject~~ research activity may be carried out by an investigator without prior approval from the IRB. The IRB shall not provide retrospective approval of human ~~participant-subject~~ research. [\[ed. 1-18\]](#)

E-2. The IRB, or its designee, shall review all research that meets the regulatory definition for human subject research but may be eligible for exemption from further review and oversight (see B. Covered Activities above). The IRB, [or its designee](#), shall make the final determination as to whether a particular research activity involving human ~~participants-subjects~~ is exempt. For activities determined to be exempt, the IRB shall provide the investigator with a certification of exemption from continuing IRB oversight. [\[ed. 1-18\]](#)

E-3. The IRB, or its designee, shall provide guidance to investigators as to what activities do not constitute human subject research and, therefore, do not require IRB oversight. The IRB shall provide, as necessary, certification to investigators that research activity is not human subject research.

F. UNIVERSITY OF IDAHO IRB STANDARD OPERATING PROCEDURES. The administrative policies, guidelines, and procedures developed to implement this policy shall be set forth in the University of Idaho IRB Standard Operating Procedures, which shall be maintained and made available to investigators by the Office of Research Assurances. The University of Idaho IRB Standard Operating Procedures shall be reviewed and approved by the Signatory Official or designee in consultation with the IRB.

G. CONTACT INFORMATION. For further information regarding implementation of this policy, you may [visit the IRB website or contact the Office of Research Assurances at 208-885-6340 or irb@uidaho.edu or visit the IRB website](#). [\[ed. 1-18\]](#)

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion* Emergency
 Minor Amendment
Chapter & Title: _____

Administrative Procedures Manual [APM] Addition Revision* Deletion* Emergency
 Minor Amendment
Chapter & Title: APM 95.21 – University Closures

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

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

Originator(s): Matt Dorschel/Mary George 8/18/17
 (Please see FSH 1460 C) Name Date
Telephone & Email: mdorschel@uidaho.edu 5-7209
maryg@uidaho.edu 5-5222

Policy Sponsor: (If different than originator.) Dan Ewart 8/18/17
 Name Date
Telephone & Email: dewart@uidaho.edu 5-2271

Reviewed by General Counsel ___Yes ___X___No Name & Date: _____

- I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.**
Updated university closure policies and consolidated or removed extraneous informational items on the current policy.
- II. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
No fiscal impact is anticipated.
- III. Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
FSH 4610 D.; FSH 3470; APM 40.28 (Doesn't specifically address closures, but maybe should?)
- IV. Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: _____

Policy Coordinator
 Appr. & Date:

 [Office Use Only]

APM

F&A Appr.: _____
 [Office Use Only]

FSH

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

Track # _____
 Date Rec.: _____
 Posted: t-sheet _____
 h/c _____
 web _____
 Register: _____
 (Office Use Only)

95.21 -- University Closures

Rewrote in October 2017

General. In the event of a reported emergency or a weather-related emergency, or if an emergency situation appears imminent, the Executive Director of Public Safety & Security, or designee, may make a recommendation to the President, or designated senior officer, for taking the appropriate action. The action could include the cancellation of classes and/or the closure of a university facility. This policy covers all facilities, sites, and campuses located around the State occupied, or used by, University of Idaho (UI) employees.

A. Definitions

A-1. Essential Personnel. Essential personnel is defined as UI employees *designated* by unit administrators to be critical to the continuation of key operations and services in the event of a suspension of operations.

A-2 Consideration of Conditions:

A decision to close a university facility may be based on any, or all, of the following conditions:

- a. Weather information gathered from official weather reports and forecasts. In most cases, university facilities will not close for winter conditions unless there is a severe weather event or hazardous conditions.
- b. Decisions from city, county, regional, and state agencies.
- c. Local police and county sheriff's departments surrounding the affected campuses and facilities.
- d. Consultation with UI Public Safety and Security (PSS) and Facilities Services.

B. Policy. When conditions necessitate, a university facility may be closed or its opening delayed. The decision to close or delay opening a university facility is at the discretion of the President, or designee. In the event of a university closure, only designated essential personnel will be allowed to remain on campus, or occupy a closed university facility.

B-1. Supervisor Jurisdiction. Individual units do not have independent authority to make decisions concerning university facility closures, postponements, and/or cancellations; however, supervisors do have the authority to approve requests from employees who wish early release from work due to severe weather conditions. (See [FSH 3470](#))

B-2. Administrative Leave with Pay. When the President, or designee, makes a decision to close, cancel classes, or postpone opening any university facility, administrative leave for the affected employees will be determined pursuant to [FSH 3470](#) and [3710](#) as applicable.

B-3. Locations other than Moscow. The location executive officer, or designee, will make a recommendation, to the President, or designee, to close the facility(s). After approval, the executive officer, or designee, will contact PSS and provide information on the nature of the event, affected locations, recommended actions (closure, delayed opening), duration of action, and any other relevant details.

Exceptions:

- a. **Coeur d'Alene (CDA) Campus.** University of Idaho CDA facilities may be closed due to a North Idaho College (NIC) closure. In the event of a NIC closure, the CDA executive officer, or designee, will notify the President, or designee, and PSS.
- b. **Idaho Falls (IF) Campus.** University of IF facilities may be closed due to an ISU-Idaho Falls (ISU) closure. In the event of an ISU closure, the Idaho Falls executive officer, or designee, will notify the President, or designee, and PSS.
Co-located UI Offices. University of Idaho offices co-located with federal, state, or county offices may be closed due to a building closure. In the event of a closure, the UI executive officer at the co-located facility, or designee, will notify the President, or designee, and PSS.

B-4. Alerts and Notifications: In the event of a decision to close any university facility, faculty, staff, and students will be notified of the closure by the university's emergency alert system. Additional information related to the emergency and facility closure updates, and contact information, will be posted on the university's home page.

(<http://www.uidaho.edu>).

95.21 -- University Closures

~~Rewrote in August 2017~~~~March 14, 2016~~

~~**General.** In the event of a reported emergency or a weather-related emergency, or if an emergency situation appears imminent, the Executive Director of Public Safety & Security, or designee (~~Safety~~), may make a recommendation to the President, or designated senior officer, for taking the appropriate action (~~President~~). The action could include the cancellation of classes and/or the closure of a ~~University-university~~ facility. This policy covers all facilities, sites, ~~and~~ campuses located around the State that are occupied, or used by, University of Idaho (UI) employees; ~~However, see below BC-12 (d) 1. for exceptions of specific shared facilities. [rev. 10-13, 3-16]~~~~

A. Definitions

~~**A-1. Essential Personnel.** Essential pPersonnel is defined as ~~UI~~ UI employees designated by department/unit administrators heads to be critical to the continuation of key operations and services in the event of a suspension of operations.~~

A-2 Consideration of Conditions:

~~A decision to close a ~~U~~ university facility may be based on any, or all, of the following consideration of conditions:~~

- ~~a. Weather information gathered from official weather reports and forecasts. In most cases, university facilities will not close for winter conditions unless there is a severe weather event or hazardous conditions. [ed. 3-16]~~
- ~~b. Decisions from city, county, regional, and state agencies.~~
- ~~c. Local police and county sheriff's departments surrounding the affected campuses and facilities.~~
- ~~d. Consultation with UI Public Safety and Security (PSS) and Facilities Services.~~

~~**B. Definitions.** NOAA's National Weather Service urges individuals to keep abreast of local forecasts and warnings and familiarize themselves with key weather terminology. [B-add. 10-13]~~

~~**B-1. Blizzard Warning:** Issued for sustained or gusty winds of 35 mph or more, and falling or blowing snow creating visibilities at or below ¼ mile; these conditions should persist for at least three hours.~~

~~**B-2. Blowing Snow:** Wind driven snow that reduces visibility and causes significant drifting. Blowing snow may be snow that is falling and/or loose snow on the ground picked up by the wind.~~

~~**B-3. Dense Fog Advisory:** Issued when fog will reduce visibility to ¼ mile or less over a widespread area.~~

~~**B-4. Freezing Rain:** Rain that falls onto a surface with a temperature below freezing. This causes it to freeze to surfaces, such as trees, cars, and roads, forming a coating or glaze of ice. Even small accumulations of ice can cause a significant hazard.~~

~~**B-5. Sleet:** Rain drops that freeze into ice pellets before reaching the ground. Sleet usually bounces when hitting a surface and does not stick to objects. However, it can accumulate like snow and cause a hazard to motorists.~~

~~**B-6. Snow Flurries:** Light snow falling for short durations. No accumulation or light dusting is all that is expected.~~

~~**B-7. Snow Showers:** Snow falling at varying intensities for brief periods of time. Some accumulation is possible.~~

~~**B-8. Snow Squalls:** Brief, intense snow showers accompanied by strong, gusty winds. Accumulation may be significant.~~

~~**B-9. University Facility:** Includes all facilities, sites, or campuses located around the State that are occupied or used by University of Idaho employees. [add. 3-16]~~

~~**B-10. Wind Chill Advisory:** Issued when wind chill temperatures are expected to be a significant inconvenience to life with prolonged exposure, and, if caution is not exercised, could lead to hazardous exposure. [ren. 3-16]~~

~~**B-11. Wind Chill Warning:** Issued when wind chill temperatures are expected to be hazardous to life within several minutes of exposure. [ren. 3-16]~~

~~**B-12. Winter Storm Outlook:** Issued prior to a Winter Storm Watch. The Outlook is given when forecasters believe winter storm conditions are possible and are usually issued 3 to 5 days in advance of a winter storm. [ren. 3-16]~~

~~**B-13. Winter Storm Warning:** Issued when hazardous winter weather in the form of heavy snow, heavy freezing rain, or heavy sleet is imminent or occurring. Winter Storm Warnings are usually issued 12 to 24 hours before the event is expected to begin. [ren. 3-16]~~

~~**B-14. Winter Storm Watch:** Alerts the public to the possibility of a blizzard, heavy snow, heavy freezing rain, or heavy sleet. Winter Storm Watches are usually issued 12 to 48 hours before the beginning of a Winter Storm. [ren. 3-16]~~

~~**B-15. Winter Weather Advisories:** Issued for accumulations of snow, freezing rain, freezing drizzle, and sleet which will cause significant inconveniences and, if caution is not exercised, could lead to life-threatening situations. [ren. 3-16]~~

~~**BC. Policy Procedures.** [ren. 10-13]~~

~~**B-1. Consideration of Conditions:** [add. 10-13]~~

~~A decision to close a University Facility may be based on any or all of the following: weather information gathered from the NWS Weekly Briefings, including official weather reports and forecasts; decisions from city, county, regional, and state agencies; local Police and County Sheriff's Departments surrounding the affected campuses and facilities; consultation with the Office of Public Safety and Security (OPSS) and Facilities Services.~~

~~In most cases, university facilities will not close for winter conditions unless there is a Level 1 emergency. [ed. 3-16]~~

~~(b) Below are the winter weather conditions classified by Safety based on NOAA's National Weather Service: [ed. 3-16]~~

~~(i) **Level 3 – Winter Storm Watch.** Alerts the public to the possibility of a blizzard, heavy snow, heavy freezing rain, or heavy sleet. Winter Storm Watches are usually issued 12 to 48 hours before the beginning of a Winter Storm.~~

~~(ii) **Level 2 – Winter Storm Warning.** Issued when hazardous winter weather in the form of heavy snow, heavy freezing rain, or heavy sleet is imminent or occurring. Winter Storm Warnings are usually issued 12 to 24 hours before the event is expected to begin.~~

~~(iii) **Level 1 – Winter Storm Advisory.** Issued for accumulations of snow, freezing rain, freezing drizzle, and sleet which will cause significant inconveniences and, if caution is not exercised, could lead to life-threatening situations.~~

~~(c) If a level 1 emergency is not declared, additional factors that will enter into the decision to close a University Facility are: hazardous road conditions; the presence of ice, snow, or both; amount of wind; presence of daylight; the weather forecast; severe cold; and, consultation with Facilities Services and OPSS. [ed. 3-16]~~

~~**BC-21. Cancellations and Closures:**~~

~~(a) **Authority.** When conditions necessitate, a UUniversity FFacility may be ordered closed or itstheir opening may be delayed for a period of time. The decision to close or delay opening a UUniversity FFacility is at the discretion of the President, or designee. In the event of a~~

University closure, only designated essential personnel will be allowed to remain on campus, or occupy a closed university facility. see exceptions below in (ed). [rev. 3-16]

~~(i) In the event the President is not available to make a decision regarding closure, the authority lies with the Vice President for Infrastructure. [ed. 12-10, 3-16]~~

~~(ii) In the event neither the President nor the Vice President for Infrastructure is available to make a decision regarding closure, the authority lies with the Provost & Executive Vice President. [ed. 12-10, rev. 3-16]~~

B-1. (b) Supervisor Jurisdiction. Individual units do not have independent authority to make decisions concerning University Facility closures, postponements, and/or cancellations; however, supervisors do have the authority to approve requests from employees who wish early release from work due to severe weather conditions. (See FSH 3470) ~~[ed. 10-13, ren. & ed. 3-16]~~

B-2. (c) Administrative Leave with Pay. When the President, or designee, makes a decision to close, cancel classes, or postpone opening any University Facility, administrative leave for the affected employees may be authorized to use Administrative Leave with pay (see FSH 3710) will be determined pursuant to FSH 3470 and 3710 as applicable. [ren. & ed. 3-16]

B-3. (d) Locations other than Moscow. The location executive officer, ~~director, or manager,~~ or designee, will make a recommendation, to the President, or designee, to close the facility(s) ~~they oversee to the President.~~ After approval, the executive officer, ~~director, manager,~~ or designee, will contact OPSS Safety and provides the following information on the nature of the event, affected locations, recommended actions (closure, delayed opening), duration of action, and any other relevant details. : [ren. & rev. 3-16]

- Nature of the event
- Affected locations
- Actions recommended (closed, delayed)
- Length of action (when the University is expected to return to normal operations)
- Other relevant details

1. Exceptions:

~~a. i) Coeur d'Alene (CDA) Campus. Due to shared facilities,~~ University of Idaho CDA ~~facilities/classrooms~~ may be closed due to a North Idaho College (NIC) closure. In the event of a NIC closure, the CDA ~~eExecutive oOfficer,~~ or designee, will notify the President, or designee, and OPSS Safety.

~~a. ii) Idaho Falls (IF) Campus. University of Idaho Falls facilities~~ ~~Executive Officer (or Associate Registrar in the absence of the Executive Officer may be closed due to an ISU-Idaho Falls (ISU) closure.) will consult with the Vice Provost for ISU-Idaho Falls.~~ In the event of an ISU-Idaho Falls closure, the Idaho Falls ~~eExecutive officer,~~ or designee, will notify the President, or designee, and OPSS Safety.

~~b-c. Co-Located UI Offices. University of Idaho offices co-located with federal, state, or county offices may be closed due to a building closure. In the event of a closure, the UI executive officer at the co-located facility, or designee, will notify the President, or designee, and PSS.~~

C-2. Consideration of Conditions: [add. 10-13]

~~(a) The Director, Emergency Management & Security Systems, or designee (Emergency Management), participates in the National Weather Service (NWS) Spokane Weekly Weather Briefing. If significant weather is forecast, then additional briefings may be scheduled by the NWS. The NWS office in Spokane serves Latah County and seven others in North Idaho. Emergency Management works closely with Latah County Disaster Services, the Idaho State Bureau of Homeland Security Field~~

~~Representative for Latah County, Whitman County, Washington and Washington State University. [rev. 3-16]~~

- ~~(b) A decision to close a University Facility may be based on weather information gathered from the NWS Weekly Briefings including official weather reports and forecasts and decisions from county, regional, and state agencies, the North Latah County Highway District, Moscow Police and Latah County Sheriff's Departments surrounding the main campus, the City of Moscow, and consultation with Safety, and Facilities Services. In most cases, the University Facility will not close for winter conditions unless there is a Level 1 emergency. [ed. 3-16]~~
- ~~(c) Below are the winter weather conditions classified by Safety based on NOAA's National Weather Service: [ed. 3-16]~~
 - ~~(i) **Level 3 – Winter Storm Watch.** Alerts the public to the possibility of a blizzard, heavy snow, heavy freezing rain, or heavy sleet. Winter Storm Watches are usually issued 12 to 48 hours before the beginning of a Winter Storm.~~
 - ~~(ii) **Level 2 – Winter Storm Warning.** Issued when hazardous winter weather in the form of heavy snow, heavy freezing rain, or heavy sleet is imminent or occurring. Winter Storm Warnings are usually issued 12 to 24 hours before the event is expected to begin.~~
 - ~~(iii) **Level 1 – Winter Storm Advisory.** Issued for accumulations of snow, freezing rain, freezing drizzle, and sleet which will cause significant inconveniences and, if caution is not exercised, could lead to life-threatening situations.~~
- ~~(d) If a level 1 emergency is not declared, additional factors that will enter into the decision to close a University Facility are: hazardous road conditions; the presence of ice, snow, or both; amount of wind; presence of daylight; the weather forecast; severe cold; and, consultation with Facilities Services and Safety. [ed. 3-16]~~

BC-34. Alerts and Notifications: ~~[add. 10-13]~~

- ~~(a) In the event of severe weather, the President's decision to close any University Facility, faculty, staff, and students will be notified of the closure by email, phone, and/or text message sent to subscribers of the University's Vandal Alert (emergency alert system), and Additional information related to the emergency and facility closure updates and contact information will be posted on the University's University home page. (<http://www.uidaho.edu/>), website. <http://www.uidaho.edu/>. The status will also be included on the University Emergency Updates line 208-885-1010. [ed. 3-16]~~
- ~~(b) Safety will notify University Communications & Marketing (Communications) no later than 5:30 a.m. MST. This triggers Communications protocols to notify media outlets, send email, and post web announcements and text messages by 6:30 a.m. on the day of closing. In the event of an evening closure, Communications will attempt to notify the campus and the media by 4:00 p.m. [rev. 3-16]~~
- ~~(bc) All university community members are encouraged to call the University Emergency Updates line 208-885-1010 to confirm whether the University Facility is closed or open. Employees and students should verify media announcements by consulting multiple official sources. [ed. 3-16]~~
- ~~(cd) If the University Facility is open but an individual faculty member cancels class, the faculty member will make a reasonable effort to notify students enrolled in the class. All departments are encouraged to create and follow their own telephone contact trees in the event of a cancellation or closure. [ed. 3-16]~~

~~C. Essential Personnel. Essential Personnel is defined as UI employees designated by department heads to be critical to the continuation of key operations and services in the event of a suspension of operations. In the event of a University closure, only designated essential personnel will be allowed to remain on campus or occupy a university facility. Essential personnel will be identified by their department or college and a list of names and positions will be submitted to Human Resources. All University departments/units will maintain an updated list of designated essential personnel.~~

D. Contact Information:

The Office of Public Safety and Security
875 Perimeter Drive, MS 2285
Moscow, ID 83844-2285
208-885-2254
Fax: 208-885-7001



POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Administrative Procedures Manual [APM] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: APM 35.91 Bomb Threat Procedures

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

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

Originator(s):

Matt Dorschel, Mary George

8/30/17

(Please see FSH 1460 C)

Name

Date

Telephone & Email:

5-7209 mdorschel@uidaho.edu

5-5222 maryg@uidaho.edu

Policy Sponsor: (If different than originator.)

Dan Ewart

8/30/17

Name

Date

Telephone & Email:

5-2271 dewart@uidaho.edu

Reviewed by General Counsel ___Yes ___X___No Name & Date:

(Mary spoke briefly about this deletion w/ Kent Nelson on 8/23/17, who indicated that he agreed with us that bomb-threat procedures should not be in the APM, but Kent has not reviewed this specific policy section or vetted this request for this APM section deletion.)

This request has been vetted by Matt Dorschel, Executive Director Public Safety and Security and Dan Ewart, Vice President for Infrastructure.

At the January 30th Faculty Senate meeting, it was requested that APM 35.91 not be removed from the APM entirely, but to link to the appropriate website where Bomb Threat information is located.

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

APM 35.91 describes bomb threat procedures in the case of an incident. There is no "policy" language in this section. The procedures are covered on Public Safety's website, which come up when the term "bomb threat" is entered into the university's search engine. We believe these should not be in the APM.

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

There is no fiscal impact apparent with this change.

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

We could find no other policies related to this one. When the term "bomb threat" is entered into the university's search engine, the following web site comes up. "In Case of Emergency" <https://www.uidaho.edu/infrastructure/pss/emergency-management/in-case-of-emergency> . We feel this is a more appropriate place to keep emergency procedure information.

35.91 -- Bomb Threat Procedures

Last updated August 18, 2005

For the recommended response in the event of a bomb threat see: Public Safety and Security

~~A. **General.** Bomb threats usually occur by telephone. Be Calm (208) 285-1171. Obtain and review the Bomb Threat Checklist. Keep this checklist near or under the phone, where it can be quickly located. Copies of this~~

~~B. **Process.** An employee receiving a bomb threat informs the police. The police inform university personnel who determine the appropriate response. Representatives from Facilities Management, Administrative Affairs and Environmental Health and Safety, and the administrator of the department occupying the threatened area participate in development of the response.~~

~~C. **Procedure.** If you receive a bomb threat, remain calm and do the following.~~

~~C-1. **Check the exact time.**~~

~~C-2. **Listen carefully to the caller's voice.**~~

~~C-3. **Write down the caller's exact words.**~~

~~C-4. **Use the Bomb Threat Checklist.**~~

~~C-5. **Ask questions, particularly about:**~~

- ~~i) location of device,~~
- ~~ii) time of detonation, and~~
- ~~iii) type of device.~~

~~C-6. **Listen for background noises.**~~

~~C-7. **Note the time the caller hangs up.**~~

~~C-8. **Hang up the phone.** Immediately, before the next call comes in:~~

- ~~i) Pick up the phone and dial *57.~~
- ~~ii) Listen and write down what the recorded message says.~~
- ~~iii) Hang up and pick up the phone and dial *69.~~
- ~~iv) Listen and write down what the recorded message says.~~

~~C-9. **Call the Police Department (9-911) and report:**~~

- ~~i) Your name.~~
- ~~ii) Location and telephone number you are calling from.~~
- ~~iii) The situation (the fact that you have received a bomb threat).~~
- ~~iv) Location of the device, if known.~~
- ~~v) Time it is set to detonate, if known.~~

~~vi) Type of device, if known.~~

~~vii) Exact time you received the call.~~

~~viii) The information received after you dialed *57 and *69.~~

~~ix) Any other information on the Bomb Threat Checklist.~~

~~C-10. Contact the Administrative Affairs Office at (208) 885-7177 or the Environmental Health and Safety Office at (208) 885-6524. C-11. Inform your supervisor. C-12. Take further action as instructed.~~

~~D. Information. For further information, please contact the Administrative Affairs Office at (208) 885-7177, admaff@uidaho.edu.~~



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website:

www.webs.uidaho.edu/uipolicy)

[3/09]

Administrative Procedures Manual [APM] Addition Revision* Deletion*
 Emergency Minor Amendment

Chapter & Title: APM 45.01 – Animal Care and Use

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

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

Originator(s):

Audrey Harris 01/02/2018

(Please see FSH 1460 C)

Telephone & Email:

Name 208-885-4054 Date
ajharris@uidaho.edu

Policy Sponsor: (If different than originator.)

Janet E. Nelson 01/03/2018

Telephone & Email:

janetenelson@uidaho.edu

Name 208-885-6689 Date

Reviewed by General Counsel X Yes No Name & Date: Casey Inge 01/02/2018

- I. Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
 Revisions have been made to clarify how the University defines “personnel”, as well as changes to the occupational health program; additionally, removal of the Caine Center exemption, and inclusion of an exemption for general veterinary care and treatment. These changes have been made to be in accordance with the *Public Health Service Policy on the Humane Care and Use of Laboratory Animals*, which the University maintains an Assurance with. By following this policy, we are able to attain grant funding from DHHS, NIH, and NSF to work with animals.
- II. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
 The revision allows us to maintain our DHHS, NIH, and NSF grant funding for working with animals. The surveillance cost is ~\$35/person, and currently there are under 50 people that need surveillance (~\$1750). The cost associated with surveillance is born at the departmental level.
- III. Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change. N/A
- IV. Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
We need this policy to be effective no later than 1/31/18, as our PHS Assurance Conditional Approval ends on 1/31/18 and the University needs to address these issues to maintain the Assurance.

FS-18-037**Chapter 45.01 -- Animal Care and Use**~~January 7~~ ~~January XX, 2018~~

***Preamble:** This policy sets forth the policy and procedures for the University of Idaho to ensure compliance with federal and state laws, statutes and regulations regarding the care and use of animals in research, teaching, demonstrations, and testing.*

Contents:

- A. Definitions
- B. Authority
- C. Components
- D. Animal Procurement and Care
- E. Occupational Health
- F. Exceptions
- G. Contact Information

A. Definitions.

A-1. Animal. An animal is any vertebrate creature.

A-2. Animal Activity. Animal activity means teaching, research, demonstration or testing procedures using live or dead animals that are performed on University owned property or engaged in by University personnel. University Owned Property excludes land and facilities leased to third parties for commercial enterprise purposes.

A-3. Personnel. Personnel includes all University employees, students, and volunteers working on University sanctioned activities [\(see E-2 and E-3\)](#). [\[ed. 1-18\]](#)

B. Authority.

B-1. The University maintains policies and procedures to ensure compliance with the Animal Welfare Act (Title 7 CFR, Chapter 54), the Health Research Extension Act of 1985 (Public Law 99-158), the U.S. Government Principles for the Utilization and Care of Vertebrate Animals in Testing, Research and Training, [the Public Health Service Policy on Humane Care and Use of Laboratory Animals](#), and Title 25 (Animals) of the Idaho Statutes. [\[ed. 1-18\]](#)

B-2. All personnel engaged in animal activities must comply with this policy.

C. Components.

C-1. Institutional Official.

a. The Institutional Official is appointed in writing by the President. The Institutional Official is authorized on behalf of the President to ensure that all programmatic and regulatory requirements of animal activities are met.

C-2. Institutional Animal Care and Use Committee (see FSH 1640.12).

- a. The University's institutional Animal Care and Use Committee (IACUC) is granted all rights and responsibilities as defined under federal, state and local law by the President.
- b. The IACUC's responsibilities include, but are not limited to:
- (1) Reviewing, at least once every six months, the University's program for the humane care and use of animals and the status of the institution's animal facilities, including satellite facilities, laboratories and areas where survival surgery is conducted.
 - (2) Reviewing and approving, requiring modifications to secure approval, or withholding approval of animal activities.
 - (3) Development of procedures and guidelines based on Federal, State, and University policies.
 - (4) Investigating reported concerns regarding the care and use of animals within the University.
 - (5) Advising the Institutional Official regarding all aspects of the University of Idaho animal care and use program.
- c. Only procedures reviewed and approved by the IACUC may be conducted. IACUC approved activities may be subject to further review and approval by university officials; however, those officials may not approve any animal activity if it has not been approved by the IACUC.

C-3. Attending Veterinarian

- a. The Attending Veterinarian (AV) has direct or delegated authority for animal activities in the University. The AV is responsible for oversight of animal disease control and prevention, euthanasia, the appropriate use of pain relieving drugs, and other aspects of veterinary care.
- b. The AV is an ex officio member of the IACUC.
- c. The AV has appropriate authority to ensure the provision of adequate veterinary care and oversee the adequacy of other aspects of animal care and use.

D. Animal Procurement, Care and Disposition.

D-1. Procurement

- a. Animals may not be procured for, or transferred to, personnel who do not have IACUC approval.
- b. Animal procurement and disposition must be in accordance with Purchasing Services (APM 60.44) and IACUC policies and procedures.

D-2. Housing, Care and Disposition.

- a. The housing and care of animals must be in accordance with IACUC policies and procedures.
- b. Animals must be disposed in accordance with federal, state and IACUC policies and procedures.

E. Occupational Health

E-1. The University Animal Care and Use Occupational Health Program ~~An occupational health and safety program~~ is provided through the Safety Office, in coordination with the Office of Research Assurances. The program consists of three elements: 1) submission of a completed consent form 2) submission of a completed medical history screening form and satisfaction of any other requirements of a University approved medical professional, and 3) completion of training deemed appropriate for the risks to which individuals may be exposed as part of their animal work, which will include, at a minimum provision of information about zoonotic diseases, physical hazards, and other hazards associated with an individual's animal care responsibilities. [rev. 1-18]

E-2. ~~Paid personnel participating in animal activities may not be denied participation in the occupational health and safety program.~~ For purposes of compliance with applicable federal law and University's Public Health Service-approved assurance, the University considers the following to be personnel who must participate in all three of the above-described elements of the University Animal Care and Use Occupational Health Program: [rev. 1-18]

a. All University employees or individuals (including faculty, staff, and students) who are listed as internal personnel on active IACUC protocols and who come into contact with live or dead animals, animal tissues, or animal excrement as a result of their normal duties.

b. Animal facility staff who come into contact with live or dead animals, animal tissues, or animal excrement as a result of their normal duties, even if not listed on an active IACUC protocol.

E-3. The University considers the following categories to be individuals who must participate in the training element of the

University Animal Care and Use Occupational Health Program, but may choose to voluntarily participate in the other elements of the program: [rev. 1-18]

- a. Students enrolled in courses with animal exposure, volunteers, and other individuals not described in section E-2 who have significant animal contact for their University related duties (e.g. facilities personnel working in animal facilities and contractors with long term projects remodeling animal facilities). As necessary, these individuals are provided appropriate personal protective equipment, such as equipment provided to those individuals described in E-3 to mitigate risks associated with their animal work.
- b. Individuals listed on active University IACUC protocols, who are neither University employees nor individuals listed as internal personnel on a University IACUC protocol. Such individuals may provide documentation, or allow the IACUC office to request documentation of, participation in their home institution's occupational health program and its provision of appropriate training, in satisfaction of the requirements under this section. If no such program exists, or no documentation is available, such individuals are treated as described in E-3.a.

F. Exceptions

F-1. ~~Veterinary Care Teaching Curriculum:~~

- a. Standard veterinary care performed by the campus veterinarian or another veterinarian listed on an approved IACUC protocol does not constitute teaching, research, demonstration or testing procedures. These activities are part of the veterinary care program, and as such not regulated by this policy. [rev. 1-18]
~~Veterinary medical care provided by veterinarians and veterinary staff and students under veterinary supervision at the Caine Veterinary Teaching Center to client-owned animals is not regulated by this policy.~~

F-2. Authority to Grant Exceptions.

- a. Exceptions to this policy may only be granted by the Institutional Official for Animal Care and Use.

G. Contact Information. For further information regarding implementation of this policy see the Institutional Animal Care and Use Committee website or contact the committee (IACUC@uidaho.edu or +208-885-8958/258). [ed. 1-18]

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

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

Chapter & Title: _____

Administrative Procedures Manual [APM] Addition Revision* Deletion* Emergency
Minor Amendment

Chapter & Title: APM 50.16 Criminal Background Checks

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

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

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

Telephone & Email:

Brandi Terwilliger June 28, 2017
Name Date
885-3008 brandit@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Brian Foisy March 6, 2018 *[Signature]* 3-7-18
Name Date
885-6174 brianfoisy@uidaho.edu

Reviewed by General Counsel Yes No Name & Date: Debra Ellers/General Counsel 6/26/17 and Kim Ryter February 2018 and March 6, 2018.

- I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
Requesting a CBC be completed for all employees that have contact with minors. Currently some of the larger units on campus already complete a CBC for all employees hired regardless of employment type. Further recommending changes to allow for a break in service of one year that would not require a CBC be re-completed as long as a CBC is on-file with appropriate results for the position the employee is considered for. This is anticipated to reduce the number of background checks currently requested under the 13 month rule. Further clarification regarding disqualifications based on convictions has been made to meet concerns of general counsel. Highlighted summary of changes is attached, although this is a substantial rewrite that is not redlined, the intent of the changes are in the summary.
- II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
We anticipate a fairly stable number of background checks to be completed in comparison with the current numbers even in light of the proposed changes. It is possible that the removal of the 13 month requirement will actually reduce/ the amount of background checks necessary even with the language inclusion for every employee who has contact with minors. This is due to the current department requirements and recommendations that CBCs be completed for those employees.
- III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
- IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
ASAP

If not a minor amendment forward to: _____

Policy Coordinator
Appr. & Date:

[Office Use Only]

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

FSH

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

Track # _____
Date Rec.: _____
Posted: t-sheet _____
 h/c _____
 web _____
Register: _____
(Office Use Only)

Summary of Changes for Criminal Background Check Procedures – APM 50.16 – March 6, 2018

The policy has been substantially re-written and does not show a redlined version. Below is a summary of changes we are trying to accomplish, although the proposed policy has been reorganized and rewritten to be easier to understand.

A. General:

- Requesting a criminal background check (CBC) be completed for all employees including temporary help; student employees (ST, SF) and volunteers if their work involves contact with minors or safety-sensitive functions. Questions regarding specific positions could be asked of HR to remove the need to specifically list every position in the APM. Requiring a CBC for all employees is the “norm” amongst Idaho Universities and recommended throughout HR profession. Recommending student and volunteer positions get a CBC if contact with minors or safety sensitive functions. The term “significant” is very confusing to departments and HR has been asked to provide clear guidance on what it means to have significant contact. Removing that terminology.
 - Note: Some departments currently require background checks for all employees. Those departments currently include: Facilities, Auxiliary Services, College of Natural Resources, University Research. Due to the security safety sensitive nature of the ITS positions, the large majority of the ITS positions also receive a CBC.
- Adjusted language to remove need for an employee who is changing positions due to a transfer, promotion, etc. (exception of general faculty) if the employee has previously had one completed with the UI.

B-2. Required Authorization for Criminal Background Check:

- Updated language that referenced specific vendor names. Keeping the information less specific will reduce the need for future updates due to change in vendors.

B.4. Prior Criminal Background Check Qualifies

- Requesting to update the requirements for ongoing employees who may have a break in service that would be no longer than one semester time period. This would generally apply to the temporary faculty that are appointed for specific terms and reappointed each year, which currently triggers a CBC based on the 13 month rule resulting in a large number of CBC requests. The change in the language would still require a CBC if there is a qualified break in service, but would eliminate the need for unnecessary CBC requests and meet the requests of the departments on this particular item.

B.7. J-1 Scholars and Exceptions

- This section was added to document the current process in regard to J-1 Scholars. Due to the background check process with Department of Homeland Security, a UI background check policy is waived. This may also be true of other international employees.

D. Results of Criminal Background Checks:

- Updated language to reflect the process and potential participants in the review if results of a CBC require further discussion and input prior to a final decision.

D-1. Disqualifying Employment Convictions:

- Language changed as a result of concerns from General Counsel surrounding automatic exclusions. The proposed language more accurately reflects the review and assessment process in connection with the conviction, time period and job applied for.

50.16 - Criminal Background Check Procedures

Updated: February 20, 2018

A. General. Criminal background checks confirm an individual's fitness relative to the requirements of their employment or volunteer service at the University of Idaho (UI).

UI requires criminal background checks for all non-student positions, graduate student appointees, postdoctoral scholars, and temporary help positions (T1, T4, etc.). UI also requires criminal background checks for student positions (ST/SF/SI), interns, and volunteers if the work will involve contact with minors or the hiring authority determines the work to be security-sensitive. This list is not intended to be exhaustive. Questions on background check requirements should be directed to Human Resources (HR). *[rev. 3-18]*

The requirements of this procedure also apply to existing employees being considered for changes in position, transfers, and promotions. However, if an existing employee has a previous background check on file with UI, and that background check is applicable to the change in position, transfer, or promotion, a new background check will not be required. A background check is not required for general faculty promotions in rank pursuant to FSH 3560 where the faculty promotion does not involve an internal or external search. *[rev. 11-12, 12-14, 3-18]*

Non-compliance with this procedure will be communicated to the Office of General Counsel and the appropriate vice president.

B. Procedures for Criminal Background Checks. The UI will conduct criminal background checks on the recommended candidate(s) for all positions listed in Section A. Hiring authorities must request criminal background checks for student positions (ST/SF/SI), interns, and volunteers if the work will involve contact with minors or the hiring authority determines the work to be security-sensitive. Security-sensitive work may involve access to restricted facilities, resources, finances, data, confidential information, or research (as determined by the hiring authority). *[rev. 3-18]*

B-1. Required Notification of Criminal Background Checks. All advertisements, notices, and postings for

positions listed in Section A must state: "This position is subject to the successful completion of a criminal background check." No candidate for a position listed in Section A shall commence employment until a satisfactory criminal background check has been received by HR. Any offers associated with these positions must be made contingent on a satisfactory criminal background check. *[rev. 3-18]*

For student (ST/SF/SI), intern, and volunteer positions for which a search was not necessary or was waived, the hiring authority will provide the candidate/volunteer with written notice of the criminal background check requirement prior to offering the position. The candidate/volunteer can only be offered the position contingent on a satisfactory criminal background check. The candidate/volunteer must not begin work or begin the new responsibilities until a satisfactory criminal background check has been received by HR. *[add. 10-07, ed. 11-12, rev. 3-18]*

B-2. Required Authorization for Criminal Background Check. If a search runs through the UI online recruitment system, the criminal background check is initiated during the hiring proposal process. For hires outside the online recruitment system, the hiring unit must submit a Department Request for Criminal Background Check via the on-line request for background check. The request shall include the following information: candidate name and email address, position title/action number, budget number, and unit. The candidate will receive an email to initiate the background check. The candidate must submit the required personal information at a secure website and electronically sign the Disclosure and Authorization forms. The candidate will then receive a summary of rights under the Fair Credit Reporting Act (FCRA), and the background check will begin. The third party consumer reporting agency will provide the background check results to HR. HR will review the background check' results to determine whether the candidate meets the criteria for the position. HR will notify the hiring authority of the results of the background check. Costs associated with criminal background checks will be charged to the hiring unit. *[rev. 11-12, 12-14, 3-18]*

B-3. Contingent Offer of Employment. If

circumstances require that a job offer be made prior to the completion of the background check, the hiring unit must use the approved contingent offer letter template found on the HR website, which includes the following language: "This offer is contingent upon the completion of a satisfactory criminal background investigation and other pre-employment requirements." Although a contingent offer may be made, the employee may not begin work in any capacity, including attending orientations for the unit or University, without a completed satisfactory background investigation and other pre-employment paperwork. *[rev. 3-18]*

B-4. Prior Criminal Background Check Qualifies. If

a candidate is being rehired or reappointed into the same position, has previously met the background check requirement for that position, and the break in service is less than one year, the background check requirement may be waived at the discretion of the senior HR executive, or designee. *[rev. 10-07, 11-12, 3-18]*

B-5. Day Care Centers Must Comply with I.C. § 39-

1105. This procedure does not apply to employees or volunteers at day care centers who have direct contact with children. These individuals are subject to the criminal history check procedures set forth in I.C. § 39-1105, which are conducted by the day care centers in conjunction with the appropriate state agencies. *[ed. 3-18]*

B-6. UI College of Agricultural and Life Sciences

Unique Requirements. The University's College of Agricultural and Life Sciences (CALs) has implemented additional criminal background check procedures for volunteers who have significant contact with minors. Students and volunteers of CALs may be subject to additional screening requirements pursuant to those procedures. *[rev. 10-07, 3-18 ed. 11-12]*

B-7. J-1 Scholars and Exceptions. J-1 scholars are visiting temporary workers here by invitation to perform specialized work. The Department of Homeland Security performs background checks on all J-1 scholars. Therefore, these temporary workers are exempt from

the requirements of this procedure. Senior HR executive, or designee, may provide exemptions for other employees in similar situations. *[add. 3-18]*

C. Procedures for Criminal Background Checks for Security Purposes. If senior HR executive, or designee has reasonable grounds to believe that an employee or volunteer represents an immediate threat to the safety and security of the UI community, HR may conduct a criminal background check through the Idaho State Police or other appropriate agency. The written authorization of the employee to conduct this check will be obtained in most cases. However, in certain circumstances, it may not be possible or feasible to obtain written authorization. In those cases, a limited background check may be performed through the Idaho State Police or other appropriate agency. Any information obtained through this process will be used solely for the purpose of maintaining the safety and security of the UI community, and will be shared strictly on a "need to know" basis. *[ed. 11-12, rev. 3-18]*

D. Results of Criminal Background Checks.

Applicants New to UI: If the criminal background check identifies convictions, with the exception of D-1 below, determinations of fitness for employment will be made by Human Resources in consultation with appropriate hiring authority when applicable based on the nature and details of the conviction, date of the conviction, how the crime relates to the job in question, evidence of rehabilitation, and other relevant factors. *[rev. 3-18]*

Current Employees: When a current employee with convictions is considered for changes in position, transfers, or promotions, the senior HR executive, or designee, in consultation with the appropriate hiring authority, will determine whether to exclude the candidate. *[rev. 3-18]*

If, pursuant to this procedure, a criminal background check is conducted on a current employee and an event is uncovered that was not previously considered, UI may initiate personnel action against the employee. In these cases, the senior HR executive, or designee, in consultation with the Risk Management Officer and other applicable personnel, will determine what action, if any, should be taken. The senior HR

executive, or designee may ask the employee for a written explanation of the offense(s). *[rev. 11-12, 3-18]*

D-1. Disqualifying Employment Convictions. A record of any of the following convictions will generally result in automatic exclusion of the candidate or termination of a current employee: *[rev. 3-18]*

- i) Conviction of any crime against a child or vulnerable adult (including but not limited to child abuse, abandonment, neglect, and statutory rape);
- ii) Conviction of any crime of violence;
- iii) Conviction of any crime of a sexual nature, including but not limited to lewd conduct, sexual battery, sexual exploitation, rape, and statutory rape;
- iv) Conviction of any crime involving unlawful use or possession of a weapon or firearm. *[ed. 11-12]*

D-2. "Conviction" Defined. For purposes of this procedure, the term "conviction" will be interpreted broadly and will include pleas of no contest, deferred adjudications, and similar dispositions. If a criminal history report indicates pending criminal charges that, if a conviction resulted, would result in exclusion from employment, the candidate will be excluded from employment until final disposition of the charges. *[ed. 3-18]*

E. Communication of Results and Employee Rights

E-1. Consumer Reporting Agency. Procedures when the report has been provided by a consumer reporting agency (e.g., Verified Credentials). *[ed. 12-14, 3-18]*

- i) If a determination has been made that a candidate should be excluded, or that adverse action should be taken against a current employee, based on an unsatisfactory criminal background check, HR shall, prior to taking any adverse action against the individual, provide a Pre-Adverse Action Disclosure that (1) notifies the individual in writing of the unsatisfactory result,

- (2) provides the candidate or employee with a copy of the report, and (3) provides the candidate or employee with a written description of his or her rights under the Fair Credit Reporting Act.
- ii) After the adverse action has been taken, HR will provide the candidate with an Adverse Action Notice, which includes (1) the name, address, and phone number of the consumer reporting agency that supplied the report, (2) a statement that the consumer reporting agency that supplied the report did not make the decision regarding the adverse action and cannot provide the reasons for the adverse action, and (3) a notice of the individual's right to dispute the accuracy or completeness of any information the agency has furnished, and his or her right to an additional free consumer report from the agency upon request within 60 days.
- iii) A candidate or employee who has received an initial unsatisfactory result and who has sought correction of his or her report under the Fair Credit Reporting Act is not eligible for a listed position until the senior HR executive, or designee has confirmed the correction and determined that the result is satisfactory. The UI has no obligation to hold a position open to allow a candidate or employee to correct his or her report. *[ed. 11-12, 3-18]*

E-2. Government Reporting Agency. Procedures when the report has been provided by a governmental agency (e.g., Idaho State Police).

- i) If a decision has been made to exclude a candidate, or initiate action against a current employee, based on an unsatisfactory background check, HR shall (1) notify the individual in writing of the unsatisfactory result, and (2) provide the candidate or employee with a copy of the report.

F. Record Keeping. Criminal history information collected under this procedure shall be kept electronically with the third party vendor or in accordance with record retention requirements (see APM [Chapter 65](#)). The information will be used solely for the purpose of maintaining the safety and security of the UI community and will be disclosed only as permitted or required by law. *[rev. 10-07, 11-12, 3-18]*

50.16 - Criminal Background Check Procedures

~~December 2014~~

Updated: February 20, 2018

A. General. Criminal background checks confirm an individual's suitability/fitness relative to the requirements of their employment or volunteer service at the University of Idaho (UI).

~~The UI requires criminal background checks on the successful candidate(s) for each faculty (including temporary faculty) and staff position recruitment, internal or external. Criminal background checks are also required prior to hiring a all non-student positions, graduate student appointees assistant, teaching assistant or research assistant, postdoctoral scholars, and temporary help positions (T1, T4, etc.). UI also requires criminal background checks for non-student hourly employees (temporaries), student workers, positions (ST/SF/SI), interns, and volunteers if their/the work will involve significant contact with minors and also recommends checks for individuals considered for positions whereor the hiring authority determines the work to be security-sensitive. UI will conduct criminal This list is not intended to be exhaustive. Questions on background check requirements should be directed to Human Resources (HR). [rev. 3-18]~~

~~The requirements of this procedure also apply to existing employees being considered for changes in position, transfers, and promotions. However, if an existing employee has a previous background checks on current employees ascheck on file with UI, and that background check is applicable to the change in position, transfer, or promotion, a new background check will not be required. A background check is not required for reclassifications and promotions (this does not apply to general faculty promotions in rank pursuant to FSH 3560 where the faculty promotion does not involve an internal or external search. Non-compliance of this policy will be communicated to the Office of General Counsel and the related Vice-President. [rev. 11-12, 12-14, 3-18]~~

~~Non-compliance with this procedure will be communicated to the Office of General Counsel and the appropriate vice president.~~

B. Procedures for Criminal Background Checks. The UI University will conduct criminal background checks on the

recommended candidate(s) for all positions listed in Section A. Hiring authorities must request criminal background checks for student positions (ST/SF/SI), interns, and volunteers if the work will involve contact with minors or the hiring authority determines the work to be security-sensitive. Security-sensitive work may involve access to restricted facilities, resources, finances, data, confidential information, or research (as determined by the hiring authority). [rev. 3-18]

B-1. Required Notification of Criminal Background Checks. All advertisements, notices, and postings for positions listed ~~as requiring a background check within Section A~~ must state: "This position is subject to the successful completion of a criminal background check." ~~Successful candidates for these positions will be offered the position contingent on a satisfactory criminal background check.~~ No candidate for a position ~~requiring a background check~~ listed in Section A shall commence employment until a satisfactory criminal background check has been received ~~by HR. Any offers associated with these positions must be made contingent on a satisfactory criminal background check.~~ [rev. 3-18]

For student (ST/SF/SI), intern, and volunteer positions ~~and other positions~~ for which a search was not necessary or was waived, the hiring authority will ~~notify the individual in writing~~ provide the candidate/volunteer with written notice of the criminal ~~history~~ background check requirement prior to offering the position. The candidate/volunteer can only be offered the position contingent on a satisfactory criminal background check. ~~The candidate/volunteer must not begin work or begin the new responsibilities until a satisfactory results are criminal background check has been received by Human Resources.~~ HR. [add. 10-07, ed. 11-12, rev. 3-18]

B-2. Required Authorization for Criminal Background Check. If a search ~~is run~~ runs through ~~PeopleAdmin~~ the UI online recruitment system, the criminal background check is initiated during the hiring proposal process. For hires outside ~~of PeopleAdmin,~~ contact HR by email at crimcheck@uidaho.edu to the online recruitment system, the hiring unit must submit a Department Request for Criminal Background Check

via the on-line request ~~af~~or background check~~on~~. The request shall include the final~~following~~ information: candidate~~(s) and include:~~ candidate~~(s)~~ name, and email address, position title/~~position~~action number, budget number, and job vacancy announcement number. HireRight will contact the candidate(s) via~~unit~~. The candidate will receive an email to initiate the background check. The candidate ~~submits his or her~~must submit the required personal information at a secure website and electronically ~~sign~~sign the Disclosure ~~to Consent form, and Authorization forms.~~ The candidate will then receive a summary of rights under the Fair Credit Reporting Act (FCRA). ~~Once the candidate has submitted his or her personal information and electronically signs the Disclosure,~~ and Consent form, the background check will begin. The third party consumer reporting agency will provide the background check results to HR. ~~Upon receipt of the information pertaining to HR will review~~ the background check, ~~HR determines if the individual results to determine whether the candidate~~ meets the criteria for the position~~and~~. HR will notify the hiring authority ~~by email, of the results of the background check.~~ Costs associated with criminal background checks will be charged to the hiring unit. ~~_-~~[rev. 11-12, 12-14, 3-18]

B-3. Contingent Offer of Employment. If circumstances require that a job offer be made ~~quickly to a candidate,~~ prior to the completion of the background ~~investigation, the check, the hiring unit~~ must use the approved contingent offer ~~must be in writing and include~~ letter template found on the HR website, which includes the following statement~~language~~: "This offer is contingent upon the completion of a satisfactory criminal background investigation." and other pre-employment requirements." Although ~~the~~ contingent offer may be made, the employee may not begin work in any capacity, including attending New Employee Orientation, orientations for the unit or University, without a completed satisfactory background investigation: and other pre-employment paperwork. [rev. 3-18]

B-4. Prior Criminal Background Check Qualifies. If ~~the~~ candidate is being rehired or reappointed into the

~~same position, has had a criminal background investigation completed by the UI within the last 13 months previously met the background check requirement for that position, and the results are satisfactory for the position for which s/he break in service is applying, a subsequent investigation less than one year, the background check requirement may be waived at the discretion of the senior Executive Director for HR executive, or designee human Resources or designee.~~ *_- [rev. 10-07, 11-12, 3-18]*

B-5. Day Care Centers Must Comply with I.C. § 39-1105. This ~~policy procedure~~ does not apply to employees or volunteers at day care centers who have direct contact with children. These individuals are subject to the criminal history check procedures set forth in I.C. § 39-1105, which are conducted by the day care centers in conjunction with the appropriate state agencies. *_- [ed. 3-18]*

B-6. UI College of Agricultural and Life Sciences Unique Requirements. The University's College of Agricultural and Life Sciences (CALs) has implemented ~~its own~~ additional criminal background check procedures for volunteers who have significant contact with minors. Students and volunteers of CALs may be subject to additional screening requirements pursuant to those procedures. ~~that policy~~ *[rev. 10-07, 3-18 ed. 11-12]*

B-7. J-1 Scholars and Exceptions. J-1 scholars are visiting temporary workers here by invitation to perform specialized work. The Department of Homeland Security performs background checks on all J-1 scholars. Therefore, these temporary workers are exempt from the requirements of this procedure. Senior HR executive, or designee, may provide exemptions for other employees in similar situations. [add. 3-18]

C. Procedures for Criminal Background Checks for Security Purposes. If senior HR executive, or designee ~~the Executive Director for Human Resources~~ has reasonable grounds to believe that an employee or volunteer ~~may represent~~ represents an immediate threat to the safety and security of the UI University community ~~or to the public, s/he or designee, HR~~ may conduct a criminal background check through the Idaho State Police or other appropriate agency.

The written authorization of the employee to conduct this check will be obtained in most cases; ~~however,~~ However, in certain circumstances, it may ~~exist in which obtaining a written authorization is not~~ be possible or feasible, ~~in which ease to obtain written authorization.~~ In those cases, a limited background check may be performed through the Idaho State Police or other appropriate agency ~~may be done~~. Any information obtained through this process will be used solely for the purpose of maintaining the safety and security of the UI community, and will be shared strictly on a "need to know" basis. *[ed. 11-12, rev. 3-18]*

D. Results of Criminal Background Checks.

Applicants New to UI: If the criminal background check identifies convictions, with the exception of D-1 below, determinations of suitability/fitness for employment will be made by Human Resources in consultation with appropriate hiring authority when applicable based on ~~factors that include~~ the nature and details of the conviction, ~~the length of time that has passed since date of~~ the conviction, how the crime relates to the job in question, evidence of rehabilitation, and other relevant factors. *[rev. 3-18]*

Current Employees: When a current employees with convictions are considered for ~~new positions or potentially reclassified or promoted into a security sensitive changes in~~ position, transfers, or promotions, ~~the senior Executive Director for HR executive, uman Resources~~ or designee, in consultation with the appropriate hiring authority, will determine whether to exclude the candidate. *[rev. 3-18]*

If, pursuant to this procedure, a criminal background check is conducted on a current employee and an event is uncovered that was not previously considered, UI may initiate ~~potential~~ personnel action against the employee. In these cases, the ~~Executive Director for senior HR executive, uman Resources~~ or designee, in consultation with the Risk Management Officer and Unit Manager/other applicable personnel, will determine what ~~personnel~~ action, if any, should be taken. The ~~senior Executive Director for HR executive,~~ or designee ~~uman Resources~~ may ask the employee for a written explanation of the offense(s). ~~from the employee.~~ *[rev. 11-12, 3-18]*

D-1. Disqualifying Employment Convictions. ~~For positions involving significant contact with minors, a~~

record of any of the following convictions will generally result in automatic exclusion of the candidate or termination of a current employee: ~~-[rev. 3-18]~~

- i) Conviction of any crime against a child or vulnerable adult (including but not limited to child abuse, abandonment, neglect, and statutory rape);
- ii) Conviction of any crime of violence;
- iii) Conviction of any crime of a sexual nature, including but not limited to lewd conduct, sexual battery, sexual exploitation, rape, and statutory rape;
- iv) Conviction of any crime involving unlawful use or possession of a weapon or firearm. *[ed. 11-12]*

D-2. "Convictions" Defined. For purposes of this ~~policy~~procedure, the term "conviction" will be interpreted broadly and will include pleas of no contest, deferred adjudications, and similar dispositions. If a criminal history report indicates pending criminal charges that, if a conviction resulted, would result in exclusion from employment, the candidate will be excluded from employment until final disposition of the charges. ~~-[ed. 3-18]~~

E. Communication of Results and Employee Rights

E-1. Consumer Reporting Agency. Procedures when the report has been provided by a consumer reporting agency (e.g., Verified Credentials). ~~HireRight~~ ~~-[ed. 12-14, 3-18]~~

- i) If a determination has been made that a candidate should be excluded, or that adverse action should be taken against a current employee, based on an unsatisfactory criminal background check, HR shall, prior to taking any adverse action against the individual, provide a Pre-Adverse Action Disclosure that (1) notifies the individual in writing of the unsatisfactory result, (2) provides the candidate or employee with a copy of the report, and (3) provides the candidate or employee with a written description of his or her rights under the Fair Credit Reporting Act.
- ii) After the adverse action has been taken, HR will provide the candidate with an Adverse Action Notice, which includes (1) the name, address, and

phone number of the consumer reporting agency that supplied the report; (2) a statement that the consumer reporting agency that supplied the report did not make the decision regarding the adverse action and cannot provide the reasons for the adverse action; and (3) a notice of the individual's right to dispute the accuracy or completeness of any information the agency has furnished, and his or her right to an additional free consumer report from the agency upon request within 60 days.

iii) A candidate or employee who has received an initial unsatisfactory result and who has sought correction of his or her report under the Fair Credit Reporting Act is not eligible for a listed position until the ~~senior Executive Director for HR executive, uman Resources~~ or designee has confirmed the correction and determined that the result is satisfactory. The ~~U~~niversity has no obligation to hold a position open to allow a candidate or employee to correct his or her report. *[ed. 11-12, 3-18]*

E-2. Government Reporting Agency. Procedures when the report has been provided by a governmental agency (e.g., Idaho State Police) ~~are as follows:-).~~

i) If a decision has been made to exclude a candidate, or initiate action against a current employee, based on an unsatisfactory background check, HR shall (1) notify the individual in writing of the unsatisfactory result, and (2) provide the candidate or employee with a copy of the report.

F. Record Keeping. Criminal history information collected under this ~~policy procedure~~ shall be kept electronically with the third party vendor or in accordance with record retention requirements (see APM Chapter 65). The information will be used solely for the purpose of maintaining the safety and security of the ~~U~~niversity of Idaho community and will be disclosed only as permitted or required by law. *[rev. 10-07, 11-12, 3-18]*