

University of Idaho

2019 – 2020 University Faculty Meeting Agenda

Meeting #4

Wednesday, May 6, 2020, at 2:30pm (PT) / 3:30pm (MT)
ZOOM only

President Scott Green Presiding

- I. Call to Order – President Green
- II. In Memoriam – President Green
- III. Meeting Logistics – Faculty Secretary Francesca Sammarruca
 - A Zoom link will be sent to all faculty. Authentication will be turned on so only people with uidaho emails will be able to enter the meeting space. Microsoft Forms will be used for voting by sending the link to the meeting participants in the chat feature. Microsoft Forms also authenticates via email address.
 - Quorum is determined by a one-question survey for people to identify themselves as eligible voters. Voting items will be on a separate survey. Forms will tabulate the response, however, after the meeting we will verify that the votes came from eligible voters.
 - People will be able to ask questions by raising their hand and the monitor will call on them.
 - Public viewing is possible via Live Stream on UI Live. The link will be provided in the Daily Register.
- IV. Quorum – Faculty Secretary Francesca Sammarruca
- V. Approval of Minutes (vote) – President Green
 - Minutes of the 2019-2020 University Faculty Meeting #3 (February 26, 2020) **Attach. #1**
- VI. Announcements – President Green
- VII. Special Orders–Faculty Senate Chair Terry Grieb
 - Proposed Changes/Additions to Faculty-Staff Handbook (vote)
 - UP-20-016: FSH 1565 D-5, Academic Ranks & Responsibilities - Librarian **Attach. #2**
 - UP-20-018: FSH 1640.89, 1640.90, UCGE and GEAC **Attach. #3**
 - UP-20-019: FSH 1565, Academic Ranks and Responsibilities - Emeriti **Attach. #4**
 - UP-20-020: FSH 1540, Standing Rules of the University Faculty-UFM Participation **Attach. #5**
 - UP-20-023: FSH 1640.08, Admissions Committee **Attach. #6**
 - UP-20-024: FSH 3175, Financial Stewardship Responsibilities **Attach. #7**
 - UP-20-026: FSH 3730, Retirement Privileges and Programs **Attach. #8**
 - Proposed Changes to the University of Idaho Catalog (vote)

- UCC-20-62a,b,c: Masters' Degree Credits, Doctoral Degree Requirements, Non-Degree Requirements **Attach. #9**
- UCC-20-53: Upper-Division Credit Requirements **Attach. #10**
- UCC-20-55: Independent Study Courses **Attach. #11**
- UCC-20-60: First-Year Admission Requirements **Attach. #12**
- UCC-20-63: GenEd Catalog Changes **Attach. #13**
- UCC-20-13: Posthumous Degrees **Attach. #14**
- UCC-20-32: Changes to B.A. and B.S. in Sociology **Attach. #15**
- UCC-20-64: PEP 495 as Senior Experience **Attach. #16**
- UCC-20-69: COGS Continuing Registration, Finishing Status, Provisional Admission Policy **Attach. #17**
- UCC-20-71: MS in Dietetics and Related Courses **Attach. #18**
- UCC-20-14: Honors Policy **Attach. #19**
- UCC-20-54: Replacing a Grade by Repeating a Course **Attach. #20**
- UCC-20-70: Admissions Committee **Attach. #21**

- Minor Amendments Pursuant to FSH 1460 (no vote)
 - UP-20-027: FSH 3920, Dismissal and Discipline of Exempt Employees **Attach. #22**
 - UP-20-028: FSH 3930, Separation of Classified Employees **Attach. #23**

- Faculty Staff Handbook (Informational Item – no vote)
 - UP-20-012: FSH 3090, Temporary Hourly Employment **Attach. #24**

- Administrative Procedures Manual (Informational Item – no vote)
 - UP-20-008: APM 55.39, Retiree Benefits **Attach. #25**
 - UP-20-009: APM 50.04, Verifying Employment for New Employees **Attach. #26**
 - UP-20-010: APM 50.53, Temporary Hourly Employment **Attach. #27**
 - UP-20-011: APM 50.55, Writing U of I Job Descriptions **Attach. #28**
 - UP-20-021: APM 20.23, Payment Card Processing **Attach. #29**
 - UP-20-022: APM 40.23, Solid Waste Disposal **Attach. #30**
 - UP-20-024: APM 25.02 Controls over Deficit Spending; 25.03 Operating Deficits – Prior Accumulated Material Deficits; 25.04 Operating Deficits – Current Year; 25.05 Establishing Required Cash Reserve Targets **Attach. #31**

VIII. President's Remarks and Discussion

IX. Adjournment

Attachments:

- **Attach. #1** Minutes of the 2019-2020 University Faculty Meeting #3 (February 26, 2020)
- **Attach. #2** UP-20-016: FSH 1565 D-5, Academic Ranks & Responsibilities - Librarian
- **Attach. #3** UP-20-018: FSH 1640.89, 1640.90, UCGE and GEAC
- **Attach. #4** UP-20-019: FSH 1565, Academic Ranks and Responsibilities - Emeriti
- **Attach. #5** UP-20-020: FSH 1540, Standing Rules of the University Faculty-UFM Participation
- **Attach. #6** UP-20-023: FSH 1640.08, Admissions Committee

- **Attach. #7** UP-20-024: FSH 3175, Financial Stewardship Responsibilities
- **Attach. #8** UP-20-026: FSH 3730, Retirement Privileges and Programs
- **Attach. #9** UCC-20-62a,b,c: Masters' Degree Credits, Doctoral Degree Requirements, Non-Degree Requirements
- **Attach. #10** UCC-20-53: Upper-Division Credit Requirements
- **Attach. #11** UCC-20-55: Independent Study Courses
- **Attach. #12** UCC-20-60: First-Year Admission Requirements
- **Attach. #13** UCC-20-63: GenEd Catalog Changes
- **Attach. #14** UCC-20-13: Posthumous Degrees
- **Attach. #15** UCC-20-32: Changes to B.A. and B.S. in Sociology
- **Attach. #16** UCC-20-64: PEP 495 as Senior Experience
- **Attach. #17** UCC-20-69: COGS Continuing Registration, Finishing Status, Provisional Admission Policy
- **Attach. #18** UCC-20-71: MS in Dietetics and Related Courses
- **Attach. #19** UCC-20-14: Honors Policy
- **Attach. #20** UCC-20-54: Replacing a Grade by Repeating a Course
- **Attach. #21** UCC-20-70: Admissions Committee
- **Attach. #22** UP-20-027: FSH 3920, Dismissal and Discipline of Exempt Employees
- **Attach. #23** UP-20-028: FSH 3930, Separation of Classified Employees
- **Attach. #24** UP-20-012: FSH 3090, Temporary Hourly Employment
- **Attach. #25** UP-20-008: APM 55.39, Retiree Benefits
- **Attach. #26** UP-20-009: APM 50.04, Verifying Employment for New Employees
- **Attach. #27** UP-20-010: APM 50.53, Temporary Hourly Employment
- **Attach. #28** UP-20-011: APM 50.55, Writing U of I Job Descriptions
- **Attach. #29** UP-20-021: APM 20.23, Payment Card Processing
- **Attach. #30** UP-20-022: APM 40.23, Solid Waste Disposal
- **Attach. #31** UP-20-024: APM 25.02 Controls over Deficit Spending; 25.03 Operating Deficits – Prior Accumulated Material Deficits; 25.04 Operating Deficits – Current Year; 25.05 Establishing Required Cash Reserve Targets

University of Idaho

2019 – 2020 University Faculty Meeting Minutes – Pending Approval

Meeting #3

Wednesday, February 26, 2020, at 2:30pm (PT) / 3:30pm (MT)

Pitman Center, International Ballroom and
Zoom to approved site locations

Provost and Executive Vice President John Wiencek Presiding (Standing in for President Scott Green)

- Provost/EVP John Wiencek called the meeting to order at 2:34pm (PT). The Provost/EVP said that President Green was tied up with important obligations in Boise and sends his regrets. President Green asked the Provost/EVP to represent the University at the meeting.
- Provost/EVP John Wiencek read the names of those who died since the last General Faculty Meeting:

Pete Isakson
Interim Athletic Director
January 2020

John Whelan
Professor Emeritus, Idaho Geological Survey
November 2019

Jerry Exon
Professor Emeritus of Food Science and Toxicology
January 2020

Provost/EVP John Wiencek requested a moment of silence in honor of our colleagues who passed away.

- Meeting Logistics – Faculty Secretary Sammarruca
Secretary Sammarruca reminded the audience that meeting participants must be eligible members of the faculty in order to vote. She cited policy FSH 1520 II-1 concerning voting eligibility. She listed the 4 approved voting venues and their locations and read the names of the 4 approved counters for each location: Penny Tenuto (Boise); Anne Kern (Coeur d’Alene); Michael McKellar (Idaho Falls); Benton Glaze (Twin Falls). Barb Kirchmeier, Diane Whitney, and other volunteers will be the counters for Moscow. Off-campus participants should ask questions via Zoom chat, while Moscow participants should come forward to one of the microphones for questions or comments.
- Quorum count: Faculty Secretary Sammarruca
A quorum was not present. 107 voting members of the faculty were required for a quorum, 86 members were present (Moscow - 72, Boise - 3, Idaho Falls - 4, Twin Falls - 3, CDA – 4). The Secretary reminded the audience that, per FSH 1520 Article III, Section 3, Clause A, in absence of a

quorum all agenda items presented at the meeting have faculty approval and are forwarded to the President.

- Announcements – Provost/EVP John Wiencek
 - Although we will not be voting, we will have discussion on the agenda items.
 - The President will deliver the State of the University address on April 14th. Time and location will be announced in the next few days.
 - The State Board of Education will hold their annual meeting here in Moscow on April 15th and 16th. This is an opportunity to engage with Board members and be informed about, for instance, collaborations among the universities.
 - The University Awards for Excellence event will take place on Wednesday May 6th, following the next scheduled University Faculty Meeting.
 - President Green cannot be here today because he has been called to Boise by the State Board. Many budget-related issues are still pending and there are no news to share at the moment. Thus, although we value the engagement that comes from a Q&A session, we felt that such forum would not be useful today. Instead, the Provost said he will be available after the meeting to take questions individually.

- Special Orders - Faculty Senate Chair Grieb

There will be discussion on the agenda items, though without vote. There are a total of 23 items. The first 3 are FSH policy changes, which will be presented individually, followed by discussion if any.

 - FSH 1565-C (attachment #2 in the meeting binder). This issue was undertaken by the Faculty Affairs Committee (FAC) and relates to faculty efforts to recruit students. The purpose is to formalize such efforts, which resulted into additional language under “Outreach and Extension”. Chair Grieb invited questions or comments but there were none.
 - FSH 3240-1565-3120 (attachment #3 in the meeting binder). This item, also undertaken by FAC, concerns office hours. The purpose is to have online office hours as a formally recognized form of contact hours with students. Although online office hours do not replace in-person contact, there is a number of benefits from this change, due to the additional flexibility in the definition of office hours.

Following invitation of questions or comments, a faculty member commented positively on this policy change and the flexibility it allows. She noted that the option of online office hours may resolve potentially escalating situations. Chair Grieb noted that the new policy could actually result into increased use of office hours.
 - FSH 1640.87, 1640.88 (attachment #4). This proposal initiated from the Teaching and Advising Committee chaired by former Senate Chair Aaron Johnson. The question discussed by the committee addressed how the committee structure should evolve and adapt as both the needs of advisees and the need to review teaching move forward. It was determined that a single committee may not have the bandwidth for both tasks. Moreover, one of the committee’s tasks, perhaps the most enjoyable, is to look at the nominations for teaching and advising awards, which is a broad task. Under the proposed changes, the committee is reformed and split into two separate committees, the University Teaching Committee and the University Advising Committee, each to focus on their respective roles. There will be separate awards for Teaching and Advising. CETL will take the lead for the teaching awards, while the Director of Advising will be in charge of the advising awards. Both reviews will be shared with the respective committees. This is a major change in FSH, which will enhance our ability to best support both teaching and advising on campus.

Following the opening of the discussion portion, a faculty member asked whether, with CETL taking the lead on the awards, there would still be participation of the University Teaching Committee into the awards determination. Chair Grieb pointed to the overlap between CETL and the Teaching and Advising Committee. The overlap itself will be used to incorporate the kind of input which the faculty member had asked about.

- The next items are Catalog changes, namely the University Curriculum Committee (UCC) items in attachments #5 to 21. Items 5 to 20 will be regrouped and discussed as one package, whereas item 21 will be presented and discussed separately.
 - Chair Grieb gave a brief overview of the proposed program changes in items 5-20. There were no questions or comments.
 - Stopgap proposal for the ISEM Program, item 21. This proposal came to Senate as a seconded motion from UCC and before then it was considered by UCGE. In Fall 2019, efforts were underway with the Curriculum Steering Committee to develop a new GenEd core. Actually, the conversations had been going on since last May or June. While those efforts continue, it became clear that the ISEM could no longer be offered, for a variety of budgetary and staffing reasons. The curriculum of the GenEd core is referred to as “Stopgap”. The goal is to vote on the updated GenEd core at one of the next University Faculty meetings, hopefully next Fall. In the meantime, we must have core offerings that actually reflect the classes being offered, or there will be advising problems and confusion for the students. Thus, the basic idea is to move back to the State Board core, with the inclusion of the requirement of one American Diversity course and one International Course (or an approved Study Abroad Experience), in order to round up the 36 credit hours required by the State Board GenEd core. It was also decided that the Senior Experience would remain in the GenEd core, the argument in favor of that being essentially one of consistency. This way made more sense than moving the Senior Experience out of the GenEd core and potentially moving it back in. A long-run change, if there is one, would happen only once.
There were no questions or comments.
 - The next two items are advisory (that is, non-voting, regardless of quorum).
 - FSH 3910. The changes are necessary to bring the language in “Faculty Termination” in compliance with State Board requirements.
There were no questions or comments.
 - APM 20.01, Cash Management Procedures. The purpose is to reflect best practices into this section of the APM.
There were no questions or comments
- The Provost/EVP reminded everyone that he will remain available for individual questions and thanked people for coming. The meeting was adjourned at 3pm (PT).

Respectfully Submitted

Francesca Sammaruca

Secretary of the University Faculty



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title: **Chapter one: 1565 D-5. Librarian**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title: _____

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

Originator (see FSH 1460 C) Ling-Ling Tsao, Library Affairs Committee Chair 2/25/20
Name Date
_____ Itsao@uidaho.edu
Telephone Email

Policy Sponsor, if different from Originator _____
Name Date
_____ Email

Reviewed by General Counsel X Yes ___ No Name & Date: Kim Rytter 2/25/20

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

The current language requiring "an advanced degree in library science from a library school accredited by the American Library Association" is overly restrictive for some of our faculty library positions. For example, it is common practice for academic libraries to accept a terminal degree in archives management or a doctorate in a relevant field (e.g., history) paired with relevant experience for special collections and archives positions; we are currently unable to do so, and it is hurting recruiting efforts in the Library. While most of our library faculty positions will continue to require an advanced degree from an American Library Association accredited school, the flexibility this revision would afford the Library is necessary for a modern academic library.

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

This revision will have no fiscal impact.

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

This change will enable the Library to hire, promote, and tenure individuals with a potentially wider range of experience and expertise.

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

July 1, 2020

If not a minor amendment forward to: _____

Policy Coordinator Appr. & Date: _____ <i>[Office Use Only]</i>
--

<i>APM</i> F&A Appr.: _____ <i>[Office Use Only]</i>
--

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

Track # _____ Date Rec.: _____ Posted: t-sheet _____ h/c _____ web _____ Register: _____ <i>(Office Use Only)</i>

UI FACULTY-STAFF HANDBOOK

Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1565: Academic Ranks and Responsibilities

D-3. RESEARCH FACULTY:

a. Assistant, Associate and Professor. Appointment to these ranks requires qualifications, except for teaching effectiveness, that correspond to their respective ranks as for faculty in D-2 above. *[ed. 7-12]*

D-4. EXTENSION FACULTY:

a. Extension Faculty with Rank of Instructor. Appointment to this rank requires: sound educational background and experience for the specific position; satisfactory standard of scholarship; personal qualities that will contribute to success in an extension role; evidence of a potential for leadership, informal instruction, and the development of harmonious relations with others. *[rev. 7-98]*

b. Extension Faculty with Rank of Assistant Professor. Appointment to this rank requires a master's degree along with the qualifications of extension faculty with rank of instructor and: demonstrated leadership ability in motivating people to analyze and solve their own problems and those of their communities; evidence of competence to plan and conduct an extension program; a record of effectiveness as an informal instructor and educational leader; proven ability in the field of responsibility; evidence of continued professional growth through study and participation in workshops or graduate training programs; acceptance of responsibility and participation in regional or national training conferences; membership in appropriate professional organizations, and scholarship in extension teaching or practical application of research; demonstrated ability to work in harmony with colleagues in the best interests of UI and of the people it serves. *[rev. 7-98]*

c. Extension Faculty with Rank of Associate Professor. In addition to the qualifications required of extension faculty with rank of assistant professor, appointment or promotion to this rank requires: achievement of a higher degree of influence and leadership in the field; continued professional improvement demonstrated by keeping up to date in subject matter, extension teaching methods, and organization procedures; progress toward an advanced degree if required in the position description; demonstrated further successful leadership in advancing extension educational programs; evidence of a high degree of insight into county and state problems of citizens and communities in which they live, and the contribution that education programs can make to their solution; an acceptance of greater responsibilities; a record of extension teaching or practical application of research resulting in publication or comparable productivity; a reputation among colleagues for stability, integrity, and capacity for further significant intellectual and professional achievement. These activities may occur in a domestic or international context. *[rev. 7-98, ed. 1-10]*

d. Extension Faculty with Rank of Professor. In addition to the qualifications required of extension faculty with rank of associate professor, appointment or promotion to this rank requires: regional or national recognition in the special professional field or area of responsibility; a record of successful organization and direction of county, state, or national programs; an outstanding record of creative extension teaching or practical application of research resulting in significant publications or comparable scholarship; active membership and effective participation in professional committee assignments and other professional organization activities; demonstrated outstanding competence in the field of responsibility; achievement of full maturity as an effective informal teacher, wise counselor, leader of extension educational programs, and representative of the university. These activities may occur in a domestic or international context. *[rev. 7-98, ed. 1-10]*

D-5. LIBRARIAN:

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

b. Librarian with Rank of Assistant Professor. Appointment to this rank requires the qualifications for librarian with rank of instructor and: (a) demonstrated ability, competence, and effectiveness in performing



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title: 1640.89 & 1640.90

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency x Minor Amendment

Chapter & Title:

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

Originator (see FSH 1460 C) Dean Panttaja, Director of General Education

03/06/20

Name

Date

5-9025

panttaja@uidaho.edu

Telephone

Email

Policy Sponsor, if different from Originator:

Name

Date

Telephone

Email

Reviewed by General Counsel X Yes ___ No Name & Date: Kent Nelson 3/23/20

- Policy/Procedure Statement:** The committees are being combined as 1. General education assessment informs general education curriculum selection and should not be separated. 2. Many members server on both committees so this is an efficiency of resources move and 3. The institutional representatives to SBOE statewide general education should be part of both the assessment and selection process.
- Fiscal Impact:** None
- Related Policies/Procedures:** None
- 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: ___ Committee on Committees _____

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 I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1640: Committee Directory

1640.89

UNIVERSITY COMMITTEE FOR GENERAL EDUCATION

A. FUNCTION.

A-1. University Committee for General Education serves as the curriculum body for general education by soliciting and approving proposals and courses to be included in the University's general education and general education courses eligible for transfer to other state institutions (SBOE general education matriculation "GEM" courses). The UCGE committee also engages in program review and assessment and then makes recommendations for the continuous refinement of general education in conjunction with the Director of General Education and the Assistant Director of Institutional Research and Assessment (see General Education Assessment Committee, FSH 1640.90). Recommendations for change will be forwarded to UCC, Faculty Senate, and the university faculty. *[rev. 4-11, rev. 11-12, rev. 12-14]*

A-2. The committee reports periodically (at least once a year) to the Faculty Senate on the status of general education. *[ed. 7-06, 7-09, ren. 4-11, ren. & rev. 11-12]*

A-3. This committee traditionally meets on Thursdays at 3:30 p.m. *[add. 7-08, ren. 4-11, 11-12]*

[Information on University General Education can be accessed at the general education website: <http://www.uidaho.edu/class/general-education>] *[ed. 11-11, 11-12]*

B. STRUCTURE AND MEMBERSHIP. ~~Eleven faculty members;~~ At least one member from each of the six GEM areas who also serve as institutional representatives to SBOE on statewide general education, one of whom serves as chair, selected by Committee on Committees in consultation with the Director of General Education as follows: two from the College of Letters, Arts, and Social Sciences, two from the College of Science, and one each from the colleges of Agricultural and Life Sciences; Art and Architecture; Business and Economics; Education; Health and Human Sciences; Engineering; Natural Resources; and Library; ~~one two~~ undergraduate students appointed by ASUI ~~and chosen to represent two different colleges~~; and the following without vote: Director of General Education; College of Letters, Arts and Social Sciences Dean; or designee; College of Science Dean; or designee; Registrar; or designee; Assistant Director of Institutional Research and Assessment; or designee; Director of Academic Advising; or designee; and Executive Director of International Programs or designee. *[rev. 7-06, 7-08, 7-10, 11-12, 10-14, 1-15, ed. 8-12]*

UI FACULTY-STAFF HANDBOOK

Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1640: Committee Directory

1640.90

GENERAL EDUCATION ASSESSMENT COMMITTEE

{created July 2015}

A. FUNCTION:

~~A-1. General Education Assessment Committee (GEAC) serves as the body for oversight of general education assessment. The Director of General Education and the Director of Institutional Effectiveness and Accreditation, or designee, will provide coordination and leadership. {ed. 7-17}~~

~~A-2. The GEAC is charged with coordinating assessment of General Education. {rev. 7-17}~~

~~A-3. GEAC will have primary responsibility for assessing the Integrative Studies segment of the General Education curriculum and the Senior Experience through direct, indirect and face-to-face measures. {add. 7-17}~~

~~A-4. Working with University of Idaho members of the State Board of Education's General Education Task Force, GEAC will annually assess a representative sample of General Education Matriculation (GEM) courses. {add. 7-17}~~

~~A-5. The committee will review assessment findings, report regularly to UCGE, and make recommendations based on its findings to UCGE as well as to instructors who teach General Education courses. {rev. 7-17}~~

~~{Information on general education assessment can be accessed at the general education website: <http://www.uidaho.edu/class/general-education>}~~

B. STRUCTURE AND MEMBERSHIP. The committee is composed of up to 13 members as follows: Director of General Education as Chair, Director of Institutional Effectiveness and Accreditation, or designee, one UCGE member, two undergraduate students, and six faculty to include one from each of the SBOE-GEM areas who are serving as the institution's representative to statewide general education, and two staff members associated with assessment practice and procedures. In consultation with the chair of UCGE, the Director of General Education is responsible for the selection of committee members. *{rev. 7-16, 7-17, 7-19}*



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title: **Section 1565: Emeritus Status, Section E**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title: _____

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

Originator (see FSH 1460 C) Alexandra Teague, Chair, Faculty Affairs Committee

415-702-7104 / ateague@uidaho.edu / 24 February 2020

Policy Sponsor, if different from Originator _____
Name Date

Telephone Email

Reviewed by General Counsel X Yes ___No Name & Date: Kim Rytter 3/31/20

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

Francesca Sammaruca, Faculty Secretary, asked FAC to look at 1565 E-1 (now E-3-b) to consider clarifying the term "exceptional circumstances" in "In exceptional circumstances the provost, with the concurrence of Senate Chair, Vice Chair and Faculty Secretary, may suspend the above eligibility rules and award or deny emeritus status to a faculty member" because in a case brought to Senate Leadership, this had been hard to define. Once FAC began to look at the policy, we realized that not only did that terminology need clarification (which we did by referencing FSH 3910 A-1), but that the process for becoming Emeritus also needed to be clarified, as did the possibility that emeritus status could be revoked in exceptional circumstances (which current policy left no mechanism for). We also realized that information in E-2 through E-4 was sometimes unclear, redundant, and/or no longer accurate. The revised policy does not substantively change the privileges or employment opportunities of emeritus status; it only brings those into alignment with current employment policies in HR and helps to clarify policy—e.g. requiring 60 days' notice for revoking office or lab space allocation—to protect both emeritus faculty and the full university community.

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

none

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

none

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

If not a minor amendment forward to: _____

Policy Coordinator Appr. & Date: _____ <i>[Office Use Only]</i>
--

<i>APM</i> F&A Appr.: _____ <i>[Office Use Only]</i>
--

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

Track # _____ Date Rec.: _____ Posted: t-sheet _____ h/c _____ web _____ Register: _____ <i>(Office Use Only)</i>

UI FACULTY-STAFF HANDBOOK
Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE
Section 1565: Academic Ranks and Responsibilities

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

E-1. PURPOSE. Emeritus status benefits both the university and emeriti by providing opportunities for emeriti to maintain ties with faculty members and continue service to the university and community. *[add. 2-20]*

E-2. ELIGIBILITY. A board-appointed, benefit-eligible member of the university faculty who holds one of the ranks described in 1565 D and who leaves the university and has a minimum of 8 years of service, has attained 55 years of age, and attained the rule of 65 (age plus years of service is at least 65); is designated as eligible for emeritus status. “professor emeritus/emerita,” “research professor emeritus/emerita,” or “extension professor emeritus/emerita,” as applicable. A faculty member without such rank has the designation “emeritus” or “emerita,” as applicable, added to the administrative or service title held at the time of retirement. *[ed. 7-00, 7-02, 1-08, rev. 7-12, 1-14, 2-20]*

In exceptional circumstances the provost, with the concurrence of Senate Chair, Vice Chair and Faculty Secretary, may suspend the above eligibility rules and award or deny emeritus status to a faculty member. *[add. 1-12]*

E-3. APPOINTMENT.

a. Faculty shall ~~must~~ request consideration for emeritus status. This request may be made in the notice of resignation or in a request made directly to the provost. This request may be made along with or at any point following the submission of the letter of resignation. ~~If a faculty member who is eligible for emeritus status under section E-2 does not request consideration for emeritus status in their resignation letter, then their college or department will send a notice to the faculty member asking if they wish to request emeritus status. The college or department will send a similar notice to any eligible faculty who receives a terminal contract due to program closure or similar circumstances.~~ *[rev. 2-20]*

a. ~~_____~~

b. In ordinary circumstances, the provost will grant emeritus status if the eligibility requirements specified in E-2 are satisfied. *[rev. 2-20]*

b. In exceptional circumstances, the provost may suspend the above eligibility rules and award, deny, or revoke a faculty member’s emeritus status with a written notification to the faculty member stating the reasons for the decision and notifying them of the ability to appeal. ~~A faculty member may appeal this decision to the Faculty Senate Chair, Faculty Senate Vice Chair, and Faculty Secretary, to be affirmed or denied based on a majority vote where the provost’s decision must be upheld by a unanimous vote in order to be enacted.~~ Examples of exceptional circumstances may include the reasons outlined in FSH 3910 A-1. *[add. 1-12, rev. 2-20]*

c. A list of emeriti is maintained by the Provost’s office. *[rev. 2-20]*
Emeriti are responsible for updating contact information with the university. *[ed. 7-12, rev. 2-20]*

d. ~~_____~~

E-4. RIGHTS, PRIVILEGES, AND RESPONSIBILITIES. [rev. 2-20]

~~Emeriti are faculty members in every respect, except for the change in salary and in certain fringe benefits, the obligation to perform duties, and the right to vote in faculty meetings.~~

~~Voting. Emeriti may vote in faculty meetings as described in FSH 3912.~~

a. **Access.** They Emeriti continue to have access to research, library, and other UI facilities. *[rev. 2-20]*

b. **Participation.** UI encourages the voluntary continued participation of emeriti in the activities of the academic community. Emeriti may take an active role in the service and committee functions of their department, college, and the university ~~as described in FSH 1520 Article II, Section 2.~~ Other activities are subject to approval by the provost. UI encourages the voluntary continued participation of emeriti in the activities of the academic community. *[rev. 2-20]*

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

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

Commented [LT-V(1)]: Check with HR – any concerns? Insurance/liability covered?
Commented [LT-V(2R1)]: Implication is employment with no pay. Not allowed.

Commented [LT-V(3)]: To comply with labor law (e.g. emeriti not volunteering to teach a course)

UI FACULTY-STAFF HANDBOOK

Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE Section 1565: Academic Ranks and Responsibilities

- ~~e. Office supplies. Office materials and supplies are available under the same issuing procedures applicable to other faculty regular departmental procedures members of the department. [rev. 2-20]~~
- ~~a. Postage. Departmental postage may be used for professional mail.~~
- ~~f.~~
- ~~g. Parking. One Emeriti receive one non-transferable gold parking permit annually. [rev. 1-08, 2-20]~~
- ~~h. Discount programs. Any Emeriti receive any discounts available to other faculty members of the faculty through various UI programs. [rev. 2-20]~~
- ~~i. Functions. Emeriti are invited to the same university, college, and departmental functions on the same basis as active faculty. [rev. 2-20]~~
- ~~j. Travel funding. Travel funding may be used to support professional activities of emeriti in service to the university (e.g. guest lectures, research design, consultation, etc.). Emeriti may have a lower priority for travel funding than active faculty and such funding is at the discretion of the unit administrator or dean. [rev. 2-20]~~
- ~~k. Office/lab space. Offices and labs for emeriti are provided on a space-available basis as determined by the unit administrator or dean, giving higher priority to active faculty and unit needs. Office and lab space allocations to emeriti may be revoked upon 60 days' notice. [rev. 2-20]~~
- ~~l. Information technology services. Emeriti who elect to maintain an active computing account will retain access to services provided by Information Technology Services (ITS) including electronic communications (e.g., email, instant messaging, etc.), technical support, and offered software. [add. 7-99, ren. 1-08, ed. 7-12, rev. 7-15, 2-20]~~

E-53. EMPLOYMENT OPPORTUNITIES. [add. 1-12, rev. 2-20]

- ~~a. Emeritus faculty Emeriti may hold a temporary or permanent part-time position (0.49 FTE or less) at the University of Idaho after retirement, subject to regular employment procedures, but not a full-time one. When it is in the university's interest, exceptions may be made and the full-time employment limitation may be waived by the president. It is the responsibility of emeriti to consult with HR regarding impact to benefits. [ed. 1-14, rev. 2-20]~~
~~Units wanting to employ emeritus faculty in temporary roles may appoint them through the normal process for up to three consecutive semesters.~~
- ~~b. Emeriti shall not serve as supervisors of other employees unless they hold a position as outlined in E-35-a herein. [rev. 2-20]~~
- ~~b.~~
~~Units wanting to employ emeritus faculty in a permanent part time position without a search must request, in writing, a search waiver from the Director of Human Rights, Access & Inclusion. Search waivers granted to emeritus faculty remain in effect for three full years. Units need only notify Human Resources if they want to continue to employ an emeritus faculty member while the search waiver is in effect. However, a unit is not obligated to employ the emeritus faculty member during this three-year period.~~

E-4. SPECIFIC PROVISIONS FOR BENEFITS OF EMERITUS PARTICIPATION STATUS. [ren. 7-12]

- ~~a. Departmental mailboxes continue to be available to emeriti who reside locally. Emeriti who have departmental mailboxes receive full distribution of departmental notices unless otherwise requested.~~
- ~~b. A list of emeriti is maintained by the Provost's office and their mailing addresses is maintained at each level—department, college, and university (Human Resources). [ed. 7-06, 1-08]~~
- ~~c. The director of human resources is Emeriti are responsible for supplying updating contact information with the university about emeriti for the Campus Directory.~~
- ~~d. Emeriti who have campus mailboxes receive University of Idaho publications by campus mail or upon request by email. [ed. 7-12]~~

UI FACULTY-STAFF HANDBOOK

Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE Section 1565: Academic Ranks and Responsibilities

~~e. Emeriti who have departmental mailboxes receive full distribution of notices; otherwise, special requests may be made to the departmental administrator.~~

~~f. Ordinary office materials and supplies are available under the same issuing procedures applicable to other faculty members of the department.~~

~~g. Departmental postage may be used for professional mail.~~

~~h. Offices for emeriti are provided on a space-available basis.~~

~~i. One, free non-transferable gold parking permit annually each year. [rev. 1-08]~~

~~j. Any discounts available to other members of the faculty and staff through various UI agencies programs are available to emeriti.~~

~~k. Emeriti are included invited to appropriate university, college, and departmental faculty staff functions on the same basis as active faculty.~~

~~l. In the appointment of committees, administrators at all levels and the Committee on Committees are encouraged to consider the availability and desire for significant service of emeriti for service on committees.~~

~~m. There are many areas of activity, professional and other, such as service to the community and special groups within the community and university, in which emeriti may have the time and the inclination to make continuing contributions (e.g., guest lectures, research design, and consultation). In connection with such services, emeriti are not excluded from the travel budget, though they may generally have a lower priority.~~

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

~~h. Offices and labs for emeriti are provided on a space available basis as determined by the unit administrator or dean, giving higher priority to active faculty and unit needs. Office and lab space allocations to emeriti may be revoked upon 3060 days notice.~~

~~n. Emeriti who elect to maintain an active computing account will retain access to services provided by Information Technology Services (ITS) including electronic communications (e.g. email, instant messaging, etc.), technical support, and offered software offered software. [add. 7-99, ren. 1-08, ed. 7-12, rev. 7-15]~~

~~E-5. LISTING OF EMERITI IN THE COMMENCEMENT PROGRAM. Names of faculty members who retire after meeting the eligibility requirements stated in E-1 are listed in the program of the commencement exercises held during the fiscal year in which their UI duties end; also, those whose service obligations are to end on or before August 31 following a given commencement will be listed in the program for that commencement. [ed. 1-10, ren. 7-12]~~

~~E-6. MAINTENANCE OF TIES WITH EMERITI. The Faculty Senate has urged UI units periodically to review their contacts with emeriti and to take steps to ensure that the provisions of this section—particularly b and e, above—are being carried out; moreover, the senate has urged all members of the UI community to seek additional ways of maintaining ties with emeriti and to provide opportunities and the means for them to continue to be a part of, and of service to, the university. [ed. 1-08, 7-09, ren. 7-12]~~

F. ASSOCIATED FACULTY: Associated faculty members (see FSH 1520 II-3) have access to the library and other UI facilities. Reimbursement for travel or for services to UI is at the unit's discretion. They are not eligible for sabbatical leave. [ed. 1-10]

F-1. AFFILIATE FACULTY: [ren. 7-98, 1-08, rev. 7-10]

Commented [LT-V(4)]: Removed bad hyperlink.

Commented [LT-V(5)]: Commencement is about students. Idea: we can recognize emeriti at the last faculty meeting, excellence awards, etc.



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition xRevision* Deletion* Emergency Minor Amendment

Chapter & Title: **FSH 1540 A-1**

Standing Rules of the University Faculty

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title: _____

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

Originator (see FSH 1460 C) _____

Francesca Sammarruca _____ **01/22/2020**

5-6738 Name fsammarr@uidaho.edu Date

Telephone _____ Email _____

Policy Sponsor, if different from Originator _____

_____ Name _____ Date

Telephone _____ Email _____

Reviewed by General Counsel X Yes ___ No Name & Date: Kent Nelson 3/23/20

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

The purpose of the proposed revisions is to allow full participation of all U of I eligible faculty in University Faculty Meetings from any remote location. Under the current policy, faculty who are not on the Moscow campus can attend the meetings via videoconferencing but must travel to approved venues in order to participate with vote. Moreover, under the proposed revisions, we expect the presence of a quorum to be much more likely.

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

None.

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

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

If not a minor amendment forward to: _____

Policy Coordinator Appr. & Date: _____ <i>[Office Use Only]</i>
--

<i>APM</i> F&A Appr.: _____ <i>[Office Use Only]</i>
--

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

Track # _____ Date Rec.: _____ Posted: t-sheet _____ h/c _____ web _____ Register: _____ <i>(Office Use Only)</i>

STANDING RULES OF THE UNIVERSITY FACULTY

PREAMBLE: The university faculty have adopted for their convenience certain standing rules, given in this section. This section appeared for the first time in the 1979 edition of the Handbook and remains essentially in the form it took then. In 2009 constitutional changes giving off-campus faculty voting rights at faculty meetings necessitated adding venue determination to A. In July 2011 processes were clarified and updated to current practice and again in January 2012. In July 2012 changes were made to D in order to align with Idaho's open meeting law and clarify non-members' attendance at faculty meetings. In January 2017 changes in E were made to update processes for the fall university faculty meeting. For further information, consult the Office of the Faculty Secretary (208-885-6151). [ed. 7-97, rev. 7-09, 7-11, 1-12, 7-12, 1-17]

CONTENTS:

- A. Voting Privilege
- B. Referral of Catalog-Change Proposals
- C. Circulation of Curricular and Policy Proposals
- D. Admission of Nonmembers to Faculty Meetings
- E. Procedures for First Fall Meeting
- F. Minutes
- G. Identification of Speakers

A. VOTING PRIVILEGE. Constituent faculties of colleges and other UI units must limit the voting privilege to those who are qualified under the provisions of the constitution of the university faculty. [See 1520 II-1 and II-3.] Moreover, those who are qualified cannot be deprived of their vote in meetings of constituent faculties. [See 1520 IV-8.] Emeritus and adjunct faculty, staff, students, and others may be permitted to participate in faculty meetings in an advisory capacity only, and they may serve as voting members of committees (see FSH 1520 Article II, Section 3 for affiliate voting rights). [rev. 1-12]

A-1. Eligible faculty (see 1520 II-1) who are unable to attend in person can participate fully in faculty meetings through a combination of technology platforms remote meeting and voting technology. Information on how to participate and vote from remote locations is provided prior to the meeting. Participation in person, when possible, is encouraged. Venue Determination. Remote sites that seek full participation at faculty meetings must submit to the Office of the Faculty Secretary by April 15th (when senate elections are due) a participation form for approval of their venue by Faculty Senate. The form is available on the Faculty Senate website under University Faculty Meetings. (see also 1520, III 1 A). [add. 7-09, ed. 7-11, rev. 1-12]

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

C. CIRCULATION OF CURRICULAR AND POLICY PROPOSALS.

C-1. Routine Catalog-Change Proposals. Additions, deletions, and changes of courses and changes in existing curricula may, after approval by the University Curriculum Committee, be circulated in a general curriculum report (GCR) to the faculty for consideration and published at an appropriate UI web-site. [ed. 7-02, rev. 7-11]

C-2. Policy-Change Proposals. Proposals that affect university policy see FSH 1460. General university academic requirements, e.g., those in part 3 of the catalog, or that concern the addition or expansion of instructional programs may, after approval by the Faculty Senate, be circulated in a general policy report (GPR) to the faculty for consideration. The report is also published on the Faculty Senate web-site and its publication announced through electronic means to the faculty. [ed. 7-02, 7-09, rev. 7-11]

UI FACULTY-STAFF HANDBOOK

Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1540: Standing Rules of the University Faculty

C-3. Actions of the University Curriculum Committee and of the Faculty Senate that are circulated in general curriculum-policy reports (C-1 and C-2) are considered to have the necessary faculty approvals unless a petition requesting further consideration of specific items is signed by five faculty members and submitted to the chair of the Faculty Senate within 14 calendar days after the date of circulation. If no petition is received within 14 days, the entire report is submitted to the president for approval and transmittal to the regents, if regents' action is required. *[ed. 7-09, 7-11]*

C-4. If a petition is received, the items in the report for which further consideration is requested will be referred to the Faculty Senate, and the remainder of the report will move forward. On items referred to it, the Senate may (a) affirm the action and report it to a meeting of the university faculty, (b) amend the action and report it to a meeting of the university faculty, or (c) rescind the action. [NOTE: If a petition concerns courses or curricula in the College of Letters and Science or in the College of Agriculture, and is signed by five faculty members of the respective college, those items will be returned to the college concerned for further consideration.] *[ed. 7-09]*

C-5. Faculty Approval. Any policy item approved by Senate and not circulated on a general policy report will be included in the agenda of the next appropriate university faculty meeting for faculty approval. Items approved at a university faculty meeting are forwarded to the president for approval and transmittal to the regents, if regents' action is required. See 1420 A-1 c. for time periods for presidential action on Faculty Senate items. *[add. 7-11]*

C-6. Interim Approval. If there is insufficient opportunity for the faculty to act on a routine catalog-change proposal [see C-1] between the time of its approval by the University Curriculum Committee and the date that it is to be effective, it may be reported directly to the president. Upon approval by the president, the change will be considered temporarily approved for implementation. Such interim approval is valid only until the end of the succeeding semester. Actions thus approved will be reported to the faculty at the earliest possible time, either in the agenda for a faculty meeting or in a general curriculum-policy report. Continuing approval of the change is subject to ratification at a faculty meeting or by the procedures described in C-3 and C-4. (To illustrate: Late in the spring semester, the University Curriculum Committee approves a routine catalog change that is to be effective during the next fall semester. That action is reported to the president and, if approved by the president, the change can be put into effect. If it is included in a curriculum-policy report that is circulated to the resident faculty early in the fall semester, the approval of the change may, by means of the steps outlined in C-3 and C-4, become permanent or it may be terminated at the end of that semester. Alternatively, the faculty may take either of these actions in a meeting if the change is included in the agenda.) *[ren. 7-11]*

D. ADMISSION OF NONMEMBERS TO FACULTY MEETINGS. Nonmembers are welcome to attend meetings of the university faculty. Nonmembers who wish to speak at such a meeting must submit a request to the faculty secretary at least two business days in advance of the meeting specifying both the topic and purpose of their comments. The faculty secretary shall notify the senate chair and the President's Office. The president and chair will decide whether to allow the guest to speak. All nonmember speakers must identify themselves at the onset of their remarks. *[ed. 7-09, rev. 7-12]*

E. PROCEDURES FOR FIRST FALL MEETING.

E-1. Within the first six weeks of the fall semester, the president shall convene a meeting of the University Faculty for the purpose of introducing new academic and administrative officers, as well as new faculty. The president may also present brief remarks and respond to questions from faculty. *[add. 1-17]*

E-2. Substantive policy matters are not included in the agenda for the first fall meeting of the university faculty unless emergency action is needed on particular items. *[ren. 1-17]*

E-3. To expedite the proceedings, each new member of the faculty attending the meeting is introduced by name and department only. Faculty members outside of Moscow are similarly introduced by video conferencing. The person's name, degrees, past experience, new assignment, campus telephone number, and the location of his or her office are supplied by each dean or division head to the president's office by the 10th day of the fall semester.

Commented [SF(1)]: This would remain true.

UI FACULTY-STAFF HANDBOOK

Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE Section 1540: Standing Rules of the University Faculty

The president's office compiles the information provided by colleges or similar units and posts it on the university's website no later than October 1 of each year. A copy will also be sent to the Department of Special Collections and Archives in the University Library. *[7-02, ren. & rev. 1-17]*

F. MINUTES. Minutes of the meetings of the university faculty, constituent faculties, and committees are to be sent on a regular basis to the Department of Special Collections and Archives in the University Library.

G. IDENTIFICATION OF SPEAKERS. Those who are recognized by the chair for the purpose of speaking at meetings of the university faculty are to identify themselves by name and discipline or position.



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment
Chapter & Title: **FSH 1640.08 Admissions Committee**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency x Minor Amendment
Chapter & Title:

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

Originator (see FSH 1640.08)

Barb Kirchmeier 885-8326 barbara@uidaho.edu 4/16/20

Policy Sponsor, if different from Originator:

Terry Grieb 885-7140 tgrieb@uidaho.edu 4/16/20

Reviewed by General Counsel Yes No Name & Date: Kent Nelson 4/17/20

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

This is an update to the Admissions Committee to clarify its purpose and to increase the number of faculty members to provide additional capacity for processing student petitions. A member of the American Language and Culture Program faculty has also been added to improve the ability to assess petitions from non-native speakers of English.

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

None.

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

None.

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

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 I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1640: Committee Directory

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

March 2020

1640.08

ADMISSIONS COMMITTEE

A. FUNCTION. To act on applications for admission to UI in the cases of undergraduate applicants who do not meet minimum requirements for admission but who request a review ~~(the applicant must submit additional material that reflects real promise of success in a college-level curriculum)~~. The Admissions Committee also evaluates and acts on applications of undergraduate students to special UI programs requiring minimum qualifications loweress than those for regular admission to the University of Idaho The Admissions Committee also hears appeals from disenrollment when that disenrollment is the result of the presentation of incomplete or false information on initial application as an undergraduate at UI. Decisions of this committee may be appealed as stated in 2500. (Similar applications for admission to the College of Graduate Studies are acted on by the Graduate Council, and its decisions may be appealed as stated in 2500; those for admission to the College of Law are acted on by that college's Committee on Admissions, and its decisions may be appealed, in order, to the full faculty of the college and, when they consent to hear the appeal, to the president of the university and the regents.) *[ed. 7-00]*

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

B. STRUCTURE. ~~Three-Five~~ members of the faculty, director of counseling and testing center or designee, chair of Ubuntu or designee, a member of the American Language and Culture ProgramALCP faculty, and the following without vote: director of admissions (or designee), and a Student Support Services designee and a professional advisor. To assure a quorum alternates for the faculty positions are appointed by the chair of the Admissions Committee from a list of those who have previously served on the Committee. *[rev. 7-97, 7-06, 7-08, 7-19 ed. 7-05, 4-12]*



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

X Addition Revision* Deletion* Emergency Minor Amendment
Chapter & Title: **FSH 3175 Financial Stewardship Responsibilities**

Administrative Procedures Manual (APM)

Addition Revision* X Deletion* Emergency Minor Amendment
Chapter & Title: **APM 25.01 Financial Stewardship Responsibilities**

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

Originator (see FSH 1460 C) Trina Mahoney 3/27/20
Name Date
5-4387 tmahoney@uidaho.edu
Telephone Email

Policy Sponsor, if different from Originator: Brian Foisy 3-30-2020
Name Date

Telephone Email

Reviewed by General Counsel Yes No Name & Date: Kent Nelson 4/16/20

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

Text revised to align with the current structure and expectations related to financial stewardship, and section moved from APM to FSH as part of ongoing effort to house policy in FSH and procedures in APM.
- Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

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

Part of comprehensive revision of APM 25.01 through 25.05
- 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)

FSH 3175

25.01 Financial Stewardship Responsibilities

Last updated August 3, 2005

Preamble: This section formerly resided in the Administrative Procedures Manual as APM 25.01. In 2020 it was moved to FSH 3175.

A. General. Unit administrators of the university's financial resources are identified as financial stewards. They are responsible for implementing, maintaining and following proper administrative and accounting procedures, and for complying with all relevant governmental and regulatory requirements. In addition, unit administrators are required to certify an understanding the UI's [Statement of University Financial Resource Stewardship](#). (See [Section B](#) below) (Also see APM Chapters 10.00, 20.00, 45.00, 50.00, 55.00, 65.00, and 70.00)

As financial stewards, fundamental oversight responsibilities include: As the Chief Financial Officer for the [University](#), the Vice President for Finance and Administration and his or her designees within the Division of Finance and Administration are responsible for managing the overall financial resources for the university. This includes providing leadership in budget and financial accountability, policy, systems and reporting, as well as internal controls in cooperation with [Internal Auditing Services](#).

All individuals involved with management of financial resources, including those within individual units, are responsible for:

A-1. Complying with Policy and Procedures. Learning, following and upholding financial policies and procedures established by the [University](#).

A-2. Maintaining Adequate Records. Maintaining processes and procedures in accordance with record-keeping requirements established by the [University](#).

A-3. Creation of Budgets. Contributing to or constructing budgets based on a thorough analysis of need while complying with any applicable guidelines and instructions issued by the Division of Finance and Administration.

A-4. Ensure-Ensuring Budget Compliance. Expending or committing any funds within approved [University](#) budgets using appropriate financial, accounting, purchasing and other approved

Formatted: Centered

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Indent: Left: 0.5"

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Indent: Left: 0.5"

Formatted: Font: Bold

University procedures, and maintaining records appropriate to these transactions.

A-5.4. Monitoring Current Budget or Fund Status. Monitoring current expenditures and revenues regularly for budgeting and accountability purposes.

Formatted: Font: Bold

Formatted: Font: Bold

A-6.5. Ensure Ensuring Proper Salary and Wage Payments. Reconciling reports of time and effort to assure correct payment of salaries and wages to employees, including leave and overtime.

Formatted: Font: Bold

Formatted: Font: Bold

~~**A-6. Substantiate Substantiating Creation of Budgets.** Contributing to or constructing budgets based on a thorough analysis of need while complying with any applicable guidelines and instructions issued by the UI Institutional Planning and Budget Office. Division of Finance and Administration.~~

Formatted: Font: Bold

A-7. Ensure Ensuring Adequate Internal Controls. Implementing basic management controls, including segregation of duties to maintain appropriate checks and balances, in order to ensure that transactions are appropriately executed and recorded and expenditures-disbursements have a valid business purpose and are necessary and reasonable.

Formatted: Font: Bold

A-8. Correcting Internal Control Weaknesses. Correcting management internal control weaknesses that could lead to noncompliance with fiscal policies, waste, misuse, misappropriation, or destruction of assets, including data and data integrity.

Formatted: Font: Bold

A-9. Reporting Improprieties. Reporting to the Director of Internal Audit, Internal Audit Services, all suspected or known (a) misappropriation of assets, (b) s, misuses of University property, facilities or equipment, (c) falsification of financial records or reports, (d) unauthorized or improper destruction of assets (including data and data integrity) and (e) -conflicts of interest.

Formatted: Font: Bold

A-10. Ensure Ensuring Confidentiality and Safeguarding of Sensitive Information. Maintaining the confidentiality of University University financial information as required.

Formatted: Font: Bold

A-11. Ensuring Accountability and Compliance. Performing periodic internal reviews to ensure continued compliance with University University financial policies and administrative and accounting procedures.

Formatted: Font: Bold

Formatted: Font: Bold

~~A-12. Ensure Proper Computer Security. Maintaining systems security and a secure computer environment for financial and other University records.~~

Formatted: Font: Bold

Formatted: Font: Not Bold

Formatted: Font: Bold

~~A-13. Monitor for Potential Conflict of Interest. Identifying potential conflicts of interest and taking effective action to avoid or prevent these conflicts.~~

Formatted: Font: Not Bold

Formatted: Font: Bold

B. Procedure. Unit administrators of the university's financial resources are responsible for familiarity with these particular financial stewardship responsibilities. In conjunction with these responsibilities is a requirement to certify understanding of such policy and procedures. Specifically, unit administrators will: The Division of Finance and Administration is responsible for developing and making available guidance on budget and financial accountability, policy, systems and reporting. -Unit administrators are responsible for familiarity with the above financial stewardship responsibilities and should ensure that introduction to these policies is included in the training of staff with financial duties. -The annual performance evaluation for individuals involved with management of financial resources should include an evaluation of compliance with this policy.

~~B-1. Certify Understanding of the Institution's 'Statement of University Financial Resource Stewardship'. Specifically, unit administrators having responsibility for a Departmental Code (roll-up), as identified in Banner (financial reporting system), are required to certify their understanding of Statement of University Financial Resource Stewardship.~~

Formatted: Font: Bold

Formatted: Font: Not Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

~~B-2. Supervisory Review and Signature Required. Unit administrators will review the Statement of University Financial Resource Stewardship with their supervisor, sign, retain a personal copy, and file a copy in the departmental personnel file.~~

Formatted: Font: Not Bold

Formatted: Font: Bold

~~B-3. Annual Performance Review. The annual performance evaluation for the above identified responsible unit administrators will include an evaluation of compliance with the requirements of the Statement of University Financial Resource Stewardship.~~

Formatted: Font: Not Bold

Formatted: Font: Bold

~~C. Forms. See attached Statement of University Financial Resource Stewardship.~~

Formatted: Font: Not Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

DC. Information. For additional information regarding financial stewardship responsibilities, contact the Office of the Vice President for Finance and

Formatted: Font: Bold

Administration at 885-6174. In addition, the following references are provided for information purposes:

~~D-1. **UI Executive Council.** Executive Council agenda item 2003-0011, Improved Management Controls over Deficit Spending.~~

~~D-2. **UI Executive Council.** Executive Council agenda item 2003-0012, Transparent, Arms-length, Business-like with Ancillary and Auxiliary Services.~~

~~D-3. **Miscellaneous References.** There are other professional organizations that outline specific ethical conduct relative to the profession. Review of the following websites is encouraged:~~

~~i) **National Association of College and University Business Officers**, (NACUBO), <http://www.nacubo.org>~~

~~ii) **National Association of State Universities and Land-Grant Colleges** (NASULGC), <http://www.nasulgc.org/Default.htm>~~

~~iii) **Council on Governmental Regulations** (COGR), <http://www.cogr.edu>~~

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 XX Revision* Deletion* Emergency
Minor Amendment
Chapter & Title: FSH3730 Retirement Privileges and Programs

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): Brandi Terwilliger March 11, 2020
(Please see FSH 1460 C) Name Date
Telephone & Email: 885-3008 brandit@uidaho.edu

Policy Sponsor: (If different than originator.) Brian Foisy
Name Date
Telephone & Email: 885-7590 brianfoisy@uidaho.edu

Reviewed by General Counsel Yes No Name & Date: Kent Nelson, March 10, 2020

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 changes to the retiree health benefits as recommended by the OPEB Advisory Group.

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

These changes reduce the unfunded OPEB liability by approximately \$11 million.

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

NA

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)

UI FACULTY-STAFF HANDBOOK

CHAPTER THREE:

EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

July 2019

3730

RETIREMENT PRIVILEGES AND PROGRAMS

PREAMBLE. This section was an original part of the 1979 Handbook, was changed in July of 1994 to add the optional retirement plan, and most recently changes were made in 2007 to the eligibility criteria and benefits available through the University of Idaho. The January 2008 version updated and supersedes all prior versions. In July 2015 updates were made due to Health Care Reform and in July 2019 changes were again made to comply with the retiree settlement.[rev. 7-19]

The benefits and programs described in this section are governed by applicable laws and plan documents and are subject to change at any time. In the event of a conflict between this policy and the applicable law or plan document, the law or plan document will control. Employees contemplating retirement should make an appointment with a Benefit Services Specialist to verify eligibility and discuss benefits and options for retirement.

Further information regarding retirement is available from Human Resources, Benefit Services www.uidaho.edu/benefits (208-885-3697). [ed. 7-97, 7-02, 9-06, 12-06, 7-15, rev. 7-07]

CONTENTS:

- A. Introduction**
- B. State and Federal Retirement Plans**
- C. University of Idaho Privileges and Programs**
- D. Disability Retirement**
- E. Surviving Spouse and Children**

A. INTRODUCTION. This policy describes the retirement privileges and programs available to eligible University of Idaho employees upon retirement. The University of Idaho through its Board of Regents reserves the right to change, amend or discontinue any part of the programs described within or any one or all of these programs in part or entirely at any time, to the extent allowed by law. This policy should not in any way be construed as a guarantee of continued employment.

Formatted: Font: Not Italic

A-1. State and Federal Retirement Plans. These include state and federal retirement plans such as the Public Employees Retirement System of Idaho (PERSI), the Idaho Optional Retirement Plan (IORP), the Civil Service Retirement System and the Federal Employees Retirement System. Eligibility criteria and benefits are determined under each plan and can be found in the respective plan documents, which are subject to change. In the event of a conflict between this policy and the plan documents, the plan documents control in all respects.

A-2. University of Idaho Retirement Privileges and Programs. These include faculty emeritus and honored staff retiree privileges, eligibility to participate in retiree health programs of the University of Idaho (Retiree Health Program).

A-2-a. Emeritus Faculty and Honored Staff Retiree Privileges. This policy sets forth the eligibility criteria for, and benefits of, honored staff retiree privileges. For faculty emeritus privileges, see FSH 1565 HE. Emeritus or honored staff retiree status does not automatically confer eligibility for the Retiree Health Program. [ed. -09]

Formatted: Font: Not Italic

A-2-b. Retiree Health Program. This policy sets forth eligibility criteria for the Retiree Health Program. Information regarding specific benefits is contained in the applicable plan documents and may change. In the event of a conflict between the information in the Plan documents and those presented in this policy, the plan documents will control.

B. STATE AND FEDERAL RETIREMENT PLANS. University of Idaho employees participate in the following plans, depending on eligibility. Employee contributions are made to PERSI, IORP, the Civil Service Retirement System and the Federal Employees Retirement System through payroll deduction. The University of Idaho contributes a portion of salary and the employee contributes a portion of salary. These amounts vary from

UI FACULTY-STAFF HANDBOOK

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3730: Retirement Benefits

year to year. Current contribution rates are available at www.uidaho.edu/benefits under the "Retirement" menu option. Contributions are suspended while an employee is on leave without pay, except that IORP contributions may be continued by the plan during a qualified disability if a waiver is requested and approved. [ed. 7-15]

Formatted: Font: Not Italic

B-1. Public Employees - Retirement System of Idaho (PERSI). PERSI is a defined benefit retirement plan. Eligibility requirements and benefits are governed by the PERSI plan document, which is available at www.persi.idaho.gov. Employees also may contact the plan administrator listed below. The contact information can be found on the benefits website. [ed. 7-15]

Formatted: Font: Not Italic

PERSI

Public Employee Retirement System of Idaho

Formatted: Indent: Left: 0.25", Tab stops: 0.25", Left

Formatted: Font: Bold

B-2. Idaho Optional Retirement Plan (IORP). IORP is a defined contribution retirement plan. There are currently two plan administrator choices for employees: The contracts for plan administrators are managed through the Board of Regents. For information on the plan offerings visit the benefit webpage. Eligible employees must enroll and select a Plan administrator and self-directed investments when they become eligible. In the event that a Plan administrator and/or investment options are not elected by the employee before contributions begin, default elections and/or investments will be selected. Employee and employer contributions will be directed to the default Plan administrator and deposited within default investment choices, unless or until these have been changed by the employee. Eligibility requirements and benefits are governed by the IORP plan document. For more information, contact the plan administrator. The contact information for each can be found on the benefits website. [ed. 7-15, 7-19]

Formatted: Normal, Right: 0", Tab stops: 0", Left + 0.38", Left + 1.13", Left + 1.36", Left + 1.63", Left + Not at 0.5" + 1" + 1.25" + 1.5"

Formatted: Font: Bold

Formatted: Condensed by 0.2 pt

B-3. Federal Retirement Plans. Certain grandfathered University of Idaho employees are eligible for benefits governed by the Federal Employees Retirement System. For complete information, go to www.opm.gov/retire. For assistance, contact Benefit Services at the University of Idaho. [rev. 7-19]

Formatted: Condensed by 0.2 pt

Formatted: Font: Not Italic

Formatted: Condensed by 0.2 pt

Formatted: Font: Not Italic

Formatted: Font: Not Italic

C. UNIVERSITY OF IDAHO RETIREMENT PRIVILEGES AND PROGRAMS.

C-1. Definitions.

C-1.a. Retirement. An employee may bring about the termination of his or her employment by resigning [see 3930 A and 3940]. Resignation is considered to be "retirement" if the employee has qualified for certain benefits based on age and length of qualified service (defined below). The effective date of retirement shall coincide with the last work day in a calendar month or last work day of a fiscal year. The last day of employment is generally the last day worked [see FSH 3710 B-9]. [ed. 7-15] -A discussion with benefit services regarding the anticipated specific date of retirement will help facilitate the transition of appropriate benefits and privileges in a seamless manner. [rev. 7-19]

Formatted: Normal (Web), Justified, Tab stops: 0.25", Left + 0.5", Left + 1", Left + 1.25", Left + 1.5", Left

Formatted: Font: Bold, Not Italic

Formatted: Default Paragraph Font, Font: 12 pt, Font color: Black

Formatted: Default Paragraph Font, Font: 12 pt, Font color: Black

Formatted: No underline, Font color: Black

Formatted: Font: Not Italic

Formatted: Font: 10 pt, Font color: Black

C-1.b. Retiree. A retiree is a former employee who has terminated his or her employment through retirement.

C-1.c. Qualified Service. For purposes of determining retiree health program eligibility, qualified service includes service while employed at the University of Idaho in a position eligible for University of Idaho health benefits excluding those who are only eligible under the Patient Protection and Affordable Care Act (PPACA). This PPACA group is not eligible under the University's criteria for University subsidized health benefits. Service to the University of Idaho will be counted if the employee has been on paid status at half time or greater. Employees on regular academic year appointments receive credit for twelve (12) months of service, provided all other requirements of qualified service are met. Service while employed on a temporary hourly (TH) basis will not be recognized as qualified service. Qualified service performed prior to a break in service is permanently forfeited, except as provided in C-1-e. [rev. 7-15]

Formatted: Font: Not Italic

C-1.d. Active Health Plan Enrollment. For purposes of determining eligibility for the Retiree Health Program, years of active health Plan enrollment will be counted for each fiscal Plan year in which the employee has been enrolled as the primary subscriber for dental, life and disability benefits or each year of employment in a position eligible for University of Idaho health benefits excluding those who are only

UI FACULTY-STAFF HANDBOOK

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3730: Retirement Benefits

eligible under the Patient Protection and Affordable Care Act (PPACA).—This PPACA group is not eligible under the University’s criteria for University subsidized health benefits. [rev. 7-15]

Formatted: Font: Not Italic

C-1.e. Break in Service. A break in service occurs when there is a separation from qualified service for one day or more. For purposes of this policy, after a break in service an employee forfeits all prior qualified service, unless the employee had at least five (5) years of continuous qualified service prior to the break in service. A break in service does not include the following: (1) periods of any category of approved paid or unpaid leave of absence; or (2) periods during which the employee is eligible for and has opted to remain on the lay-off roster. Information on the lay-off process is found on the [HR webpage](#). [rev. 7-19]

Formatted: Font: Not Italic

C-1.f. Part-time Employees. Qualified part-time employees who are employed in a health benefits eligible position are eligible for the Retiree Health Program upon retirement excluding those who are only eligible under the Patient Protection and Affordable Care Act (PPACA). This PPACA group is not eligible under the University’s criteria for University subsidized health benefits. Service credit for part-time employees will be earned based on a prorated percentage of their full-time status. An employee who temporarily reduces his or her hours of work and remains employed in a health benefits eligible position may earn up to two (2) years of full-time service credit if hours have been temporarily reduced to accommodate transitioning into retirement or to accommodate a family or personal matter. In either case, the employee must obtain written approval in advance from his or her supervisor and Benefit Services. [rev. 7-15]

Formatted: Font: Not Italic

C-2. Honored Staff Retiree Privileges

C-2.a. Eligibility Requirements. Upon retirement, each member of the classified or exempt staff whose service to the University of Idaho meets one of the following criteria, and whose employment was not terminated for cause, is designated an honored staff retiree:

- i.1. Completion of 30 years of qualified service; *or*
- ii.2. Completion of 15 years of qualified service and attainment of age 64; *or*
- iii.3. Attainment of age 55 and completion of a number of years of qualified service, such that the sum of the years of age and the years of service is 80.

Formatted: Font: Not Bold

Formatted: Font: Not Bold

C-2.b. Privileges. Each member of the classified or exempt staff meeting the above eligibility requirements is awarded a presidential commendation for long and faithful service, and his or her name is entered on the list of honored staff retirees especially worthy of continued recognition as members of the University of Idaho community. Privileges available to honored staff retirees are as follows:

- i.1. Membership in the University of Idaho Retirees Association (UIRA);
- ii.2. Education privileges [see FSH 3760];
- iii.3. One, free non-transferable gold parking permit each year;
- iv.4. Listing in the campus directory;
- v.5. Honored staff retirees who elect to maintain an active computing account will retain access to services provided by Information Technology Services (ITS) including electronic communications (e.g. – email, instant messaging, etc.), technical support, and [offered software](#); [rev. 7-15]
- vi.6. Eligibility to receive mailings (upon request), such as the University of Idaho Register and similar publications; *and*
- vii.7. Inclusion in appropriate university, college, and departmental functions.

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Bold

C-3. Privileges for Emeritus Faculty Retirees. Privileges for emeritus faculty retirees are enumerated in FSH 1565 E-4. [Jed. 9-07, 6-09, ed. 7-15]

Formatted: Font: Not Italic

C-4. Retiree Health Program Eligibility. The Retiree Health Program is divided into four tiers of eligibility requirements and includes varying levels of benefits. Benefits offered in each tier are subject to change. Enrollment in the UI medical plan is required at the time of retirement to transition to the retiree medical plan. As part of open enrollment Benefit Services shall inform employees they must be enrolled in a UI health plan at the time of retirement in order to be eligible for the retiree health plan. [rev. 7-19]

Formatted: Font: Not Italic

UI FACULTY-STAFF HANDBOOK

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF
Section 3730: Retirement Benefits

C-4.a. Tier I -- Eligibility Criteria. To qualify for Tier I, an employee must be retired and covered under the Retiree Health Program pursuant to a prior version of this policy, or meet the following criteria on or before September 30, 2007, but may retire later:

- ~~i.1.~~ Hired on or before January 1, 2002; ~~and~~
- ~~ii.2.~~ Has been enrolled, or eligible to enroll, as the primary subscriber in the active health plan for at least (5) five years prior to retirement; ~~and [rev. 7-15]~~
- ~~iii.3.~~ Meets one of the following three criteria:
 - ~~1-a.~~ Has completed at least 30 years of qualified service, regardless of age; ~~or~~
 - ~~2-b.~~ The sum of the number of years of age and qualified service is equal to or greater than 80, to include a minimum age of 55 years; ~~or~~
 - ~~3-c.~~ Has completed at least 15 years of qualified service and attained a minimum age of at least 64 years.

- Formatted: Font: Not Bold
- Formatted: Font: Not Bold
- Formatted: Font: Not Italic
- Formatted: Font: Not Bold
- Formatted: Font: Not Bold

C-4.b. Tier II -- Eligibility Criteria. To qualify for Tier II, an employee must meet the following criteria on or before June 30, 2011, but may retire later:

- ~~i.1.~~ Hired on or before January 1, 2002; ~~and~~
- ~~ii.2.~~ Has been enrolled, or eligible to enroll, as the primary subscriber in the active health plan for at least (15) fifteen years prior to retirement; ~~and [rev. 7-15]~~
- ~~iii.3.~~ Meets one of the following criteria:
 - 1. Has completed at least 30 years of qualified service, regardless of age; ~~or~~
 - 2. The sum of the number of years of age, subject to a minimum age of 55 years; plus qualified service, subject to a minimum of 15 years, is equal to or greater than 80.

- Formatted: Font: Not Bold
- Formatted: Font: Not Bold
- Formatted: Font: Not Italic
- Formatted: Font: Not Bold

C-4.c. Tier III -- Eligibility Criteria. To qualify for Tier III, an employee must meet the following criteria on or after July 1, 2011, but may retire later:

- ~~i.1.~~ Hired on or before January 1, 2002; ~~and~~
- ~~ii.2.~~ Has been enrolled, or eligible to enroll, as the primary subscriber in the active health plan for at least (20) twenty years prior to retirement; ~~and [rev. 7-15]~~
- ~~iii.3.~~ Meets one of the following criteria:
 - 1. Has completed at least 30 years of qualified service, regardless of age; ~~or~~
 - 2. Has completed at least 20 years of qualified service, and the sum of the number of years of age, subject to a minimum age of 55 years, plus years of qualified service is equal to or greater than 90.

- Formatted: Font: Not Bold
- Formatted: Font: Not Bold
- Formatted: Font: Not Italic
- Formatted: Font: Not Bold

C-4.d. Tier IV -- Eligibility Criteria. To qualify for Tier IV, an employee must meet the following criteria:

- ~~i.1.~~ Has been enrolled, or eligible to enroll, as the primary subscriber in the active health plan for at least (10) ten years prior to retirement; ~~and [rev. 7-15]~~
- ~~ii.2.~~ Has completed at least 10 years of qualified service; ~~and~~
- ~~iii.3.~~ Is at least 55 years of age; ~~and; [rev. 7-15]~~
- ~~4.~~ The employee's current hire date is prior to July 1, 2020. ~~[rev. 7-15, 3-20]~~

- Formatted: Font: Not Bold
- Formatted: Font: Not Italic
- Formatted: Font: Not Bold
- Formatted: Font: Bold
- Formatted: Font: Not Italic

e. Ineligible Employees. Employees with a current hire date on or after July 2, 2020, are outside of the eligibility tiers and are not eligible for retiree health benefits. ~~[add. 3-20]~~

Formatted: Indent: Left: 0.5", First line: 0", Tab stops: 0.88", Left + Not at 0.75"

C-5. Continued Eligibility for the Retiree Health Program. Once a Retiree has qualified for the University of Idaho Retiree Health Program, the following conditions must be met for continued eligibility.

C-5.a. Retirees and their dependents must enroll in the Retiree Health Program when first eligible or they will lose eligibility. Upon eligibility for the Program, retirees will be required to make a one-time,

UI FACULTY-STAFF HANDBOOK

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3730: Retirement Benefits

irrevocable election of available plan options. Current retirees made this election no later than July 1, 2007. Retirees, who are enrolled in the Program; but fail to make an election will be automatically and irrevocably enrolled in the selected default Plan. Plan options and default plans may vary from year to year. Information regarding plan options and which plans will be used for default is available from Benefit Services. [ed. 7-15]

Formatted: Font: Not Italic

C-5-b. For eligible retirees, coverage is effective on the first of the month following the effective date of retirement. In order to avoid a gap in coverage between the last day of work and the first day of coverage under the Retiree Health Program, coverage for eligible retirees under the active health benefit program will continue until coverage under Retiree Health Program begins. [rev. 7-19]

Formatted: Font: Not Italic

C-5-c. Covered dependents are first eligible on the same date the retiree becomes eligible or on the date they later become a dependent.

C-5-d. All participants who qualify for post-Medicare coverage, including covered dependents, in any tier of the Retiree Health Program must elect Medicare Parts A and B as their primary payer of benefits when they first become eligible, except to the extent that federal law requires the Retiree Health Program to be primary. All participants must comply with rules set forth in the Plan document for each Plan and/or tier of eligibility with respect to Medicare Prescription Drug Coverage (Part D). See C-7 for additional information on post-Medicare coverage. [rev. 3-20]

C-5-e. All participants, including covered dependents, in any tier are subject to coordination of benefits rules as set forth in the applicable plan documents.

C-5-f. If coverage under the Retiree Health Program is ended for any reason, there is no opportunity to rejoin the Program at a later date. The only exception is for a Retiree who returns to a benefit eligible position at the University of Idaho following his or her participation in the Retiree Health Program. In this instance, Retiree Health Program coverage will be temporarily suspended. After active employment ends, the Retiree will have the right of reinstatement in the same tier and Plan election(s) that applied on the original date of retirement.

C-6. Benefits. Programs offered vary from tier to tier and benefits vary within the Plans available within each tier, as set forth in the applicable plan document(s). These are subject to change without notice. See benefits webpage for governing plan documents. [rev. 7-19]

Formatted: Font: Not Italic

C-7. Contributions and Post-Medicare Coverage. Effective July 1, 2007, all Qualified retirees will share in the cost of coverage through a monthly contribution, unless a Plan option which requires no monthly contribution is elected (if applicable). Contribution rates for retiree coverage are established annually by the University. [rev. 3-20]

The University will offer at least one medical Plan option to Tier I retirees which does not require retiree cost sharing through monthly contributions. It is the intention of the University to offer at least one medical Plan option that is less costly, or that for tiers two and three may have no retiree cost sharing. The Plan with no cost or less retiree monthly cost sharing will have less generous benefits such as higher deductibles and higher out of pocket expenses.

C-7-a. Tier I Retirees—Contribution Rate Increase and Post-Medicare Coverage. [rev. 3-20]; Effective July 1, 2007, retiree cost sharing will begin for retirees in Tier I at a rate of \$30.00 per month for non-Medicare eligible retirees and \$20.00 per month for Medicare eligible retirees; or with no required retiree contribution if the Plan option with less generous benefits (i.e., higher deductibles and other out of pocket expenses) is elected.

1. Contribution rates charged to Tier I retirees shall not increase in any one year over the previous year by more than 10%.

Formatted: Indent: Left: 0.75"

UI FACULTY-STAFF HANDBOOK

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF
Section 3730: Retirement Benefits

2. Tier I retirees continue to be eligible for post-Medicare coverage as long as they stay eligible for participation in the Plan.

b. Tier II and Tier III Retirees—Post-Medicare Coverage. [add. 3-20]

1. Tier II and Tier III employees who are eligible to retire prior to January 1, 2021, continue to be eligible for post-Medicare coverage as long as they stay eligible for participation in the Plan.

2. Tier II and Tier III employees who are not eligible to retire prior to January 1, 2021, are eligible for post-Medicare coverage only through December 31, 2023, and will pay contribution rates for post-Medicare coverage per the following schedule: 25% of the cost for post-Medicare coverage in calendar year 2021, 50% of the cost for post-Medicare coverage in calendar year 2022, and 75% of the cost for post-Medicare coverage in calendar year 2023. Thereafter, post-Medicare coverage ceases.

— Rates are subject to increase annually. Limits on the amount of increase apply only to Tier I retirees and shall not increase in any one year over the previous year by more than 10%.

— All future retirees will make contributions based on the rate in effect for their respective tier and Plan election at the time of retirement.

C-7-b. Tier IV Retirees—Contributions and Post-Medicare Coverage. [rev. 7-19, 3-20]

1. ~~Except for retirees who qualify as a retiree with a disability and are not yet eligible for Medicare,~~ Tier IV retirees ~~will bear~~ responsible for 100 percent of the cost of retiree coverage.

2. Tier IV employees who are retired or eligible to retire prior to January 1, 2021, continue to be eligible for post-Medicare coverage at full cost as long as they stay eligible for participation in the Plan.

3. Tier IV employees who are not eligible to retire prior to January 1, 2021, are eligible for post-Medicare coverage at full cost only through December 31, 2023.

C-7-c. Sick Leave Conversion for Tier IV. Tier IV is allowed sick leave conversion equal to ~~to~~ ~~One~~ half of the unused sick leave hours available at the time of retirement accrued since July 1, 1976, not to exceed a benefit of 600 hours, ~~which~~ may be used to pay for the cost of Tier IV retiree health coverage. [rev. 3-20].

EXAMPLE #1: At the time of retirement, Retiree has accrued 1000 hours of sick leave. Retiree may convert 500 hours to pay for retiree ~~medical health~~ coverage. [ed. 3-20]

EXAMPLE #2: At the time of retirement, Retiree has accrued 1400 hours of sick leave. Retiree may convert 600 hours to pay for retiree health coverage.

Only Retirees in Tier IV who had a sick leave balance eligible for sick leave conversion as described above are eligible for sick leave conversion. Sick leave conversion is limited to use for the cost of UI retiree medical coverage for the retiree only.

C-7-d. Dependents: Retirees in all tiers will be responsible for payment of one hundred percent of the cost of coverage for all covered dependents.

C-7-e. Payment: The cost (if applicable) of retiree and/or dependent coverage must be paid in a timely manner. All plans of coverage will be terminated if the required payment for all plans of coverage is not received within 30 days of the date it is due.

D. Surviving Spouse and Children. [ren. 7-19]

UI FACULTY-STAFF HANDBOOK

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3730: Retirement Benefits

D-1. Faculty Emeritus or Honored Staff Retiree Privileges. There is no transfer of Emeritus or Honored Staff privileges as described above or in FSH 1565 E-4. [ed. 6-09]

D-2. Retiree Health Program. A covered dependent spouse or child may continue under the Retiree Health Program under the following terms and conditions:

D-2.a. Following the death of the retiree, a covered dependent spouse or child may continue coverage under the Retiree Health Program, provided all other Program and plan eligibility requirements are met.

D-2.b. Effective July 1, 2007, a covered dependent spouse of a deceased retiree may remain enrolled in the Retiree Health Program even if he or she later remarries, provided all other Program and plan requirements are met.

D-2.c. A new spouse of a former covered dependent spouse, or any other newly acquired dependent, may not be added to the Retiree Health Program. However, a dependent child of the retiree who is born after the death of the retiree may be added within 30 days of birth.

D-2.d. The covered dependent spouse or eldest covered dependent child will become the new "primary subscriber" in the same Plan election and tier of coverage that applied prior to the retiree's death, provided all other Program and plan eligibility requirements continue to be met. However, regardless of which tier applies, the new primary subscriber will be responsible for the entire cost of coverage based on the full subscriber rate for himself or herself and for all covered dependents, based on the subscriber and dependent rates in effect at that time.

D-2.e. If the covered dependent spouse or eldest child does not have the same Medicare eligibility as the retiree had at the time of death, the surviving covered dependent(s) will be transferred to the retiree plan that is consistent with the new primary subscriber's own Medicare eligibility.

D-2.f. If a covered dependent spouse or child becomes eligible for coverage under another employer's health plan as either the primary subscriber or as a dependent, eligibility for coverage under the Retiree Health Program will end. Waiving coverage under another employer's plan also will result in a loss of eligibility for the Retiree Health Program.

**College of Graduate Studies
Proposed Catalog Changes
Effective Summer 2020**

Master's Degrees

Credits

All master's degree programs require a minimum of 30 credits. Some master's degree programs may require more. Additional work may be stipulated in individual cases to meet particular objectives or need for additional background. Courses used toward an undergraduate degree, professional development courses, or courses on a professional development transcript are not available to be used toward a graduate degree.

No more than three credits of workshop or workshop equivalent courses may be used toward the graduate degree.

Credit in course 500 (Master's Research and Thesis) or 600 (Dissertation) cannot be counted toward a non-thesis master's degree. Although no limit is imposed on the number of credits that may be earned in course 500 for degrees with thesis, only a maximum of 10 credits in course 500 in the major of the degree can be used to fulfill master's degree requirements (a lower limit may be set by the program). Up to ~~five~~six credits of course 599 (Non-thesis Research) are allowed to count towards a non-thesis master's degree; however, if a thesis option exists for the program, no more credits of course 599 are allowed toward the non-thesis master's degree than half the number of credits allowed for course 500 toward the program's master's degree.

College of Graduate Studies
Proposed Catalog Changes
Effective Summer 2020

Doctoral Degrees

Requirements for Doctoral Degrees

Credit Requirements

For the Ph.D. and Ed.D., a minimum of 78 credits beyond the bachelor's degree is required; of these, at least 52 credits must be at the 500 level or above and at least 33 of the 78 credits must be in courses other than 600 (Doctoral Research and Dissertation). A maximum of 45 credits in 600 (Doctoral Research and Dissertation) ~~and 5~~ including 6 credits of 599 (Non-thesis Research) or 500 (Master's Research and Thesis) may be used toward the degree. For the D.A.T., a minimum of 66 credits are required ~~(including all dissertation work)~~ and follow a prescribed set of courses set by the program.

Courses numbered below 300 may not be used to fulfill the requirements for a doctoral degree; courses numbered 300-399 may be used only in supporting areas and are not to be used to make up deficiencies. Individual programs may require additional course work. Applicants having a doctoral degree may obtain a second doctoral degree subject to the approval of the Graduate Council. The Graduate Council will establish the requirements for the second degree.

**College of Graduate Studies
Proposed Catalog Changes
Effective Summer 2020**

1. Add the following language to the catalog at the end of the College of Graduate Studies – Overview section:

Non-degree Enrollment in the College of Graduate Studies

A non-degree student may register for graduate level courses if they have earned an undergraduate or graduate degree from a regionally accredited institution with a cumulative grade point average of 3.00 or higher. Students desiring to register in graduate level courses should send a copy of their transcript showing degree date and GPA to the College of Graduate Studies (cogs-forms@uidaho.edu) to have the block on 500-level courses removed. Students desiring to have graduate level courses taken as a non-degree student placed on a graduate transcript must follow the policies on reserving courses for the graduate transcript.

Reserving Non-Degree Courses for the Graduate Transcript

Students desiring to move courses from their non-degree transcript to a graduate transcript may do so by filing the Credit Reservation Form with the College of Graduate Studies. Courses from the non-degree record may be moved to a graduate transcript if they meet the following criteria 1) the student has a cumulative GPA of 3.00 or greater; 2) the course is at the 400 level or higher; 3) the grade in the course is A, B or Pass. No more than 12 credits of non-degree work can be moved to the graduate transcript under this policy. The combined total of transfer credits, correspondence credits, non-degree credits, credits moved from an undergraduate transcript that were not used toward an undergraduate degree, and approved credits more than eight years old at the time the degree is awarded shall not exceed 12 credits for master's programs designated as requiring 36 or fewer credits, and shall not exceed one-third of the total credits in designated programs requiring more than 36 credits.

Students are responsible to initiate the course reservation process as soon as they enter a graduate program. Courses will not be reserved until final grades for the term have been posted. All courses placed on the graduate transcript, regardless of course level, will be assessed graduate fees.

**Office of the Registrar
Proposed Catalog Changes
Effective Summer 2020**

J-1. Credit Requirements**J-1-a**

Students must have earned a minimum of 120 credits to be granted a baccalaureate degree from the University of Idaho. Some programs require a higher minimum. For the minimum number of credits required in each degree program, see the major curricula of the various degree-granting units in the individual departmental section.

J-1-b

A minimum of ~~40~~ [36](#) credits in upper-division courses (numbered 300 or above) is required for a baccalaureate degree.

Rationale: The minimum upper division credit requirement was changed from 36 credits to 40 credits beginning in the 2017-2018 catalog year. This was in response to removing the limit on community college credit transfers, which was previously limited to 70 credits. This change has created a burden for certain departments, in particular those with programs that offer degrees in Coeur d'Alene where their foundational courses are completed at North Idaho College before completing the University of Idaho curriculum.

Idaho and Peer Institution Upper-Division Credit Requirements

UI currently requires **40** upper-division credits to graduate with a Bachelor's degree

State Institution	UPDV Credit Requirement
Boise State University	40
Idaho State University	36
Lewis and Clark State College	36
Peer Institution	
Arkansas State University	45
Clemson University	No requirement listed
Colorado State University	42
Kansas State University	45
Montana State University	42
New Mexico State University	48
North Dakota State University	36
Oregon State University	60 quarter credits (40 semester credits)
University of Nebraska-Lincoln	Varies by degree
University of Wyoming	42
Utah State University	40
Washington State University	40

**Proposed Catalog Changes
Independent Study of Idaho
Effective Summer 2020**

B-4. Independent Study Courses

A student enrolled in the regular program is permitted to carry Independent Study in Idaho courses for college credit only with the prior written approval of his or her ~~academic dean~~ advisor. Credit for Independent Study in Idaho courses will not be accepted without such approval.

Rationale: Deans already refer students back to their advisors, as advisors generally know the students' situations. Making this change will reduce approval time for students.

E-4. Computing Grade-Point Averages

Grades are converted by assigning the following number of points per credit for each grade: A-4, B-3, C-2, D-1, F-0. In computing the grade-point average, neither credits attempted nor grade points earned are considered for the following: courses graded I, IP, P, S, W, WU, N, CR, NC, ~~correspondence courses,~~ ~~non-Uofl sponsored independent study courses~~, continuing education units, credits earned under regulation I, or courses taken at another institution. Credit earned at non-U.S. institutions is recorded as pass (P) or fail (F), except for some courses taken through an approved study abroad program.

The UI considers only the *Institutional* grade-point average official. Although both institutional and overall grade-point averages are printed on transcripts, the overall grade-point average (which includes transfer courses) is informational only. To calculate a grade-point average divide the *Quality Points* (course credits times the points assigned for the grade earned) by the *GPA Hours* (course credits attempted *not* including grades of I, IP, P, W, WU, or N). *Earned Hours* indicate the total number of semester credits successfully completed (course grades of A, B, C, D, or P earned). Grades of P are included in *Earned Hours* but do not earn any quality points; grades of F are included in *GPA Hours*, but not in *Earned Hours*.

J-2. Residency Requirements

A student must earn a minimum of 30 upper-division credits in UI courses. No credits awarded for alternative credit opportunities (see regulation I) ~~or independent study~~ or non-Uofl sponsored independent study courses can be counted among these 30 UI credits. Study abroad and student exchange credits may be counted toward this requirement with prior approval by the student's academic department and dean.

J-9. Academic Minors

...

J-9-c

Transfer credits may be applied to a minor, however, at least 9 credits of those completing the minor's requirements must be in UI courses. Similar to the residency requirements for a baccalaureate degree in J-2, no credits awarded for ~~independent study, or non-UofI sponsored independent study courses~~ bypassed courses (see I-2-d), credit by examination (see I-1-a, I-1-c, or I-2-a), College Level Examination Program (CLEP – see I-2-b), or experiential learning (see I-2-b) can be counted among these 9 UI credits. Study abroad and student exchange credits may be counted toward this requirement with prior approval by the student's academic department and dean.

Rationale: The proposal is that University of Idaho-sponsored ISI courses count as in-residence courses for the following purposes: meeting upper-division in-residence requirements, replacing a previously earned grade in the course, and providing quality points.

Removing the barriers to applying upper-division UI-sponsored ISI courses to UI degree completion will facilitate timely graduation. This change will also allow students to use UI-sponsored ISI courses to retake a course to improve their grade or GPA. Thus, it will provide students an additional option for achieving course success through UI-sponsored ISI courses and will facilitate the transfer of UI-sponsored ISI courses to other institutions. Certain institutions (e.g., Penn State University) view courses without quality points as not having been taken for credit.

Non-University of Idaho-sponsored courses should fall under transfer courses, thus automatically excluding them from similar consideration. If necessary, in-/exclusionary language could be included such as "non-UI sponsored independent study courses" in regulation J-2, for example.

**Office of Admissions
Proposed Catalog Changes
Effective Summer 2020**

First-Year Admission Requirements

First-year applicants graduating from high school prior to 1995 must meet the requirements in effect for their graduation year. A degree-seeking applicant applying directly from high school or with fewer than 14 semester credits of transferable college work earned after high school graduation must:

1. Submit ACT or SAT scores.
2. Graduate from a regionally accredited high school with a combination of cumulative GPA¹ and test scores² as defined in the following table:

Test Scores			
High School GPA	ACT Composite	SAT Critical Reading Verbal + Math (SAT taken prior to March 2016)	SAT Evidence Based Reading & Writing + Math (SAT taken March 2016 and after)
3.00 - 4.00	Any test score	Any test score	Any test score
2.60 - 2.99	15 - 36	740 - 1600	830-1600
2.50 - 2.59	17 - 36	830 - 1600	910-1600
2.40 - 2.49	19 - 36	910 - 1600	990-1600
2.30 - 2.39	21 - 36	990 - 1600	1070-1600
2.20 - 2.29	23 - 36	1070 - 1600	1140-1600

1

Unweighted

2

Written sections of the test not required for admission.

3. Complete specified high school courses with a minimum 2.00 GPA as listed below. A credit is defined as a course taken with a minimum of 70 hours of classroom instruction. A high school credit can be counted in only one category.
 - a. **English:** A minimum of 8 credits (4 years), selected from composition and literature courses or courses that integrate composition, language, and literature.
 - b. **Mathematics:** A minimum of 6 credits (3 years) including algebra I or applied math I, geometry or applied math II, and algebra II. An additional 2 credits are strongly recommended. Other courses may include probability, discrete math, analytic geometry, calculus, statistics, and trigonometry. **Four of the required mathematics credits must be taken in the 10th, 11th, and 12th grades.**
 - c. **Social Science:** A minimum of 5 credits (2 ½ years), selected from American government (state and local), geography, U.S. history, world history, psychology, sociology, and

economics (consumer economics courses approved by the Idaho State Board of Education may be counted toward this requirement).

- d. **Natural Science:** A minimum of 6 credits (3 years), selected from anatomy, biology, chemistry, geology, earth science, physical science, physiology, physics, zoology, and applied science courses jointly approved by the State Department of Education (SDOE) and the State Department of Professional-Technical Education (DSPTE) (maximum of two credits in this category). Ecology will count if SDOE approved. At least two credits must involve laboratory science experience. Note: A laboratory science course is defined as one in which at least one class period each week is devoted to providing students the opportunity to manipulate equipment, materials, or specimens; develop skills in observation and analysis; and discover, demonstrate, illustrate, or test scientific principles or concepts.
- e. **Humanities/Foreign Language:** A minimum of 2 credits (1 year), selected from literature, history, philosophy, foreign language, fine arts, and interdisciplinary humanities (related study of two or more of the traditional humanities disciplines). These courses should emphasize history, appreciation, theory, analysis, and/or critique. History courses beyond those required for state high school graduation may be counted. Foreign language study is strongly recommended. Native American language (five Idaho tribes) may meet this requirement if taught by certified high school faculty.
- f. **Other College Preparation:** A minimum of 3 credits (1 ½ years), of which no more than one credit may be in speech or debate (debate must be taught by a certified teacher). Other courses may include studio/performing arts (art, dance, drama, and music) or foreign language (beyond any foreign language credit applied in the humanities/foreign language category). May include no more than two credits in SDPTE-approved classes in agricultural science and technology, business and office education, health occupations education, family and consumer sciences education, occupational family and consumer science education, trade, industrial, and technical education, and individualized occupational training.
Applicants with fewer than 14 semester hours of transfer credit completed after high school graduation must meet both first-year and transfer admission requirements, including submission of the required test scores. (See "First-Year Admission Requirements" above.)

Students who have participated in running start, dual credit or accelerated learning programs who concurrently enroll in college credit courses while still in high school need to meet first-year requirements for admission and submit all of the appropriate high school documentation regardless of the number of transferable credits completed. See First-Year Admission Requirements.

If a first-year applicant does not qualify for regular admission or satisfies one of the criteria below, he or she may apply to the Admissions Committee for consideration (see Applying to the Admissions Committee).

1. Graduates from a non-accredited high school,
2. Is home schooled,

3. Obtains a General Educational Development (GED) certificate,
4. Deserves consideration because of special circumstances (i.e. disadvantaged or minority status, delayed entry, returning veteran, a talented student wishing to enter college early, and/or similar situations).

**University Committee on General Education
Proposed Catalog Changes
Effective Summer 2020**

J-3-b. Oral Communication (2-3 credits)

Students who receive a passing grade in one of the following courses are expected to meet the proficiencies for Oral Communication courses contained in Section III-N of the Idaho State Board of Education Governing Policies and Procedures. Students should be able to demonstrate basic competency in

1. organization and preparation,
2. oral language use and presentation, and
3. addressing audience needs and interests.

Code	Title	Hours
COMM 101	Fundamentals of Public Speaking	2
COMM 150	Online Oral Communication	3
ENGL 313	Business Writing	3
ENGL 317	Technical Writing	3
PHIL 102	Reason and Rhetoric	2

**University Committee on General Education
Proposed Catalog Changes
Effective Summer 2020**

J-3-d. Mathematical Ways of Knowing (3 cr)

These courses develop analytical, quantitative, and problem solving skills by involving students in doing mathematics, statistics, or computer science and by focusing on understanding the concepts of these disciplines.

Students receiving passing grades in mathematics, statistics, or computer science will have the ability to recognize, analyze, and solve problems.

CS 112	Computational Thinking and Problem Solving	3
MATH 123	Mathematics Applied to the Modern World	3
MATH 130	Finite Mathematics	3
MATH 143	Pre-calculus Algebra and Analytic Geometry	3
MATH 153/ STAT 153	Introduction to Statistical Reasoning	3
MATH 160	Survey of Calculus	4
MATH 170	Analytic Geometry and Calculus I	4
MATH 175	Analytic Geometry and Calculus II	4
MATH 275	Analytic Geometry and Calculus III	3
STAT 251	Statistical Methods	3

**University Committee on General Education
Proposed Catalog Changes
Effective Summer 2020**

J-3-e. Humanistic and Artistic Ways of Knowing (6 cr, from two different disciplines) and Social and Behavioral Ways of Knowing (6 cr, from two different disciplines)

The purpose of these liberal arts courses is to provide students with critical tools for understanding the human experience and providing the means for students to respond to the world around them.

Humanistic and Artistic Ways of Knowing courses enable students to reflect upon their lives and ask fundamental questions of value, purpose, and meaning in a rigorous and systematic interpretative manner, with the goal of fostering understanding of culture and inspiring a citizenry that is more literate, respectful of diverse viewpoints, and intellectually inquisitive.

Social and Behavioral Ways of Knowing courses enable students to apply rigorous analytic skills for the purpose of explaining the dynamic interaction among history, institutions, society and ideas that shape the behaviors of individuals, communities and societies. With these skills students can critically address the social issues of our contemporary world.

Courses on the humanities and social science lists that are also listed as satisfying the American diversity or international requirement are indicated by a D or I designation.

Approved Humanistic and Artistic Ways of Knowing Courses:

AMST 301	Studies in American Culture	3
ARCH 151	Introduction to the Built Environment	3
ART 100	World Art and Culture	3
ART 205	Visual Culture	3
ART 213	History and Theory of Modern Design	3
ART 302	Modern Art and Theory	3
ART 382	History of Photography	3
ART 407	New Media	3
CHIN 110 (101)	Elementary Chinese I	4
CHIN 111 (102)	Elementary Chinese II	4
DAN 100	Dance in Society	3
ENGL 175	Introduction to Literary Genres	3
ENGL 221	History of Film 1895-1945	3
ENGL 222	History of Film 1945-Present	3
ENGL 257	Literature of Western Civilization	3
ENGL 258	Literature of Western Civilization	3
ENGL 290	Introduction to Creative Writing	3
ENGL 322	Environmental Literature and Culture	3

ENGL 341	Survey of British Literature	3
ENGL 342	Survey of British Literature	3
ENGL 343	Survey of American Literature	3
ENGL 344	Survey of American Literature	3
ENGL 345	Shakespeare	3
ENGL 375	The Bible as Literature	3
FLEN 210	Introduction to Classic Mythology	3
FLEN 313	French/Francophone Literature in Translation	3
FLEN 324	Topics in German Literature in Translation	3
FLEN 331	Japanese Anime	3
FLEN 391	Hispanic Film	3
FLEN 394	Latin American Literature in Translation	3
FREN 101	Elementary French I	4
FREN 102	Elementary French II	4
GERM 101	Elementary German I	4
GERM 102	Elementary German II	4
HIST 340	Modern India, 1757-1947	3
HIST 350	The Age of Enlightenment: European Culture & Ideas, 1680-1800	3
HIST 357	Women in Pre-Modern European History	3
HIST 366	Modern European Cultural and Intellectual History, 1880-1980	3
HIST 378	History of Science I: Antiquity to 1700	3
HIST 379	History of Science II: 1700-Present	3
HIST 414	History and Film	3
HIST 442	The Medieval Church: Europe in the Early and High Middle Ages	3
HIST 443	The Medieval State: Europe in the High and Late Middle Ages	3
HIST 445	Medieval English Constitutional and Legal History: 1066-1485	3
HIST 447	The Renaissance	3
HIST 448	The Reformation	3
HIST 485	Chinese Social and Cultural History	3
IS 370	African Community, Culture, and Music	1-3
JAPN 101	Elementary Japanese I	4
JAPN 102	Elementary Japanese II	4
MUSH 101	Survey of Music	3
MUSH 111	Introduction to Music Literature	3
MUSH 201	History of Rock and Roll	3
NEZP 101	Elementary Nez Perce I	4
NEZP 102	Elementary Nez Perce II	4
PHIL 103	Ethics	3
PHIL 200	Philosophy of Alcohol	3
PHIL 201	Critical Thinking	3
PHIL 208	Business Ethics	3
PHIL 240	Belief and Reality	3
PHIL 351	Philosophy of Science	3
PHIL 361	Professional Ethics	3
SPAN 101	Elementary Spanish I	4

SPAN 102	Elementary Spanish II	4
THE 101	Introduction to the Theatre	3
THE 468	Theatre History	3
WGSS 201	Introduction to Women's, Gender, and Sexuality Studies	3

Approved Social and Behavioral Ways of Knowing Courses:

ANTH 100	Introduction to Anthropology	3
ANTH 101	Biological Anthropology	3
ANTH 102	Peoples of the World	3
ANTH 261	Language and Culture	3
ANTH 329	North American Indians	3
ANTH 350	Food, Culture, and Society	3
ANTH 462	Human Issues in International Development	3
COMM 233	Interpersonal Communication	3
COMM 335	Intercultural Communication	3
COMM 410	Conflict Management	3
ECON 201	Principles of Macroeconomics	3
ECON 202	Principles of Microeconomics	3
ECON 272	Foundations of Economic Analysis	4
EDCI 201	Contexts of Education	3
EDCI 301	Learning, Development, and Assessment	3
FLEN 270	Introduction to Greek and Roman Civilization	3
FLEN 307	Institutions of the European Union	3
FLEN 308	European Immigration and Integration	3
GEOG 165	Human Geography	3
GEOG 200	World Regional Geography	3
GEOG 260	Introduction to Geopolitics	3
GEOG 365	Political Geography	3
HIST 101	History of Civilization 1	3
HIST 102	History of Civilization 2	3
HIST 111	Introduction to U.S. History	3
HIST 112	Introduction to U.S. History	3
HIST 180	Introduction to East Asian History	3
HIST 270	Introduction to Greek and Roman Civilization	3
HIST 315	Comparative African-American Cultures	3
HIST 462	History of the American West	3
HIST 461	Idaho and the Pacific Northwest	3
HIST 380	Disease and Culture:History of Western Medicine	3
HIST 382	History of Biology: Conflicts and Controversies	3
HIST 388	History of Mathematics	3
HIST 412	Revolutionary North America and Early National Period	3
HIST 419	Topics in the American West	3
HIST 420	History of Women in American Society	3
HIST 424	American Environmental History	3

HIST 426	Red Earth White Lies: American Indian History 1840-Present	3
HIST 430	U.S. Diplomatic History	3
HIST 431	Stolen Continents, The Indian Story: Indian History to 1840	3
HIST 438	Modern Mexico and the Americas	3
HIST 439	Modern Latin America	3
HIST 440	Social Revolution in Latin America	3
HIST 441	Slavery and Freedom in the Americas	3
HIST 449	Tudor-Stuart Britain 1485-1660	3
HIST 452	Europe in the Age of the Revolution, 1770-1880	3
HIST 456	Anti-Semitism and the Holocaust	3
HIST 457	History of the Middle East	3
HIST 460	Conspiracies and Secret Societies in History	3
HIST 466	Eastern Europe Since 1774	3
HIST 467	Russia to 1894	3
HIST 468	Russia and Soviet Union Since 1894	3
HIST 482	Japan, 1600 to Present	3
HIST 484	Modern China, 1840s to Present	3
IS 325	The Contemporary Muslim World	3
IS 326	Africa Today	3
IS 350	Sports and International Affairs	3
NRS 125	Introduction to Conservation and Natural Resources	3
POLS 101	Introduction to Political Science and American Government	3
POLS 205	Introduction to Comparative Politics	3
POLS 237	Introduction to International Politics	3
POLS 275	American State and Local Government	3
POLS 331	American Political Parties and Elections	3
POLS 332	American Congress	3
POLS 333	American Political Culture	3
POLS 338	American Foreign Policy	3
POLS 381	European Politics	3
PSYC 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
SOC 130	Introduction to Criminology	3
SOC 230	Social Problems	3
SOC 201	Introduction to Diversity and Stratification	3
SOC 336	Comparative Criminal Justice Systems	3
SOC 340	Social Change & Globalization	3
SOC 343	Power, Politics, and Society	3
SOC 423	Economic (In)Justice in the United States	3
SOC 424	Sociology of Gender	3
SOC 427	Racial and Ethnic Relations	3
SOC 431	Personal and Social Issues in Aging	3
SOC 439	Inequalities in the Justice System	3
SOC 450	Dynamics of Social Protest	3

**University Committee on General Education
Proposed Catalog Changes
Effective Summer 2020**

J-3-f. American Diversity (One course) and International (One course or an approved study abroad experience)

As we live in an increasingly diverse and multicultural world, the purpose of these courses is to prepare students to understand, communicate and collaborate with those from diverse communities within the United States and throughout the world.

The American diversity courses seek to increase awareness of contemporary and historical issues surrounding the social and cultural diversity in the U.S. Students engage in critical thinking and inquiry into the issues, complexities, and implications of diversity, and how social, economic, and/or political forces have shaped American communities. Diversity includes such characteristics as ability, age, ethnicity, gender, race, religion, sexual orientation, and socioeconomic status.

One course chosen from the approved American diversity courses listed below. If a student takes a General Education course in another category that also appears on the list of approved American diversity courses, then this requirement is considered to be completed.

The international courses seek to develop an understanding of international values, belief systems and social issues that have contributed to current balances of power and cultural relations. Students develop an understanding of the roles that the United States and other countries have played in global relations and the ways cultures have interacted and influenced each other.

One course chosen from the approved international courses listed below. If a student takes a General Education course in another category that also appears on the list of approved International courses, then this requirement is considered to be completed. The international requirement may be waived if a student successfully completes an approved Summer, Fall, or Spring term abroad through the International Programs Office.

Approved American Diversity Courses:

AIST 320	Native American & Indigenous Film	3
AIST 401	Contemporary American Indian Issues	3
AIST 422	Plateau Indians	3
AIST 484	American Indian Literature	3
AMST 301	Studies in American Culture	3
ANTH 329	North American Indians	3
ANTH 350	Food, Culture, and Society	3
ARCH 411	Native American Architecture	3
COMM 432	Gender and Communication	3
COMM 491	Communication and Aging	3
CORS 232	Science on Your Plate: Food Safety, Risks and Technology	3

DAN 100	Dance in Society	3
EDCI 302	Teaching Culturally Diverse Learners	4
ENGL 380	Introduction to U.S. Ethnic Literatures	3
HIST 111	Introduction to U.S. History	3
HIST 112	Introduction to U.S. History	3
HIST 315	Comparative African-American Cultures	3
HIST 461	Idaho and the Pacific Northwest	3
HIST 462	History of the American West	3
HIST 412	Revolutionary North America and Early National Period	3
HIST 414	History and Film	3
HIST 419	Topics in the American West	3
HIST 420	History of Women in American Society	3
HIST 424	American Environmental History	3
HIST 426	Red Earth White Lies: American Indian History 1840-Present	3
HIST 431	Stolen Continents, The Indian Story: Indian History to 1840	3
ID 443	Universal Design	3
JAMM 340	Cultural Diversity and the Media	3
JAMM 445	History of Mass Media	3
MUSH 410	Studies in Jazz History	3
MUSI 101	Introduction to Music	3
POLS 101	Introduction to Political Science and American Government	3
POLS 333	American Political Culture	3
POLS 468	Civil Liberties	3
PSYC 315	Psychology of Women	3
PSYC 419	Adult Development and Aging	3
SOC 101	Introduction to Sociology	3
SOC 230	Social Problems	3
SOC 301	Introduction to Diversity and Stratification	3
SOC 423	Economic (In)Justice in the United States	3
SOC 424	Sociology of Gender	3
SOC 427	Racial and Ethnic Relations	3
SOC 431	Personal and Social Issues in Aging	3
SOC 439	Inequalities in the Justice System	3
SOC 450	Dynamics of Social Protest	3
SPAN 306	Culture and Institutions of Latin America	3
SPAN 413	Spanish American Short Fiction	3
WGSS 201	Introduction to Women's, Gender, and Sexuality Studies	3

Approved International Courses:

AFST 101	Africana Studies	3
AGEC 481	Agricultural Markets in a Global Economy	3
AGED 406	Exploring International Agriculture	3
ANTH 220	Peoples of the World	3

ANTH 261	Language and Culture	3
ANTH 462	Human Issues in International Development	3
ART 100	World Art and Culture	3
ART 213	History and Theory of Modern Design	3
ART 302	Modern Art and Theory	3
ART 303	Contemporary Art and Theory	3
ART 313	History and Theory of Modern Design	3
CHIN 110	Elementary Chinese I	4
CHIN 112	Elementary Chinese II	4
CHIN 210	Intermediate Chinese I	4
CHIN 212	Intermediate Chinese II	4
COMM 335	Intercultural Communication	3
ECON 446	International Economics	3
ECON 447	International Development Economics	3
ENGL 221	History of Film 1895-1945	3
ENGL 222	History of Film 1945-Present	3
ENVS 225	International Environmental Issues Seminar	3
FCS 411	Global Nutrition	3
FCS 419	Dress and Culture	3
FLEN 307	Institutions of the European Union	3
FLEN 308	European Immigration and Integration	3
FLEN 313	French/Francophone Literature in Translation	3
FLEN 315	French/Francophone Cinema in Translation	3
FLEN 324	Topics in German Literature in Translation	3
FLEN 331	Japanese Anime	3
FLEN 391	Hispanic Film	3
FLEN 394	Latin American Literature in Translation	3
FREN 101	Elementary French I	4
FREN 102	Elementary French II	4
FREN 201	Intermediate French I	4
FREN 202	Intermediate French II	4
FREN 301	Advanced French Grammar	3
FREN 302	Advanced French Writing Skills	3
FREN 304	Connecting French Language and Culture	3
FREN 307	French Phonetics	3
FREN 308	Advanced French Conversation	3
FREN 407	French & Francophone Literatures	3
FREN 408	French and Francophone Culture and Institutions	3
FREN 410	French and Francophone Arts	3
GEOG 165	Human Geography	3
GEOG 200	World Regional Geography	3
GEOG 260	Introduction to Geopolitics	3
GEOG 350	Geography of Development	3-4
GEOG 360	Population Dynamics and Distribution	3-4
GEOG 365	Political Geography	3

GERM 101	Elementary German I	4
GERM 102	Elementary German II	4
GERM 201	Intermediate German I	4
GERM 202	Intermediate German II	4
GERM 301	German Reading and Writing	3
GERM 302	German Listening and Speaking	3
GERM 420	Topics in German Culture & Literature - Themes	3
GERM 440	German Media	3
HIST 101	History of Civilization 1	3
HIST 102	History of Civilization 2	3
HIST 180	Introduction to East Asian History	3
HIST 270	Introduction to Greek and Roman Civilization	3
HIST 315	Comparative African-American Cultures	3
HIST 340	Modern India, 1757-1947	3
HIST 350	The Age of Enlightenment: European Culture & Ideas, 1680-1800	3
HIST 357	Women in Pre-Modern European History	3
HIST 366	Modern European Cultural and Intellectual History, 1880-1980	3
HIST 371	History of England	3
HIST 372	History of England	3
HIST 378	History of Science I: Antiquity to 1700	3
HIST 379	History of Science II: 1700-Present	3
HIST 380	Disease and Culture:History of Western Medicine	3
HIST 382	History of Biology: Conflicts and Controversies	3
HIST 388	History of Mathematics	3
HIST 414	History and Film	3
HIST 430	U.S. Diplomatic History	3
HIST 438	Modern Mexico and the Americas	3
HIST 439	Modern Latin America	3
HIST 440	Social Revolution in Latin America	3
HIST 441	Slavery and Freedom in the Americas	3
HIST 442	The Medieval Church: Europe in the Early and High Middle Ages	3
HIST 443	The Medieval State: Europe in the High and Late Middle Ages	3
HIST 445	Medieval English Constitutional and Legal History: 1066-1485	3
HIST 447	The Renaissance	3
HIST 448	The Reformation	3
HIST 449	Tudor-Stuart Britain 1485-1660	3
HIST 452	Europe in the Age of the Revolution, 1770-1880	3
HIST 456	Anti-Semitism and the Holocaust	3
HIST 457	History of the Middle East	3
HIST 460	Conspiracies and Secret Societies in History	3
HIST 466	Eastern Europe Since 1774	3
HIST 467	Russia to 1894	3
HIST 468	Russia and Soviet Union Since 1894	3
HIST 482	Japan, 1600 to Present	3
HIST 484	Modern China, 1840s to Present	3

HIST 485	Chinese Social and Cultural History	3
ID 281	History of the Interior I	3
ID 282	History of the Interior II	3
IS 325	The Contemporary Muslim World	3
IS 326	Africa Today	3
IS 350	Sports and International Affairs	3
IS 370	African Community, Culture, and Music	1-3
JAMM 490	Global Media	3
JAPN 101	Elementary Japanese I	4
JAPN 102	Elementary Japanese II	4
JAPN 201	Intermediate Japanese I	4
JAPN 202	Intermediate Japanese II	4
JAPN 301	Japanese Reading	3
JAPN 303	Japanese Speaking	3
LARC 390	Italian Hill Towns and Urban Centers	3
LAS 409	Modern Latin American Society	3
LAS 413	Spanish American Short Fiction	3
LAS 422	Mexican Culture through Cinema	3
MUSH 420	Studies in World Music	3
PHIL 367	Global Justice	3
POLS 205	Introduction to Comparative Politics	3
POLS 237	Introduction to International Politics	3
POLS 338	American Foreign Policy	3
POLS 381	European Politics	3
POLS 385	Political Psychology	3
POLS 420	Introduction to Asian Politics	3
POLS 441	Genes and Justice: Comparative Biotechnology Policy Formation	3
POLS 449	World Politics and War	3
POLS 480	Politics of Development	3
POLS 487	Political Violence and Revolution	3
SOC 336	Comparative Criminal Justice Systems	3
SOC 340	Social Change & Globalization	3
SOC 343	Power, Politics, and Society	3
SPAN 101	Elementary Spanish I	4
SPAN 102	Elementary Spanish II	4
SPAN 104	Elementary Spanish Transition	4
SPAN 201	Intermediate Spanish I	4
SPAN 202	Intermediate Spanish II	4
SPAN 301	Advanced Grammar	3
SPAN 302	Advanced Composition	3
SPAN 303	Spanish Conversation	3
SPAN 305	Culture and Institutions of Spain	3
SPAN 306	Culture and Institutions of Latin America	3
SPAN 308	Proficiency in Reading	3
SPAN 310	Spanish for the Professions I	3

SPAN 401	Readings: Spanish Literature	3
SPAN 402	Readings: Spanish American Literature	3
SPAN 409	Modern Latin American Society	3
SPAN 412	Spanish Short Fiction	3
SPAN 413	Spanish American Short Fiction	3
SPAN 419	Latin America Theatre Through Literature	3
SPAN 420	Modern Spanish Theatre Through Literature	3
SPAN 421	Bilingual and Bicultural Literature	3
SPAN 422	Mexican Culture through Cinema	3
SPAN 423	Gender and Identity in Spanish Cinema	3
THE 468	Theatre History	3

**University Committee on General Education
Proposed Catalog Changes
Effective Summer 2020**

J-3-g. Senior Experience

One course chosen from the approved Senior Experience courses listed below.

Approved Senior Experience Courses:

<u>AGEC 478</u>	Advanced Agribusiness Management	3
<u>AGED 471</u>	Senior Capstone in Agricultural Education	1
<u>AGED 498</u>	Internship (Max 10 credits)	1-10
<u>ARCH 454</u>	Architectural Design: Vertical Studio	6
<u>ART 410</u>	Professional Practices	2
<u>ART 490</u>	BFA Art/Design Studio	6
<u>ART 491</u>	Information Design	3
<u>ART 495</u>	BFA Senior Thesis	2
<u>AVS 450</u>	Issues in Animal Agriculture	2
<u>BE 478</u>	Engineering Design I	3
<u>BE 479</u>	Engineering Design II	3
<u>BE 491</u>	Senior Seminar	1
<u>BIOL 401</u>	Undergraduate Research	1-4
<u>BIOL 405</u>	Practicum in Anatomy Laboratory Teaching	2-4
<u>BIOL 407</u>	Practicum in Biology Laboratory Teaching	2-6
<u>BIOL 408</u>	Practicum in Human Physiology Laboratory Teaching	2-4
<u>BIOL 411</u>	Senior Capstone	2
<u>BIOL 425</u>	Experimental Field Ecology	3
<u>BIOL 491</u>	Practicum in Teaching	2
<u>BUS 490</u>	Strategic Management	3
<u>CE 494</u>	Senior Design Project	3
<u>CHE 452</u>	Environmental Management and Design	1-16
<u>CHE 454</u>	Process Analysis and Design II	3
<u>CHEM 409</u>	Proseminar	1
<u>COMM 453</u>	Communication Theory	3
<u>CS 481</u>	CS Senior Capstone Design II	3
<u>ECE 481</u>	EE Senior Design II	3
<u>ECE 483</u>	Computer Engineering Senior Design II	3
<u>ECON 490</u>	Economic Theory and Policy	3
<u>ENGL 440</u>	Client-Based Writing	3
<u>ENGL 490</u>	Senior Seminar	3
<u>EDCI 401</u>	Internship Seminar	1
<u>EDCI 485</u>	Secondary Internship	15
<u>ENT 438</u>	Pesticides in the Environment	3
<u>ENVS 497</u>	Senior Research	2-4
<u>FCS 401</u>	Professional Ethics and Practice in CFCS	1

<u>FCS 424</u>	Senior Experience: Apparel Design	4
<u>FCS 432</u>	Apparel Promotion and Merchandising	3
<u>FCS 486</u>	Nutrition in the Life Cycle	3
<u>FCS 492</u>	Nutrition Education in the Life Cycle	3
<u>FCS 497</u>	Internship Preschool	1-16
<u>FISH 418</u>	Fisheries Management	4
<u>FISH 473</u>	ECB Senior Presentation	1
<u>FISH 495</u>	Fisheries Seminar	1
<u>FL 401</u>	MLC International Experience	1
<u>FOR 424</u>	Silviculture Principles and Practices	4
<u>FOR 427</u>	Prescribed Burning Lab	3
<u>FOR 473</u>	ECB Senior Presentation	1
<u>FS 489</u>	Food Product Development	3
<u>GEOG 493</u>	Senior Capstone in Geography	3
<u>GEOL 490</u>	Geology Field Camp	3
<u>HIST 495</u>	History Senior Seminar	3
<u>ID 452</u>	Interior Design VI	6
<u>INDT 484</u>	Industrial Technology Capstone I	3
<u>INTR 401</u>	Career and Leadership Development	2
<u>IS 495</u>	International Studies Senior Seminar	3
<u>JAMM 448</u>	Law of Mass Media	3
<u>JAMM 476</u>	Advanced Digital Media Production II	3
<u>LARC 480</u>	The Resilient Landscape	3
<u>MATH 415</u>	Cryptography	3
<u>ME 424</u>	Mechanical Systems Design I	3
<u>ME 426</u>	Mechanical Systems Design II	3
<u>MUSA 490</u>	Half Recital	0
<u>MUSA 491</u>	Recital	0
<u>MUSC 481</u>	Senior Thesis in Music Theory II	1
<u>MUSC 490</u>	Senior Recital	0
<u>MUSH 481</u>	Senior Thesis in Music History II	1
<u>MUST 432</u>	Practicum: Music Teaching	11
<u>MVSC 486</u>	Healthy Active Lifestyle Assessment and Intervention	3
<u>NRS 411</u>	Environmental Project Management & Decision Making	4
<u>NRS 473</u>	ECB Senior Presentation	1
<u>NRS 475</u>	Conservation Planning and Management	4
<u>ORGS 410</u>	Capstone Project in Organizational Sciences	1-6
<u>PEP 498</u>	Internship in Exercise Science & Health	1-16
<u>PHIL 490</u>	Senior Seminar	3
<u>PHYS 407</u>	Communicating Science	1
<u>PHYS 492</u>	Senior Research	1
<u>POLS 490</u>	Senior Experience	3
<u>PSYC 415</u>	History and Systems of Psychology	3
<u>REC 498</u>	Internship in Recreation, Sport, and Tourism	1-16
<u>REM 456</u>	Integrated Rangeland Management	3

<u>REM 473</u>	ECB Senior Presentation	1
<u>RMAT 473</u>	ECB Senior Presentation	1
<u>RMAT/MKTG 495</u>	Product Development and Brand Management	3
<u>SOC 460</u>	Capstone: Sociology in Action	3
<u>SOC 461</u>	Capstone: Justice Policy Issues	3
<u>SOC 462</u>	Senior Practicum	3
<u>SOC 464</u>	Criminology Abroad	3
<u>SOIL 427</u>	Sustainable Food Systems	3
<u>THE 483</u>	Senior Capstone Project	1
<u>VTD 457</u>	Capstone Design Studio I	6
<u>WLF 473</u>	ECB Senior Presentation	1
<u>WLF 492</u>	Wildlife Management	4

**Office of the Registrar
Proposed Catalog Changes
Effective Summer 2020**

POSTHUMOUS DEGREES. In the instance of a student's death prior to degree completion, it is important that the university recognize the effort made toward degree achievement.

A-1. Undergraduate Posthumous Degrees. Requests for the award of a posthumous degree at the undergraduate level should be referred to the Registrar's Office.

A-2. Criteria.

- a. Posthumous degrees may be awarded to deceased undergraduate students who have completed all but thirty (30) credit hours of the requirements for graduation and have been enrolled as a student within the past two regular semesters. The remaining thirty (30) credit hours would complete their degree requirements and meet all university, college, and department GPA requirements.
- b. Posthumous degree must be approved by the academic department and college.

A-3. Appeal. If the student could not have reasonably completed all requirements in the final thirty (30) credits of attendance, but the request has the support of the academic department and college office, the request must be reviewed and approved by the Academic Petitions Committee. In instances where the award of the degree posthumously is not appropriate due to remaining requirements, the college may wish to grant a certificate acknowledging a student's course of study in a particular discipline.

B-1. Graduate Posthumous Degrees. Due to the nature of studies at the graduate level, requests for posthumous degrees for master, specialist, or doctoral-level students are referred to the College of Graduate Studies. The College of Graduate Studies determines whether a posthumous degree for a particular student will be considered. If so, the College of Graduate Studies will review the request with the appropriate academic department and college office. The College of Graduate Studies will inform the Registrar of the decision.

B-2. Criteria.

- a. Posthumous degrees in non-thesis graduate programs or in College of Law programs may be awarded to deceased graduate and law student who have completed 75% of the required coursework, were in good academic standing, were registered within the last year, and would have likely finished the degree within one academic year.
- b. Posthumous degrees in masters thesis or doctoral programs may be awarded to deceased graduate students who have completed all required coursework, have successfully defended a proposal of their research to their committee, are in good academic standings, and would have likely defended their thesis or dissertation within one academic year. Additionally, doctoral students must have been successfully advanced to candidacy.

B-3. Appeal. If the student could not have reasonably completed all requirements in an academic year, but the request has the support of the academic department and college the request must be petitioned for consideration to the University Graduate Council for approval. If the student does not meet the criteria for a posthumous degree or in instances where the award of the degree posthumously is not appropriate due to remaining requirements, the college may wish to grant a certificate acknowledging a student's course of study in a particular discipline.

C-1. Transcript Notation. Upon posting of the degree, the transcript will be annotated to indicate that the degree was awarded posthumously.

**College of Letters, Arts and Social Sciences
Proposed Catalog Changes
Effective Summer 2020**

Department of Sociology and Anthropology

1. Make the following changes to the **B.A. and B.S. in Sociology**:

Sociology (B.A. or B.S.)

Required course work includes the university requirements (see regulation J-3), the general requirements for either the B.A. or B.S. degree and the following courses (electives must be approved by the student's advisor):

<u>ANTH 100</u>	<u>Introduction to Anthropology</u>	3
SOC 101	Introduction to Sociology	3
<u>SOC 201</u>	<u>Introduction to Inequalities and Inclusion</u>	<u>3</u>
<u>SOC 311</u>	<u>Development of Social Theory</u>	<u>3</u>
Select one course from the following:		3
ANTH 101	Biological Anthropology	
ANTH 102	Cultural Anthropology	
ANTH 103	Introduction to Archaeology	
Select two courses from the following:		6
SOC 309	Social Science Research Methods	
SOC 416	Qualitative Social Science Methods	
SOC 417	Social Data Analysis	
STAT 251	Statistical Methods	
Select one course from the following:		3
SOC <u>CRIM</u> 421	Gender and Crime	
<u>CRIM 439</u>	<u>Inequalities in the Justice System</u>	
SOC 423	Economic (In)Justice in the United States	
SOC 424	Sociology of Gender	
SOC 427	Racial and Ethnic Relations	
SOC 439	Inequalities in the Justice System	
Select 12-9 credits in related fields as approved by student's advisor ¹		<u>129</u>
Emphases		
Select one of the following emphases:		<u>2421</u>
Criminology		

Inequalities and Globalization

~~General~~ Sociology

Total Hours

51

- ¹ E.g. [American Indian Studies](#), [Africana Studies](#), Anthropology, [Criminology](#), Economics, Environmental Science, Geography, History, Political Science, Psychology, Statistics, and Women's, Gender, and Sexuality Studies

~~A. Criminology~~

SOC 130	Introduction to Criminology	3
SOC 331	Criminology Theory	3
Select one course from the following:		3
SOC 460	Capstone: Sociology in Action	
SOC 461	Capstone: Justice Policy Issues	
SOC 462	Senior Practicum	
SOC 464	Criminology Abroad	
Select 15 credits from upper-division emphasis electives:		15
SOC 325	Family, Violence, and Society	
SOC 328	Deviant Behavior	
SOC 329	Homicide	
SOC 330	Juvenile Delinquency	
SOC 332	Sociology of Punishment	
SOC 333	Elite and White Collar Crime	
SOC 334	Police and Social Control	
SOC 335	Terrorism, Society and Justice	
SOC 336	Comparative Criminal Justice Systems	
SOC 337	Violence and Society	
SOC 338	Regulation of Vice	
SOC 339	Crime and the Media	
SOC 345	Criminology	
SOC 346	Responding to Risk	
SOC 403	Workshop	
SOC 404	Special Topics	
SOC 420	Sociology of Law	
SOC 421	Gender and Crime	
SOC 435	Psychopathy and Crime	

SOC 436	Mental Health and Crime	
SOC 439	Inequalities in the Justice System	
SOC 442	Substance Use and Society	
SOC 450	Dynamics of Social Protest	
SOC 465	Environment, Policy, and Justice	
SOC 498	Internship (No more than 6 credits may be counted toward major.)	
SOC 499	Directed Study (No more than 6 credits may be counted toward major.)	
Total Hours		24

BA. Inequalities and Globalization

ANTH/SOC 201	Introduction to Inequalities & Inclusion	3
SOC 311	Development of Social Theory	3
<u>Select one of the following:</u>		<u>3</u>
<u>CRIM 421</u>	<u>Gender and Crime</u>	
<u>CRIM 439</u>	<u>Inequalities in the Justice System</u>	
<u>SOC 423</u>	<u>Economic (In)Justice in the United States</u>	
<u>SOC 424</u>	<u>Sociology of Gender</u>	
<u>SOC 427</u>	<u>Racial and Ethnic Relations</u>	
Select one of the following:		3
SOC 460	Capstone: Sociology in Action	
SOC 462	Senior Practicum	
SOC 464	Criminology Abroad	
Select from these emphasis electives:		15
AIST/ANTH 314/ SOC 317	Tribal Sovereignty and Federal Policy	
AIST/ANTH 321/ SOC 319	Tribal Elders Series <u>(No more than three credits may be counted toward this major.)</u>	
AIST 344	Indigenous Ways of Knowing	
AIST 401	Contemporary American Indian Issues	
AIST 422	Plateau Indians <u>Contemporary Pacific Northwest Indians</u>	
ANTH 425	<u>Pop Culture and Consumerism</u>	
ANTH 462	Human Issues in International Development	
SOC-CRIM 335	Terrorism, Society and Justice	
SOC-CRIM 336	Comparative Criminal Justice Systems	
SOC-CRIM 421	Gender and Crime	

SOC <u>CRIM</u> 439	Inequalities in the Justice System	
SOC 325	Family, Violence, and Society	
SOC 327	Sociology of the Family	
SOC 340	Social Change & Globalization <u>Environmental Sociology and Globalization</u>	
SOC 341	Science, Technology, and Society	
SOC 342	Gender and Science	
SOC 343	Power, Politics, and Society	
SOC 345	Criminology <u>Extremism and American Society</u>	
SOC 346	Responding to Risk	
SOC 350	Food, Culture, and Society	
SOC 403	Workshop	
SOC 404	Special Topics	
SOC 420	Sociology of Law	
SOC 423	Economic (In)Justice in the United States	
SOC 424	Sociology of Gender	
SOC 427	Racial and Ethnic Relations	
SOC 428	Self and Society	
SOC 450	Dynamics of Social Protest	
SOC 465	Environment, Policy, and Justice	
SOC 466	Climate Change and Society	
SOC 498	Internship (No more than 6 credits may be counted toward major.)	
SOC 499	Directed Study (no more than 6 credits may be counted toward major)	
Total Hours		<u>2421</u>

Courses to total 120 credits for this degree

CB. General ~~Sociology~~

ANTH/SOC 201	Introduction to Inequalities & Inclusion	3
SOC 311	Development of Social Theory	3
Select one course from the following:		3
SOC 460	Capstone: Sociology in Action	
SOC 462	Senior Practicum	
SOC 464	Criminology Abroad	

Select ~~15~~18 credits from upper-division emphasis electives: ~~15~~18

SOC 319 <u>AIST</u> <u>321</u>	Tribal Elders Series (<u>No more than three credits may be counted toward this major.</u>)
<u>AIST 344</u>	<u>Indigenous Ways of Knowing</u>
SOC-CRIM 325	Family, Violence, and Society
SOC-CRIM 335	Terrorism, Society and Justice
SOC-CRIM 337	Violence and Society
SOC-CRIM 428	Self and Society
SOC-CRIM 439	Inequalities in the Justice System
SOC 327	Sociology of the Family
SOC 340	Social Change & Globalization
SOC 341	Science, Technology, and Society
SOC 342	Gender and Science
SOC 343	Power, Politics, and Society
SOC 345	Criminology
SOC 346	Responding to Risk
SOC 350	Food, Culture, and Society
SOC 403	Workshop
SOC 404	Special Topics
SOC 416	Qualitative Social Science Methods
SOC 417	Social Data Analysis
SOC 420	Sociology of Law
SOC 423	Economic (In)Justice in the United States
SOC 424	Sociology of Gender
SOC 427	Racial and Ethnic Relations
SOC 450	Dynamics of Social Protest
SOC 465	Environment, Policy, and Justice
<u>SOC 466</u>	<u>Climate Change and Society</u>
SOC 498	Internship (No more than 6 credits may be counted toward major.)
SOC 499	Directed Study (No more than 6 credits may be counted toward major.)

Total Hours ~~15~~2421

Courses to total 120 credits for this degree

Rationale: The changes to the Sociology major curriculum are a response to Criminology becoming a separate major starting in July 2020. We removed the Criminology emphasis and removed “General” from our third emphasis so it is now “Sociology.”

All courses draw on the expertise of our current faculty; no additional resources are needed.

All courses will be assessed as part of regular departmental assessment.

PROGRAM COMPONENT (Group B) OR NON-SUBSTANTIVE REQUEST FORM
(Fill out this form if you have a program component change as defined by Board Policy III.G.d.)

SELECT THE BOX OR BOXES THAT DESCRIBE YOUR REQUEST:

- | | | | |
|-------------------------------------|--|--------------------------|--|
| <input type="checkbox"/> | 1. New component (option, minor, emphasis, concentration or specialization) | <input type="checkbox"/> | 5. Discontinuation of a certificate (30 credits or less) |
| <input type="checkbox"/> | 2. New certificate (30 credits or less) | <input type="checkbox"/> | 6. CIP Code change |
| <input type="checkbox"/> | 3. Change to program name or title, degree, department, division, college or center | <input type="checkbox"/> | 7. Other, please describe: |
| <input checked="" type="checkbox"/> | 4. Discontinuation of a component (option, minor, emphasis, concentration or specialization) | | |

REQUIRED INFORMATION FOR ALL SELECTIONS:

Dept Chair Name:	Brian Wolf	Email:	bwolf@uidaho.edu	
Department/Unit:	Sociology & Anthropology / Sociology			
College:	CLASS			
Current Program Name:	Sociology - Criminology		Graduate	
		<input checked="" type="checkbox"/>	Undergraduate	
Current program credits:	51 credits			
Primary Point of Contact (if different from above):	Leontina Hormel	Email:	Lhormel@uidaho.edu	
Briefly describe the change you are requesting:	Starting July 2020 Criminology will be a separate unit (major) in the department. We are <u>removing the Sociology – Criminology emphasis,</u>			
CIP Code:		New (list requested code):		Existing (list the current code): 45.1101
What is the financial impact of the requested change:		Greater than \$250,000 per FY;		Less than \$250,000 per FY;
Describe the financial impact:	No financial impact is involved with these changes.			

Implementation/effective date of change or new component:	Removal of Criminology Emphasis July 2020		
Can 50% or more of the curricular requirements of this program be completed via online or distance delivery?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No
If yes can 100% of the curricular requirements of this program be completed via online or distance delivery?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Please write the geographical location that this program will be offered:	Though some courses are offered online, more than 50% of our courses are offered at the main UI campus in Moscow.		

NEW PROGRAM COMPONENTS AND CERTIFICATES – FILL OUT THIS SECTION IF YOU SELECTED #1 OR #2 ABOVE

Name of new component or certificate:			
Number of credits:			
Describe proposed new program component or certificate to include overview of program and credit requirements:			
Are there curriculum changes needed and/or do new courses need to be created:	<input type="checkbox"/>	Yes – if you select yes to this question, please attach all curriculum and course documents related to this.	<input type="checkbox"/> No
List the intended learning outcomes for the program component. Use learner centered statements that indicate what will students know, be able to do, and value or appreciate as a result of completing the program:			
Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program component:			
How will you ensure that the assessment findings will be used to improve the program?			
What direct and indirect measures will be used to assess student learning?			

When will assessment activities occur and at what frequency?

MODIFICATIONS/NAME CHANGES/CIP CODE CHANGES – FILL OUT THIS SECTION IF YOU SELECTED #3 OR #6 ABOVE

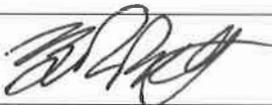
Current name of component or degree:			
New name of component or degree:			
Number of credits:			
Describe the modification are you making:			
Name of major or degree that the component is attached to:			
Describe rationale for the modification:			
Indicate whether program, curriculum, course and admission requirements remain the same.	<input type="checkbox"/>	Yes – if you select yes to this question, please attach all curriculum and course documents related to this.	<input type="checkbox"/> No
Are any of the learning outcomes changing:	<input type="checkbox"/>	Yes – if yes fill out question below	<input type="checkbox"/> No
List the new learning outcomes:	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 		

Indicate whether program, curriculum, course and admission requirements remain the same.		Yes - if you select yes to this question, please attach all curriculum and course documents related to this.		No
Are any of the learning outcomes changing:	X	Yes - if yes fill out question below		No
List the new learning outcomes:	1. 2. 3. 4. 5.			

DISCONTINUATION - FILL OUT THIS SECTION IF YOU SELECTED #4 OR #5 ABOVE

What are you requesting to discontinue:	Criminology (emphasis in Sociology)		
What is the student impact if any?	No impact. Criminology will be a separate major in the department in July 2020.		
Are there curriculum changes needed and/or do new courses need to be created:		Yes - if you select yes to this question, please attach all curriculum and course documents related to this.	No

SIGNATURES - REQUIRED FOR ALL SELECTIONS:

Dept/Unit Curriculum Committee Approval Date:	September 10, 2019	Vote Record:	16 votes in support
Dept Chair Signature of Approval	 9/10/19		
College Curriculum Committee Approval Date:	September 18, 2019	Vote Record:	3-0 in support
Dean Signature of Approval			

**University Committee on General Education
Proposed Catalog Changes
Effective Summer 2020**

J-3-g. Senior Experience

One course chosen from the approved Senior Experience courses listed below.

Approved Senior Experience Courses:

AGEC 478	Advanced Agribusiness Management	3
AGED 471	Senior Capstone in Agricultural Education	1
AGED 498	Internship (Max 10 credits)	1-10
ARCH 454	Architectural Design: Vertical Studio	6
ART 410	Professional Practices	2
ART 490	BFA Art/Design Studio	6
ART 491	Information Design	3
ART 495	BFA Senior Thesis	2
AVS 450	Issues in Animal Agriculture	2
BE 478	Engineering Design I	3
BE 479	Engineering Design II	3
BE 491	Senior Seminar	1
BIOL 401	Undergraduate Research	1-4
BIOL 405	Practicum in Anatomy Laboratory Teaching	2-4
BIOL 407	Practicum in Biology Laboratory Teaching	2-6
BIOL 408	Practicum in Human Physiology Laboratory Teaching	2-4
BIOL 411	Senior Capstone	2
BIOL 425	Experimental Field Ecology	3
BIOL 491	Practicum in Teaching	2
BUS 490	Strategic Management	3
CE 494	Senior Design Project	3
CHE 452	Environmental Management and Design	1-16
CHE 454	Process Analysis and Design II	3
CHEM 409	Proseminar	1
COMM 453	Communication Theory	3
CS 481	CS Senior Capstone Design II	3
ECE 481	EE Senior Design II	3
ECE 483	Computer Engineering Senior Design II	3
ECON 490	Economic Theory and Policy	3
ENGL 440	Client-Based Writing	3
ENGL 490	Senior Seminar	3
EDCI 401	Internship Seminar	1
EDCI 485	Secondary Internship	15
ENT 438	Pesticides in the Environment	3
ENVS 497	Senior Research	2-4
FCS 401	Professional Ethics and Practice in CFCS	1

FCS 424	Senior Experience: Apparel Design	4
FCS 432	Apparel Promotion and Merchandising	3
FCS 486	Nutrition in the Life Cycle	3
FCS 492	Nutrition Education in the Life Cycle	3
FCS 497	Internship Preschool	1-16
FISH 418	Fisheries Management	4
FISH 473	ECB Senior Presentation	1
FISH 495	Fisheries Seminar	1
FL 401	MLC International Experience	1
FOR 424	Silviculture Principles and Practices	4
FOR 427	Prescribed Burning Lab	3
FOR 473	ECB Senior Presentation	1
FS 489	Food Product Development	3
GEOG 493	Senior Capstone in Geography	3
GEOL 490	Geology Field Camp	3
HIST 495	History Senior Seminar	3
ID 452	Interior Design VI	6
INDT 484	Industrial Technology Capstone I	3
INTR 401	Career and Leadership Development	2
IS 495	International Studies Senior Seminar	3
JAMM 448	Law of Mass Media	3
JAMM 476	Advanced Digital Media Production II	3
LARC 480	The Resilient Landscape	3
MATH 415	Cryptography	3
ME 424	Mechanical Systems Design I	3
ME 426	Mechanical Systems Design II	3
MUSA 490	Half Recital	0
MUSA 491	Recital	0
MUSC 481	Senior Thesis in Music Theory II	1
MUSC 490	Senior Recital	0
MUSH 481	Senior Thesis in Music History II	1
MUST 432	Practicum: Music Teaching	11
MVSC 486	Healthy Active Lifestyle Assessment and Intervention	3
NRS 411	Environmental Project Management & Decision Making	4
NRS 473	ECB Senior Presentation	1
NRS 475	Conservation Planning and Management	4
ORGS 410	Capstone Project in Organizational Sciences	1-6
PEP 495	Practicum	1
PEP 498	Internship in Exercise Science & Health	1-16
PHIL 490	Senior Seminar	3
PHYS 407	Communicating Science	1
PHYS 492	Senior Research	1
POLS 490	Senior Experience	3
PSYC 415	History and Systems of Psychology	3
REC 498	Internship in Recreation, Sport, and Tourism	1-16

REM 456	Integrated Rangeland Management	3
REM 473	ECB Senior Presentation	1
RMAT 473	ECB Senior Presentation	1
RMAT/MKTG 495	Product Development and Brand Management	3
SOC 460	Capstone: Sociology in Action	3
SOC 461	Capstone: Justice Policy Issues	3
SOC 462	Senior Practicum	3
SOC 464	Criminology Abroad	3
SOIL 427	Sustainable Food Systems	3
THE 483	Senior Capstone Project	1
VTD 457	Capstone Design Studio I	6
WLF 473	ECB Senior Presentation	1
WLF 492	Wildlife Management	4

**College of Graduate Studies
Proposed Catalog Changes
Effective Summer 2020**

1. Replace the existing **Annual Enrollment** section of the **College of Graduate Studies – General Graduate Regulations** page with new **Continuous Registration** and **Graduate Finishing Status** sections:

~~Annual Enrollment Policy~~

~~Annual enrollment is required for all degree seeking graduate students. Annual enrollment is defined as registering for at least one credit at the 500 or higher level every 12 months. Professional development courses do not satisfy the annual enrollment requirement.~~

~~If annual enrollment is not maintained and the absence has been five or fewer terms, a request for reenrollment in the program is required prior to any future registration by completing the Request for Reenrollment form available on the College of Graduate Studies website. The reenrollment decision is made at the program level with final approval through the College of Graduate Studies and should be requested well in advance of the requested semester of return.~~

~~If annual enrollment is not maintained and the absence has been for more than five terms, a request for readmission to the program is processed through the Graduate Admissions Office as well as reenrollment through the College of Graduate Studies. The readmission decision is made at the program level and forwarded to the Graduate Admissions Office. The reenrollment decision is made at the program level and forwarded to the College of Graduate Studies.~~

~~A student may request approval of a planned leave if the anticipated absence will be longer than one year but for no more than five terms. Approval must be given in advance of the time of absence by completing the Approval of Planned Leave form with signatures from the major professor, program administrator, and the dean of the College of Graduate Studies.~~

~~A reenrollment fee is charged each time a reenrollment application or readmission form is processed. Any appeals to this policy are to be made to the dean of the College of Graduate Studies.~~

Continuous Registration

Students admitted to a graduate program at the University of Idaho are required to be continuously registered in the fall and spring semester through their degree programs. Continuous enrollment is a special course for which graduate students may register in place of credit-bearing courses any semester they are not attending the University of Idaho in order to remain admitted to their degree program. Students may request a Leave of Absence for a situation which, temporarily, will not allow them to continue in their program. A student may petition for a leave of absence for up to one year. Leave of Absence petitions are submitted to the College of Graduate Studies.

To meet the continuous enrollment requirement, students may register for any academic credit-bearing course(s) or in a continuous enrollment course. Continuous enrollment registration carries a reduced fee which is 25% of the cost of a regular academic credit. Registration in a continuous enrollment course, does not carry academic credit and therefore does not defer student loans.

Registration in a continuous enrollment course does maintain graduate student status and allows for the purchase of student health insurance – SHIP (contact the SHIP office for details on enrollment while in continuous registration status). Registration in a continuous enrollment course allows the student access to the library, laboratory, campus computer services, etc. Registration in a continuous enrollment course does not allow students access to any campus function or activity which is paid for by student fees (e.g. Rec Center). TA and RA positions are not available to students who are registered in a continuous enrollment course.

Students who do not maintain continuous enrollment by registering for regular courses or a continuous enrollment course will be required to apply for re-enrollment into their previous academic program. If a student does not enroll in either regular coursework or a continuous enrollment course for two consecutive terms (excluding Summer) they will be required to apply for re-admission to their previous graduate program if they wish to continue their studies. Re-admission and re-enrollment decisions are made at the program level and forwarded to the College of Graduate Studies. Students are allowed a maximum of two consecutive semesters of continuous enrollment registration. Beyond two semesters, the student must register for regular credit bearing courses or petition for a Leave of Absence through the College of Graduate Studies. Students who wish to register for a continuous enrollment course must follow the same procedures and rules which apply to regular registration.

Graduate Finishing Status

It is expected that all graduate students using university facilities or faculty time be registered in an appropriate number of credits which reflects the amount of effort expected by the student and the faculty. Master's degree candidates who have completed their study plan and doctoral degree candidates who have completed their study plan and passed their preliminary examination but have yet to finish their research/project/performance may register in a finishing status course. Finishing status registration carries a reduced fee which is 25% of the cost of a regular academic credit. Students can register for a finishing status course for up to two semesters. Beyond two semesters, the finishing status course is not available, and the student must register for at least one credit of regular course work per term through graduation. Graduate degree candidates must be either enrolled for at least one regular academic credit or must register in a finishing status course during the term (Fall, Spring, or Summer) they will complete their degree requirements.

Registration in a finishing status course does not carry academic credit and therefore does not defer student loans. International students who wish to remain in the country are not eligible to register in a finishing status course and must register for a regular research credit.

Registration in a finishing status course does maintain graduate student status and allows for the purchase of student health insurance – SHIP (contact the SHIP office for details on enrollment while in graduate finishing status). Registration in a finishing status course allows the student access to the library, laboratory, campus computer services, etc. Registration in a finishing status course does not allow students access to any campus function or activity which is paid for by student fees (e.g. Campus Rec). TA and RA positions are not available to students registering in a finishing status course.

[Students who wish to register for a finishing status course must follow the same procedures and rules which apply to regular registration.](#)

2. Add the following **Provisional Admission** section to the **College of Graduate Studies – General Graduate Regulations** page:

Provisional Admission

Provisional admission is available to students who are academically eligible but lack departmental requirements or are deficient in coursework necessary for full admission to the program. The program is responsible to track the provisions and communicate with COGS when the student meets the conditions. The conditions specified for a student's advancement to regular admission are established at the time of his or her acceptance and must not be changed (i.e., either strengthened or relaxed) thereafter.

A student who is not eligible for regular admission may be considered for provisional admission (on the Master's level only) if approved by the Director of Graduate Studies and there is evidence for success in graduate-level work as demonstrated by one of the following:

1. the student's undergraduate GPA shows satisfactory improvement
2. the student has taken post-baccalaureate course work with A and/or B grades
3. the student has relevant post-bachelors work experience and/or has been working for at least one year in the field of the proposed graduate major
4. the student has a letter of support from a faculty member in the discipline who is willing to serve as the student's major professor

Provisional admission is not available to International students who hold non-resident alien visas or students who are to be appointed to assistantships.

A student may not remain in provisional enrollment status for more than one academic year, or after the completion of 9 credits.

A student will be advanced to regularly admitted provided he or she maintains a GPA of at least 3.00 each semester (a higher GPA may be specified), fulfills the conditions that were specified at the time of initial enrollment, and receives no incompletes.

A student who does not meet the stated conditions for advancement cannot continue in the College of Graduate Studies or enroll in 500-level courses and is subject to normal disqualification and reinstatement procedures. It is the student's responsibility to be in touch with the administrative unit regarding his or her progress toward meeting the conditions for regular admission.

Academic units need not require a student to make up ALL of his or her academic deficiencies while in provisional enrollment. Performance on a limited selection of courses should suffice to demonstrate whether or not the student has the ability to do satisfactory graduate work. Remaining

deficiencies, if any, can be made up after the student has been regularly admitted. The academic unit must be sure that any courses the student is required to take while provisionally admitted will, in fact, be offered during that period.

3. Make the following changes to the Probation, Disqualification, and Reinstatement section of the **College of Graduate Studies – General Graduate Regulations** page:

Probation, Disqualification, and Reinstatement

Graduate students remain in good standing if the semester GPA and the cumulative GPA are 3.00 or higher. A graduate student is placed on academic probation after any semester or summer session in which a GPA of less than 3.00 is earned in courses placed on the graduate transcript, regardless of the student's cumulative GPA. Students on academic probation who attain a semester GPA of 3.00 or higher during the next or subsequent semester or summer session after being placed on probation, but whose cumulative GPA is still below a 3.00, will remain on academic probation until the cumulative GPA is a 3.00 or higher.

The student will be disqualified if a semester GPA of less than 3.00 (regardless of cumulative GPA) is earned on courses placed on the graduate transcript during the second, consecutive semester or summer session in which regular grades of A, B, C, D, or F are received.

~~If a graduate student who is on probation receives an Incomplete during a semester, the revert grade listed for the Incomplete will be used to calculate the GPA for that semester. If the calculated semester GPA is 3.00 or higher, the student will be allowed to register for a current or future semester. If the calculated semester GPA is less than a 3.00 GPA, the student will be disqualified and will not be allowed to register for current or future semesters or sessions. If the student has registered pending receipt of the revert grade, the student will be disenrolled. Once the work is completed and a final grade is given, the GPA will be automatically recalculated.~~

A graduate student may be reinstated after disqualification under the following conditions: the student may not enroll as a graduate student for at least one semester (fall or spring), ~~must get the positive recommendation of his or her program's administrator,~~ must have a major professor and approved study plan, must get the positive recommendation of his or her department chair/program director and major professor, and must get College of Graduate Studies permission. Reinstatement is granted for a specific semester only. The student must receive at least a 3.00 GPA the first semester back in the College of Graduate Studies. If a student does not register for that semester, he or she must again seek College of Graduate Studies permission for reinstatement. A student will remain on probation as long as the cumulative GPA is below a 3.00.

**College of Agricultural and Life Sciences
Proposed Catalog Changes
Effective Summer 2021**

1. Create the following **M.S. in Dietetics**:

Master of Science in Dietetics (M.S.)

Students seeking admission to the MSD program are required to complete the following undergraduate coursework. These courses can be completed during the fourth year of the BS Food and Nutrition major at the University of Idaho or will need to be completed as part of the first bridging year of the MSD.

Undergraduate Course Requirements (26 credits)

FCS 362	Intro. to Clinical Dietetics	3
FCS 389	Intro. to Clinical Nutrition Lab	1
FCS 463	Helping Skills in Dietetics	2
FCS 473	Community Nutrition	3
or HS 490	Health Promotion	
FCS 482	Quantity Food Production and Equipment	3
FCS 483	Quantity Food Production and Equipment Lab	2
FCS 486	Nutrition in the Lifecycle	3
FCS 492	Nutrition Education in the Lifecycle	3
FCS 491	Research Methods in Food and Nutrition	3
or PEP 455	Design and Analysis of Research in Mvmt Sciences	
STAT 431	Statistical Analysis	3

This degree will require 33 credits of 500-level courses and at least 1,200 hours of supervised experiential learning in nutrition and dietetics settings culminating in successful completion of a comprehensive final exam. It will be accredited through the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

MSD Course Requirements (33 credits)

FCS 501	Graduate Seminar	4
FCS 509	Nutrition and Dietetics Professional Skills	1
FCS 565	Nutrition Therapy and Disease	4
FCS 566	Applied Clinical Dietetics <i>with substantial supervised experiential learning</i>	7
FCS 573	Applied Community Nutrition <i>with substantial supervised experiential learning</i>	5
FCS 587	Management and Leadership in Diet	4
FCS 588	Applied Food and Nutrition Management <i>with substantial supervised experiential learning</i>	7
FCS 599	Non-thesis requirement	1

Idaho State Board of Education

Proposal for Undergraduate/Graduate Degree Program

Date of Proposal Submission:	October 31, 2019
Institution Submitting Proposal:	University of Idaho
Name of College, School, or Division:	College of Agricultural and Life Sciences
Name of Department(s) or Area(s):	Margaret Ritchie School of Family and Consumer Sciences

Program Identification for Proposed New or Modified Program:

Program Title:	Master of Science in Dietetics				
Degree:		Degree Designation		Undergraduate	<input checked="" type="checkbox"/> Graduate
Indicate if Online Program:			<input checked="" type="checkbox"/>	No	
CIP code (consult IR /Registrar):	51.3101				
Proposed Starting Date:	Summer 2021				
Geographical Delivery:	Location(s)	Idaho	Region(s)	Region 2	
Indicate (X) if the program is/has:			<input checked="" type="checkbox"/>	Professional Fee	Online Program Fee
Indicate (X) if the program is:	<input checked="" type="checkbox"/>	Regional Responsibility		Statewide Responsibility	

Indicate whether this request is either of the following:

- | | |
|---|---|
| <input checked="" type="checkbox"/> New Degree Program | <input type="checkbox"/> Consolidation of Existing Program |
| <input type="checkbox"/> Undergraduate/Graduate Certificates (30 credits or more) | <input type="checkbox"/> New Off-Campus Instructional Program |
| <input type="checkbox"/> Expansion of Existing Program | <input type="checkbox"/> Other (i.e., Contract Program/Collaborative) |

College Dean (Institution) Date

Vice President for Research (Institution; as applicable) Date

Graduate Dean or other official (Institution; as applicable) Date

Academic Affairs Program Manager, OSBE Date

FVP/Chief Fiscal Officer (Institution) Date

Chief Academic Officer, OSBE Date

Provost/VP for Instruction (Institution) Date

Chief Financial Officer, OSBE Date

President Date

SBOE/Executive Director Approval Date

Before completing this form, refer to Board Policy Section III.G., Postsecondary Program Approval and Discontinuance. This proposal form must be completed for the creation of each new program. All questions must be answered.

Rationale for Creation or Modification of the Program

1. **Describe the request and give an overview of the changes that will result.** Will this program be related or tied to other programs on campus? Identify any existing program that this program will replace.

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). The Margaret Ritchie School of Family and Consumer Sciences (FCS) is proposing to offer a new degree program called the Master of Science in Dietetics (MS D). This degree will include 55 credit hours (32 credits of 500-level courses) and at least 1,200 hours of supervised experiential learning in nutrition and dietetics settings culminating in successful completion of a comprehensive final exam. It will be accredited through the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The purpose of the degree is to meet the requirements needed for graduates to take the credentialing exam to become RDNs (previously referred to as registered dietitians, RDs).

Currently, FCS offers a bachelor of science in family and consumer sciences (BS FCS) with a major in Foods and Nutrition. Within this major is an ACEND-accredited coordinated program in dietetics that includes 62 hours of undergraduate course work and at least 1,200 hours of supervised experiential learning in nutrition and dietetics. Students who complete a bachelor's degree and the accredited coordinated program in dietetics are currently eligible to take the CDR credentialing exam to become RDNs. However, beginning January 1, 2024, those wishing to become RDNs must have a master's degree and complete an ACEND-accredited program. As we wish to continue to educate future RDNs, we are proposing to close the existing ACEND-accredited coordinated program at the baccalaureate level and utilize current resources in food, nutrition, and dietetics to offer an ACEND-accredited MS D.

The current BS FCS major in foods and nutrition will remain and will function as an option for those students who wish to work as food and nutrition professionals. Some students will want to work as RDNs and will apply to the ACEND-accredited MS D. The current undergraduate enrollment of students in food and nutrition is expected to grow, as students will seek a seamless transition from the undergraduate to graduate degree. In fact, University of Idaho students will be encouraged to apply for the MS D in their junior year and begin the MS D in their senior year. Current students accepted into the program will complete the BS and MS within five years in this 3 + 2 program.

Students who already have a BS degree in another major or from another institution who wish to work as RDNs may apply for the two year (four semesters) ACNED-accredited MS D. Since the program will be accredited, students accepted with a BS degree will complete the entire four semesters in sequence.

2. **Need for the Program.** Describe the student, regional, and statewide needs that will be addressed by this proposal and address the ways in which the proposed program will meet those needs.
 - a. **Workforce need:** Provide verification of state workforce needs that will be met by this program. Include State and National Department of Labor research on employment

Revised 10/27/17

potential. Using the chart below, indicate the total projected annual job openings (including growth and replacement demands in your regional area, the state, and nation. Job openings should represent positions which require graduation from a program such as the one proposed. Data should be derived from a source that can be validated and must be no more than two years old.

List the job titles for which this degree is relevant:

1. *Dietitians and Nutritionists*

	State DOL data	Federal DOL data	Other data source
Local (Service Area)			
State	https://www.bls.gov/oes/current/oes_id.htm#29-0000 May 2018 Idaho Employment RSE is 10%		https://projectionscentral.com/Projections/LongTerm 2016-2026 Long Term Occupational Projections in Idaho is 21.4% change with average annual openings of 30.
Nation		https://www.bls.gov/ooH/healthcare/dietitians-and-nutritionists.htm 2018-2028 Job Outlook is 11% (much faster and average) and Employment change is 8,000.	

The workforce needs for dietitians and nutritionists are growing faster than average. Therefore, there will be adequate employment opportunities for graduates. Furthermore, the workforce needs will be met by the MS D in exactly the same manner as those currently met for the BS FCS with a major in Food and Nutrition. Employment data from 2018 graduates of the coordinated program in dietetics indicates that 95% of graduates were employed in nutrition and dietetics or related fields within 12 months of graduation.

Our EMSI analysis indicates a 21% increase in the job market in Idaho through 2028, which is much higher than the national change (16.8%).

- b. Student need.** What is the most likely source of students who will be expected to enroll (full-time, part-time, outreach, etc.). Document student demand by providing information you have about student interest in the proposed program from inside and outside the institution. If a survey was used, please attach a copy of the survey instrument with a summary of results as **Appendix A**.

The most likely source of students who will be applying for the ACEND-accredited MS D are current undergraduates in Food and Nutrition. In the academic year 2018, there were

a total of 116 students in this area; 15 were freshman and 20 were sophomores. These students are anticipated to graduate as early as May 2022 and May 2021, respectively. Since the majority of students currently interested in foods and nutrition wish to work as RDNs, they will apply to the ACEND-accredited MS D in order to have a seamless baccalaureate degree to a master's degree. We will also recruit transfer students from, for example, Boise State University, College of Southern Idaho, College of Western Idaho, and Northern Idaho College among others.

We are currently seeking accreditation for 18 placements in each MS D cohort. All students will be required to be enrolled full-time. As this would be a two-year program, there would be 36 total students in the ACEND-accredited MS D. We will work to identify additional facilities and preceptors to provide supervised experiential learning, in an effort to continuously increase enrollment.

- c. Economic Need:** Describe how the proposed program will act to stimulate the state economy by advancing the field, providing research results, etc.

The national mandate for entry-level RDNs to complete a graduate degree and an ACEND accredited program will advance the field of nutrition and dietetics. The proposed MS D will keep future RDNS in higher education in the State of Idaho.

Many RDNs work in preventive health care, which is well documented to reduce medical expenses. Improved health care of the population can lower the state- and federally-subsidized health care costs, thereby improving the economy.

- d. Societal Need:** Describe additional societal benefits and cultural benefits of the program.

There is a growing national trend to change the culture of health in the United States. For instance, the Robert Wood Johnson Foundation supports a multimillion-dollar funding initiative to develop community partnerships with health care coalitions and higher education. Similarly, the Association of Public and Land-Grant Universities' new initiative – Healthy Food Systems, Healthy People – is also building healthier communities. Clearly, optimal nutrition fits well within these and other like initiatives and ensuring adequate nutrition counseling and care via RDNs is an important piece of this complex puzzle.

A growing and aging population will increase the demand for health care, including meals, nutrition education and nutrition counseling in schools, community health programs, home-healthcare agencies, prisons, and nursing homes.

- e. If Associate's degree, transferability:** NA

- 3. Similar Programs.** Identify similar programs offered within Idaho and in the region by other in-state or bordering state colleges/universities.

Similar Programs offered <u>by Idaho public institutions</u> (list the proposed program as well)		
Institution Name	Degree name and Level	Program Name and brief description if warranted
Idaho State University,	BS Dietetics	ACEND-accredited didactic program in dietetics (DPD) prepares students to complete a dietetic

Pocatello		<i>internship.</i>
Idaho State University, Pocatello, Twin Falls and Meridian	<i>MS/ Dietetic Internship</i>	<i>ACEND-accredited dietetic internship (DI) lasting 16 months, four semesters (fall, spring, summer, fall) that prepares students for careers as registered dietitian nutritionists. This program may only be completed AFTER an ACEND-accredited didactic program in dietetics.</i>

Similar Programs offered by other Idaho institutions and by institutions in nearby states		
Institution Name	Degree name and Level	Program Name and brief description if warranted
Washington State University, Spokane	<i>Master of Science Coordinated Program in Dietetics, Nutrition, and Exercise Physiology</i>	<i>ACEND-accredited coordinated program that combines course work and a minimum of 1200 supervised practice hours as part of master's program.</i>

4. **Justification for Duplication with another institution listed above.** (if applicable). If the proposed program is similar to another program offered by an Idaho public institution, provide a rationale as to why any resulting duplication is a net benefit to the state and its citizens. Describe why it is not feasible for existing programs at other institutions to fulfill the need for the proposed program.

Idaho State University's didactic program in dietetics is currently offered at the baccalaureate level in Pocatello. Students who wish to pursue a career as a Registered Dietitian Nutritionist must first complete a four year undergraduate didactic program in dietetics and then be admitted to and complete a dietetic internship. Idaho State University offers a 16 month MS/ Dietetics Internship in Pocatello, Twin Falls and Meridian. Idaho State University offers the course work, the supervised experiential learning, and the degree that students in Southern Idaho need to be RDNs.

The MS D at the University of Idaho will offer didactic and supervised experiential learning in a two-year degree. It will follow the "future education model" that has been put forth by the ACEND. It will be accredited under ACEND accreditation standards for graduate degree programs in nutrition and dietetics (future education model) published June 2017.

5. **Describe how this request supports the institution's vision and/or strategic plan.**

A primary goal outlined in UI's strategic plan and process 2016-2025 is to increase enrollment. The MS D ACEND-accredited track will increase graduate enrollment initially by 36 full-time students pursuing a graduate degree in the MRSFCS within the College of Agricultural and Life Sciences (this would be a significant increase, as there were 17 graduate students in fall 2018 in the school). Enrollment of up to 42 students could easily be reached. Additional placements for supervised experiential learning will be identified in Regions 1, 2, and 3 in an effort to further increase enrollment to the communities' capacity. The ACEND-accredited track must incorporate supervised experiential learning, thereby allowing for the continuing effort this program provides in terms of outreach and engagement

6. **Assurance of Quality.** Describe how the institution will ensure the quality of the program. Describe the institutional process of program review. Where appropriate, describe applicable specialized accreditation and explain why you do or do not plan to seek accreditation.

This will be an accredited program through ACEND. The MS D was approved by ACEND in June, 2018 to be a "Demonstration Program." The MS D will be developed to meet the standards of the Graduate Degree Programs in Nutrition and Dietetics (Future Education Model) that incorporates course work and supervised experiential learning so that graduates are able to demonstrate competencies for entry-level practice. The director of the dietetics program in the Margaret Ritchie School of Family and Consumer Sciences will submit a self-study in November, 2019. A site-visit will be completed in February, 2020. The program will seek accreditation beginning fall 2021. Once accredited, the program will be reviewed for continuing accreditation every seven years.

7. **In accordance with Board Policy III.G., an external peer review is required for any new doctoral program.** Attach the peer review report as **Appendix B.** NA
8. **Teacher Education/Certification Programs** All Educator Preparation programs that lead to certification require review and recommendation from the Professional Standards Commission (PSC) and approval from the Board.

Will this program lead to certification?

Yes _____ No x

If yes, on what date was the Program Approval for Certification Request submitted to the Professional Standards Commission? N/A

9. **Five-Year Plan: Is the proposed program on your institution's approved 5-year plan? Indicate below.**

Yes x No _____

This program has been on our institution's approved 5-year plan as a "Master of Science in Nutrition and Dietetics or MSND." However, we would now like to call it a Master of Science in Dietetics or MS D.

Proposed programs submitted to OSBE that are not on the five-year plan must respond to the following questions and meet at least one criterion listed below.

- a. **Describe why the proposed program is not on the institution's five year plan.**

When did consideration of and planning for the new program begin?

- b. **Describe the immediacy of need for the program.** What would be lost were the institution to delay the proposal for implementation of the new program until it fits within the five-year planning cycle? What would be gained by an early consideration?

Criteria. As appropriate, discuss the following:

- i. How important is the program in meeting your institution's regional or statewide program responsibilities? Describe whether the proposed program is in response to a specific industry need or workforce opportunity.
- ii. Explain if the proposed program is reliant on external funding (grants, donations)

- with a deadline for acceptance of funding.
- iii. Is there a contractual obligation or partnership opportunity to justify the program?
 - iv. Is the program request or program change in response to accreditation requirements or recommendations?
 - v. Is the program request or program change in response to recent changes to teacher certification/endorsement requirements?

Curriculum, Intended Learning Outcomes, and Assessment Plan

10. Curriculum for the proposed program and its delivery.

- a. **Summary of requirements.** Provide a summary of program requirements using the following table.

Credit hours in required courses offered by the department (s) offering the program.	55
Credit hours in required courses offered by other departments:	0
Credit hours in institutional general education curriculum	0
Credit hours in free electives	0
Total credit hours required for degree program:	55

- b. **Curriculum.** Provide the curriculum for the program, including a listing of course titles and credits in each.

Courses that will be offered at the 300 and 400 level (23 credits)

(These courses will be taken in the fourth year of the BS and include the courses required for the degree BS Food and Nutrition Major in Food and Nutrition that will be on the catalog 20-21. Or these courses can be taken in the first year of MS D.)

*FCS 482: Quantity Food Production and Equipment (3)
 FCS 483: Quantity Food Production and Equipment Lab (2)
 FCS 463: Helping Skills in Dietetics (2)
 FCS 473: Community Nutrition (3)
 FCS 486: Nutrition in the Lifecycle (3)
 FCS 492: Nutrition Education in the Lifecycle (3)
 FCS 362: Intro. to Clinical Dietetics (3)
 FCS 389: Intro. to Clinical Nutrition Lab (1)
 FCS 491: Research Methods in Food and Nutrition (3)*

Courses that will be offered at the 500 level (32)

(With the exception of FCS 599, these courses need to be added to the catalog for 2021. They have been previously offered at the undergraduate level, therefore course change forms will be submitted early fall 2020 along with the curriculum form to the college and university curriculum committees).

*FCS 509: Professional Skills in Nutrition and Dietetics (2)
 FCS 565: Medical Nutrition Therapy (4)
 FCS 566: Applied Clinical Dietetics (7- with substantial supervised experiential learning)*

*FCS 587: Management and Leadership in Dietetics (4)
 FCS 588: Applied Food and Nutrition Management (7- with substantial supervised*

experiential learning)

FCS 573: Applied Community Nutrition (7- with substantial supervised experiential learning)

FCS 599: Non-thesis requirement (1)

- c. Additional requirements.** Describe additional requirements such as comprehensive examination, senior thesis or other capstone experience, practicum, or internship, some of which may carry credit hours included in the list above.

Students will be required to demonstrate competency for entry-level practice as they complete “practicum” or “internship” in a variety of settings in community nutrition, clinical dietetics and food and nutrition management under the mentorship of a “preceptor.” This is referred to as supervised experiential learning. Students will complete 320 hours of supervised experiential Applied Community Nutrition in the third semester. Each student will be placed in a community nutrition setting and learn to work as a community nutritionist. By the end of the semester the student will be able to demonstrate competency as an entry-level community nutritionist. Students will complete Advanced Applied Clinical Dietetics in the first eight weeks of their final semester where they will be placed in a hospital working under the supervision of an RDN for 320 hours of supervised experiential learning. By the end of eight weeks, the student will be able to demonstrate competency as an entry-level clinical dietitian. The final eight weeks of the final semester, the students will complete Applied Food and Nutrition Management. They will be placed in a hospital or a school district to complete 320 hours of supervised experiential learning under a director. By the end of the experience, students must be able to demonstrate competency as an entry-level food service director. Competencies are created and required by ACEND’s Accreditation Standards for Graduate Degree Programs in Nutrition and Dietetics (Future Education Model).

In addition, at the completion of course work and supervised experiential learning, students will be required to successfully complete a comprehensive examination written and administered by graduate nutrition faculty in FCS. This will count as their MS project, and successful completion will be required for graduation. Students not passing the exam the first time will be offered a second chance within 4 weeks.

11. Program Intended Learning Outcomes and Connection to Curriculum.

- a. Intended Learning Outcomes.** List the Intended Learning Outcomes for the proposed program, using learner-centered statements that indicate what will students know, be able to do, and value or appreciate as a result of completing the program.

The ACEND accreditation standards for graduate degree programs in nutrition and dietetics (future education model) require that students demonstrate seven learning outcomes. Students in the MS D will:

- 1. Apply foundational sciences to food and nutrition knowledge to meet the needs of individuals, groups and organizations.*
- 2. Apply and integrate client/ patient-centered principles and competent nutrition and dietetics practice to ensure positive outcomes.*
- 3. Apply food systems principles and management skills to ensure safe and efficient delivery of food and water.*
- 4. Apply community and populations nutrition health theories when providing support to community or population nutrition programs.*
- 5. Demonstrate leadership, business and management principles to guide practice and*

achieve operational goals.

6. Integrate evidence-informed practice, research principles and critical thinking into practice.

7. Demonstrate professional behaviors and effective communication in all nutrition and dietetics interactions.

12. Assessment plans

- a. Assessment Process.** Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program.

Each of the learning outcomes have competencies associated with them. The competencies are created and required by the ACEND accreditation standards for graduate degree programs in nutrition and dietetics (future education model). Furthermore, the competencies have performance indicators associated with them. The curriculum is mapped to ensure that each performance indicator is covered and that formative and summative assessment is occurring at multiple times throughout the program. A competency assessment plan will be written, reviewed annually in the spring by the faculty and the advisory board and updated, as needed. The plan will include each competency, the course(s) and/or supervised learning activity the competency is assessed, and the assessment methods use. Targets for achieving the competencies will be set. The process for tracking individual student's demonstration of performance indicators and competencies will be through the program management software e-value or the University's assessment software Campus Labs. The formative and summative assessment data will be submitted by the student, instructor, or preceptor as it occurs throughout each semester. The data will be analyzed by the program director, faculty and advisory board annually in the spring as part of the formal curriculum review.

- b. Closing the loop.** How will you ensure that the assessment findings will be used to improve the program?

A formal curriculum review will occur annually in the spring by the faculty and stakeholders and will use the results of the competency assessment and the program evaluation (student's time to completion, number taking the CDR credentialing exam, number passing the CDR credentialing exam, employment rates, and employment satisfaction) to determine strengths and areas for improvement. The curriculum review will result in actions to maintain or improve student learning.

- c. Measures used.** What direct and indirect measures will be used to assess student learning?

Direct measures include formative and summative assessment tools such as exam questions, projects with rubrics, direct observation cards, preceptor evaluations, etc. will be developed by the faculty to assess performance indicators that have been matched with competencies, all of which are created and required by the ACEND accreditation standards for graduate degree programs in nutrition and dietetics (future education model). In addition, the program will collect indirect measures from survey data from the preceptors, graduates, and employers (student's time to completion, number taking the CDR credentialing exam, number passing the CDR credentialing exam, employment rates, and employment satisfaction). The final comprehensive exam scores will be used to assess overall student learning and preparation for the

CDR credentialing exam for dietitian nutritionists. The final comprehensive exam will consist of four domains that is aligned with the program's seven learning outcomes. The final comprehensive exam is also aligned with the CDR credentialing exam for dietitian nutritionist.

- d. Timing and frequency.** When will assessment activities occur and at what frequency?

Assessment activities will occur each semester in each course and supervised experiential learning setting. The final assessment will occur after the completion of course work and supervised experiential learning in the form of a final comprehensive exam.

Enrollments and Graduates

- 13. Existing similar programs at Idaho Public Institutions.** Using the chart below, provide enrollments and numbers of graduates for similar existing programs at your institution and other Idaho public institutions. N/A

There are no programs that currently offer an ACEND-accredited future education model future graduate program to prepare future RDNs to take the CRD credentialing exam at Idaho public institutions.

ISU offers a bachelor of science in dietetics. This is an ACEND-accredited didactic program in dietetics (DPD). Students then must apply for an ACEND-accredited dietetic internship (DI). ISU offers an ACEND-accredited Master of Science Dietetic Internship. Students must have a verification statement from a DPD and a verification statement from the DI to be eligible to take the CDR credentialing exam.

Existing Similar Programs: Historical enrollments and graduate numbers								
Institution and Program Name	Fall Headcount Enrollment in Program				Number of Graduates From Program (Summer, Fall, Spring)			
	FY14	FY15	FY16	FY17 (most recent)	FY14	FY15	FY16	FY17 (most recent)
BSU								
ISU (Bachelor's Degree in Dietetics)	16	16	17	17	18	19	18	15
UI								
LCSC								
CEI								
CSI								
CWI								
NIC								

- 14. Projections for proposed program:** Using the chart below, provide projected enrollments and number of graduates for the proposed program:

Proposed Program: Projected Enrollments and Graduates First Five Years											
Program Name: Master of Science in Dietetics											
Projected Fall Term Headcount Enrollment in Program						Projected Annual Number of Graduates From Program					
FY 22 (first year)	FY 23	FY 24	FY 25	FY 26	FY 27	FY 22 (first year)	FY 23	FY 24	FY 25	FY 26	FY 27
18	36	36	36	36	36	0	18	18	18	18	18

The first cohort of students in the MS D will be enrolled fall 2021 and graduate spring 2023. Assuming the fiscal year 2022 begins July 1, 2021 and ends June 30, 2022, then the first cohort will enroll during the fiscal year 2022 and they will graduate during the fiscal year 2023. The first cohort will be 18 students, as we currently accommodate and enroll 18 students in the ACEND-accredited program that prepares future RDNS. The subsequent cohorts may be up to 21 students. As placements in region 1, 2, and 3 for supervised experiential learning grow, enrollment in each cohort may exceed 21.

- 15. Describe the methodology for determining enrollment and graduation projections.** Refer to information provided in Question #2 “Need” above. What is the capacity for the program? Describe your recruitment efforts? How did you determine the projected numbers above?

Currently, the ACEND-accredited coordinated program in dietetics that is offered at the baccalaureate level is accredited for 18 students. Accreditation is based on the program’s capacity to meet the didactic and supervised experiential learning needs of students. The biggest factor in determining the number of students for which the program is accredited is the number of facilities and preceptors that can provide supervised experiential learning. The current facilities and preceptors will transition from working with the undergraduate students to working with the graduate students. We have sought accreditation for 18 students in the MS D, as we are confident in our capacity to meet the didactic and experiential learning needs of this number. Per ACEND policy, we may enroll up to 21 students in each new cohort in an effort to establish increased capacity.

There are many students who wish to work as RDNs. The current ACEND-accredited BS program is in demand. There are always more qualified applicants than there are seats. For example, in 2019 there were 30 qualified applicants. Therefore, enrollment in the MS D is expected to be at capacity. It is anticipated that 18 students will be accepted into and enrolled in the first cohort and every cohort after may see up to 21 students. Once the program is consistently able to meet the needs of 21 students, then the program will seek increased accreditation for 21 students in an effort to continuously increase enrollment up to the capacity of the communities that partner with the University of Idaho. The first cohort will graduate spring 2023.

- 16. Minimum Enrollments and Graduates.**

- a. Have you determined minimums that the program will need to meet in order to be continued? What are those minimums, what is the logical basis for those minimums?

Historically, the minimum number of students in each University of Idaho cohort of future RDNs has been 12. A minimum of twelve students has proven to provide community that facilitates learning both inside and outside of the classroom.

The current undergraduate program preparing future RDNs requires teaching, advising, and program management from the equivalent of two full time faculty members. Since the current program will transition to the graduate level, the program needs can continue to be met with the equivalent of two full-time faculty members.

- b.** What is the sunset clause by which the program will be considered for discontinuance if the projections or expectations outlined in the program proposal are not met?

Should the MS D degree not be successful after 7 years (as indicated by low enrollment), we will formally re-evaluate the basis of the issue via focus groups and surveys targeted to students, preceptors, and other stakeholders. If it is determined that there simply is insufficient need for the program, it will be phased out over a 2-year period so as to completing all students enrolled in the program.

Resources Required for Implementation – fiscal impact and budget

17. Physical Resources.

- a. Existing resources.** Describe equipment, space, laboratory instruments, computer(s), or other physical equipment presently available to support the successful implementation of the program.

Currently in the Niccolls Building, there is sufficient equipment to support the preparation of entry-level RDNs. Since preparation of entry-level RDNs will be transitioned from the undergraduate level to the graduate level there will continue to be adequate existing resources. The resources that are currently available are a computer lab, a newly-renovated (in 2014) foods lab, a dining room, and classrooms. In addition, there are contracts with facilities in which students are able to complete their supervised experiential learning in community nutrition, clinical dietetics, and food service management.

- b. Impact of new program.** What will be the impact on existing programs of increased use of physical resources by the proposed program? How will the increased use be accommodated?

The existing undergraduate program that completely prepares future RDNs will be closed. Therefore, the new master's program that prepares future RDNs will not impact the existing program.

- c. Needed resources.** List equipment, space, laboratory instruments, etc., that must be obtained to support the proposed program. Enter the costs of those physical resources into the budget sheet.

There are no additional resources that will be needed at this time.

18. Library resources

- a. Existing resources and impact of new program.** Evaluate library resources, including personnel and space. Are they adequate for the operation of the present

program? Will there be an impact on existing programs of increased library usage caused by the proposed program? For off-campus programs, clearly indicate how the library resources are to be provided.

The existing undergraduate program that prepares future RDNs will be closed. Therefore, the new master's program that prepares future RDNs will not impact the existing library resources.

- b. Needed resources.** What new library resources will be required to ensure successful implementation of the program? Enter the costs of those library resources into the budget sheet.

There are no additional library resources that will be needed at this time.

19. Personnel resources

- a. Needed resources.** Give an overview of the personnel resources that will be needed to implement the program. How many additional sections of existing courses will be needed? Referring to the list of new courses to be created, what instructional capacity will be needed to offer the necessary number of sections?

The personnel resources that will be needed to implement the MS D are two FTE of teaching, the same number that are needed to support the existing accredited two-year coordinated program in dietetics. Since the coordinated program in dietetics will close and the MS D will open, there will be no additional personnel resources to implement the program.

Personnel that must be hired to support the proposed program only include those that recently resigned before AY 2019-2020. Once the two tenure-track positions in Food and Nutrition are re-filled, the program will be sustained. Two tenure-track positions would be approximately one FTE of instruction.

There is no need for additional sections of existing courses.

- b. Existing resources.** Describe the existing instructional, support, and administrative resources that can be brought to bear to support the successful implementation of the program.

The existing instructions, support, and administrative resources that will be needed to implement the MS D are the same as those that are needed to support the existing accredited two year coordinated program in dietetics. Since the coordinated program in dietetics will close and the MS D dietetics will open, there will be no additional instructions, support, and administrative resources to implement the program.

- c. Impact on existing programs.** What will be the impact on existing programs of increased use of existing personnel resources by the proposed program? How will quality and productivity of existing programs be maintained?

The coordinated program in dietetics that is currently offered at the bachelors level will close and the MS D will open. Therefore, there will be no impact on existing programs.

- d. Needed resources.** List the new personnel that must be hired to support the proposed program. Enter the costs of those personnel resources into the budget sheet.

Personnel that must be hired to support the proposed program only include those that recently resigned before AY 2019-2020. Once the two tenure-track positions in Food and Nutrition are re-filled, the program will be sustained. Two tenure-track positions would be approximately one FTE of instruction.

20. Revenue Sources

- a) **Reallocation of funds:** If funding is to come from the reallocation of existing state appropriated funds, please indicate the sources of the reallocation. What impact will the reallocation of funds in support of the program have on other programs?

Current food and nutrition faculty in FCS teach courses needed to complete a food and nutrition major in the Bachelor of Science in family and consumer science and the coordinated program in dietetics. Most of the courses required in MS Dietetics will be similar courses as those that are offered in the undergraduate coordinated program in dietetics. This program is being discontinued and replaced with the MS Dietetics. Therefore, course load will not change significantly for the current faculty members. Rather the courses will change to be at the graduate level and to meet increased competency expected of an entry-level RDN.

- b) **New appropriation.** If an above Maintenance of Current Operations (MCO) appropriation is required to fund the program, indicate when the institution plans to include the program in the legislative budget request.

N/A

- c) **Non-ongoing sources:**

- i. If the funding is to come from one-time sources such as a donation, indicate the sources of other funding. What are the institution's plans for sustaining the program when that funding ends? N/A
- ii. Describe the federal grant, other grant(s), special fee arrangements, or contract(s) that will be valid to fund the program. What does the institution propose to do with the program upon termination of those funds? N/A

- d) **Student Fees:**

- i. If the proposed program is intended to levy any institutional local fees, explain how doing so meets the requirements of Board Policy V.R., 3.b.

According to Board Policy V.R., 3.b., institutional local fees may be expended for professional fees to support the credentialing requirement, the accreditation requirement, and the extraordinary program costs. The anticipated costs of this program to maintain accreditation are \$2,125 annually and \$6,680 for the self-study/ site visit at the beginning of the program and then every seven years. These costs could be covered by charging a program fee of at least \$100 per student per year. In addition, ACEND accredited programs will be required to purchase and maintain program management software in order to demonstrate compliance with accreditation requirements. These programs cost approximately \$10,000 to implement and then average \$165 per student per year to maintain. A total program fee of \$265 per student per year would cover the costs associated with accreditation. This is indicated as student feeds under revenue on the budget template

- ii. Provide estimated cost to students and total revenue for self-support programs and

for professional fees and other fees anticipated to be requested under Board Policy V.R., if applicable.

21. Using the budget template provided by the Office of the State Board of Education, provide the following information:

- Indicate all resources needed including the planned FTE enrollment, projected revenues, and estimated expenditures for the first **four** fiscal years of the program.
- Include reallocation of existing personnel and resources and anticipated or requested new resources.
- Second and third year estimates should be in constant dollars.
- Amounts should reconcile subsequent pages where budget explanations are provided.
- If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies).
- Provide an explanation of the fiscal impact of any proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

Please see accompanying spreadsheet.

Program Resource Requirements.

- Indicate all resources needed including the planned FTE enrollment, projected revenues, and estimated expenditures for the first **four** fiscal years of
- Include reallocation of existing personnel and resources and anticipated or requested new resources.
- Second and third year estimates should be in constant dollars.
- Amounts should reconcile subsequent pages where budget explanations are provided.
- If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies).
- Provide an explanation of the fiscal impact of any proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

I. PLANNED STUDENT ENROLLMENT

	<u>FY 2022</u>		<u>FY 2023</u>		<u>FY 2024</u>		<u>FY 2025</u>	
	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount
A. New enrollments	18	18	36	36	36	36	36	36
B. Shifting enrollments	0	0	0		0		0	
Total Enrollment	18	18	36	36	36	36	36	36

II. REVENUE

	<u>FY 2022</u>		<u>FY 2023</u>		<u>FY 2024</u>		<u>FY 2025</u>	
	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time
1. New Appropriated Funding Request								
2. Institution Funds*	\$170,170.00		\$175,275.10		\$180,533.35		\$185,949.35	
3. Federal								
4. New Tuition Revenues from Increased Enrollments	\$141,552.00		\$291,597.12		\$300,345.03		\$309,355.38	
5. Student Fees	\$4,770.00		\$9,540.00		\$9,540.00		\$9,540.00	
6. Other (i.e., Gifts)								
Total Revenue	\$316,492	\$0	\$476,412	\$0	\$490,418	\$0	\$504,845	\$0

Ongoing is defined as ongoing operating budget for the program which will become part of the base.

One-time is defined as one-time funding in a fiscal year and not part of the base.

III. EXPENDITURES

	<u>FY 2022</u>		<u>FY 2023</u>		<u>FY 2024</u>		<u>FY 2025</u>	
	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time
A. Personnel Costs								
1. FTE	<u>2.0</u>		<u>2.0</u>		<u>2.0</u>		<u>2.0</u>	
2. Faculty	<u>\$130,000.00</u>		<u>\$133,900.00</u>		<u>\$137,917.00</u>		<u>\$142,054.51</u>	
3. Adjunct Faculty								
4. Graduate/Undergrad Assistants								
5. Research Personnel								
6. Directors/Administrators	<u>\$0.00</u>		<u>\$0.00</u>		<u>\$0.00</u>		<u>\$0.00</u>	
7. Administrative Support Personnel	<u>\$0.00</u>		<u>\$0.00</u>		<u>\$0.00</u>		<u>\$0.00</u>	
8. Fringe Benefits	<u>\$40,170.00</u>		<u>\$41,375.10</u>		<u>\$42,616.35</u>		<u>\$43,894.84</u>	
9. Other:								
Total Personnel and Costs	<u>\$170,170</u>	<u>\$0</u>	<u>\$175,275</u>	<u>\$0</u>	<u>\$180,533</u>	<u>\$0</u>	<u>\$185,949</u>	<u>\$0</u>

	<u>FY 2022</u>		<u>FY 2023</u>		<u>FY 2024</u>		<u>FY 2025</u>	
	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time
B. Operating Expenditures								
1. Travel								
2. Professional Services								
3. Other Services								
4. Communications								
5. Materials and Supplies								
6. Rentals								
7. Materials & Goods for Manufacture & Resale								
8. Miscellaneous								
Total Operating Expenditures	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

	<u>FY 2022</u>		<u>FY 2023</u>		<u>FY 2024</u>		<u>FY 2025</u>	
	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time
C. Capital Outlay								
1. Library Resources								
2. Equipment								
Total Capital Outlay	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

	FY _____	FY _____	FY _____	FY _____	FY _____	FY _____	FY _____
D. Capital Facilities Construction or Major Renovation							
E. Other Costs							
Utilities							
Maintenance & Repairs							
Other							
Total Other Costs	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL EXPENDITURES:	<u>\$170,170</u>	<u>\$0</u>	<u>\$175,275</u>	<u>\$0</u>	<u>\$180,533</u>	<u>\$0</u>	<u>\$185,949</u>
Net Income (Deficit)	<u>\$146,322</u>	<u>\$0</u>	<u>\$301,137</u>	<u>\$0</u>	<u>\$309,885</u>	<u>\$0</u>	<u>\$318,895</u>

Budget Notes (specify row and add explanation where needed; e.g., "I.A.,B. FTE is calculated using..."):

II.2	Currently allocated funds, no additional support requested
II.5	Annual program fee of \$265 (\$100 for accreditation + \$165 for management software) per student per year.
III.1	Requesting two faculty positions through faculty strategic hiring plan, as two food and nutrition faculty resigned just before AY 2019-2020.
III.2	Calculated using market rate of annual salary of \$65,000 for two FTE
III.8	Calculated using fringe rate of 30.9% for two annual salaries of \$65,000.

**Office of the Registrar
Proposed Catalog Changes
Effective Summer 2020**

Note for Faculty Senate: There will be a chart added under K-1-a, K-1-b, and K-1-c that contains the actual calculated GPA requirements for each college, for each honor. That calculation will be updated each year by the Office of the Registrar and will be based off the average institutional GPA from each college of the preceding five years (i.e., not counting the year the student will graduate). So for the 2020-2021 catalog, that calculation will include 2015-2020.

K - Academic Honors

K-1. Graduation with Honors

Candidates for baccalaureate degrees are graduated with honors if they have earned at least 56 credits in UI courses and meet the cumulative UI grade-point average as specified in K-1-a, K-1-b, or K-1-c. No credits earned through bypassed courses, credit by examination, experiential learning, or technical competence may be counted among these 56 credits.

Candidates for the degree of Juris Doctor are graduated with honors under the same conditions as describe in K-1-2, K-1-b, or K-1-c; except the grade-point average considered is based exclusively on the student's record in the College of Law. Honors are not awarded with degrees earned through the College of Graduate Studies.

Note: Graduation with honors is determined at the point in time when the degree is posted to the student's academic record based upon the student's grade point average at that time. Grade corrections subsequent to the posting of the degree will be processed by the Registrar's Office but will not impact the honors designation for the student.

K-1-a

Candidates whose grade-point averages would place them within the top 3 percent of graduates from their respective colleges over the preceding five years are graduated *summa cum laude* (with highest distinction). See chart below for qualifying grade-point averages for 2021 graduates.

K-1-b

Candidates whose grade-point averages would place them within the top 6 percent (but below the top 3 percent) of graduates from their respective colleges over the preceding five years are graduated **magna cum laude** (with great distinction). See chart below for qualifying grade-point averages for 2021 graduates.

K-1-c

Candidates whose grade-point averages would place them within the top 10 percent (but below the top 6 percent) of graduates from their respective colleges over the preceding five years are graduated **cum laude** (with distinction). See chart below for qualifying grade-point averages for 2021 graduates.

K-2. Dean's List

Undergraduate students who are registered for at least 12 credits (10 in the College of Law) and attain a grade-point average of 3.50 (3.00 in the College of Law) for a given semester are placed on lists prepared for the college deans. [Note: The 3.50 GPA is based on 12 graded credit hours (GPA hours) and does not include courses graded pass/fail.] These lists are publicized within UI and are distributed to news agencies.

**Office of the Registrar
Proposed Catalog Changes
Effective Summer 2020**

Existing Text:

E-5-b. Replacing a Grade by Repeating a Course

A student who has received a D or F in a course at UI may repeat the course at the UI provided credit has not been earned in a more advanced vertically related course in the same subject area. Although all grades remain on the record, the first repeat will replace the grade and credit earned initially in the course. The second and subsequent repeats of the same course will be averaged in the student's institutional GPA. See the College of Law section for the exception to this regulation applicable to students in that college.

Proposed Text:

E-5-b. ~~Replacing a Grade by Repeating a Course~~ Repeating a Course for Grade and Grade Point Average Improvement

An undergraduate student may repeat a course for grade and grade point average improvement. Although all grades remain on the record, the highest grade received will be calculated within the student's grade point average and credit earned in the course. Courses taken at other institutions will not qualify for repeat status unless the student can provide the Registrar's Office written proof from the appropriate UI department that the courses involved were equivalent or the course has already been evaluated by the academic department as equivalent. Enrollment for a repeated course beyond the third attempt require permission by the student's college.

A graduate student may repeat a course in which a grade of 'C' or lower has been earned only upon specific recommendation by the student's advisory committee and with approval of the Major Professor. All grades will remain on the student record. The grade earned in the repeated course will be used for grade point calculation. Enrollment will not be allowed for a third repeat attempt. Courses numbered 500, 501, 502, 503, 504, 597, 598, 599, 600, 601, 603, 604, and 698 may be repeated but not for grade replacement.

See the College of Law section for the exception to this regulation applicable to students in that college.

<https://catalog.uidaho.edu/student-services/admission/>

Admission to the University

- [Application and First Year Admission Requirements](#)
- [Transfer Admission](#)
- [Readmission and Petition](#)
- [Dual Credit and Non-degree](#)
- [International Admission](#)
- [Transfer Credit Evaluation](#)
- [General Education Requirements for Transfer Students](#)
- [Graduate Admission](#)
- [Graduate Admission Categories](#)
- [Additional Information for International Students](#)

Information about the undergraduate admission process and application forms are available from the Office of Admissions or online at www.uidaho.edu/admissions. Applicants for admission to the university must present satisfactory evidence of good character.

Application Procedures

All applicants for admission are required to submit:

1. The appropriate, completed application form (i.e., undergraduate, non-degree, or international). Failure to list all institutions attended or submission of inaccurate transcripts or other supporting documents as specified on the application form is considered fraud and subjects the applicant to immediate cancellation of his or her registration and/or dismissal from the university.
2. Official transcripts from the last high school and all colleges or universities attended. (See sections on first-year, transfer, non-degree, or international admission requirements for further details.) **Transcripts submitted in support of an application must be official and must be sent directly to the Office of Admissions by the issuing institution. Transcripts received become the property of the university and cannot be returned, copied, or forwarded.** Official transcripts must be signed by the registrar, superintendent, principal, or other authorized official of the school.
3. Applicants who are still in high school should apply during their senior year and should ask their high school counselor to send a copy of their current transcript and ACT or SAT scores to the Office of Admissions. If qualified, the applicant will be given an early notice of acceptance based on this record. Final acceptance will be granted when the university receives a final transcript mailed directly from the high school verifying that the applicant has graduated from a regionally accredited high school and has satisfied all admission requirements.
4. Scores from the College Board (SAT) or the American College Testing Program (ACT) if applying for admission to the freshman class. This includes transfer applicants with fewer than 14 transferable semester credits. International applicants are not required to submit ACT or SAT scores.
5. A non-refundable application fee of \$60 for domestic applicants, \$70 for international applicants, and \$30 for applicants seeking readmission. Review of the application will be delayed until this fee is received. This fee is not charged to students applying for non-degree admission.

Application Deadlines. To provide time for evaluation and for notice of acceptance to reach the applicant, applications and credentials should be submitted to the Office of Admissions at least three weeks prior to the beginning of classes. International applicants have different deadlines (see "International Admission Requirements").

Priority Dates

Because funds are limited, to receive priority consideration for all available funds, student applicants must submit the Free Application for Federal Student Aid (FAFSA) to the federal processor by the priority date each year. The priority date for 2019-2020 is December 1. This priority date applies to incoming and continuing students, and students starting both fall and spring semesters. The link to the FAFSA page can be found on the Financial Aid homepage, <https://www.uidaho.edu/financial-aid>. In addition to the FAFSA, students who are new to the university must also have a complete application for admission on file by the December 1 priority date. Students who meet both priority dates will receive first consideration for funds for which they qualify. Students who do not meet both priority dates will still be considered for the guaranteed scholarship programs, Federal Pell Grants, and Federal Direct Loans which are available throughout the year.

Enrollment

Financial aid during the academic year is usually awarded in expectation of full-time enrollment: 12 credits per semester for undergraduate students, 10 credits per semester for law students, and 9 credits per semester for graduate students. If a student is receiving aid as a full-time student, he or she must be registered as a full-time student to receive the aid on the first day of class. Students are required to enroll full-time to receive scholarships, unless the donor specifies special circumstances allowing part-time enrollment. All students must enroll at least half-time (6 credits per semester for undergraduate students or 5 credits per semester for graduate and law students) to be eligible for Direct Loans. Students must be enrolled in the required number of credits through the 10th day of classes (census date) of the semester to continue receiving financial aid and scholarships for the semester. For federal loan eligibility determinations, the following enrollment classifications will be used. Undergraduate enrollment will be 6-8 credits for half-time, 9-11 credits for three quarter time, and 12 or more credits for full time. Graduate enrollment will be 5-6 credits for half time, 7-8 credits for three quarter time, and 9 or more credits for full time. Law enrollment will be 5-6 credits for half time, 7-9 credits for three quarter time, and 10 or more credits for full time.

Notification of Admission. When all of an applicant's credentials have been received and he or she has been found eligible, a letter of acceptance will be sent. Acceptance is granted for a specified semester or summer session. If an applicant does not register for the term for which he or she applied and was accepted, it will be necessary to file a new application if entrance at a later time is desired.

First-Year Admission Requirements

First-year applicants graduating from high school prior to 1995 must meet the requirements in effect for their graduation year. A degree-seeking applicant applying directly from high school or with fewer than 14 semester credits of transferable college work earned after high school graduation must:

1. Submit ACT or SAT scores.

2. Graduate from a regionally accredited high school with a combination of cumulative GPA¹ and test scores² as defined in the following table:

High School GPA	ACT Composite	SAT EBRW + Math (March 2016 and after)	SAT Critical Reading + Math (pre-March 2016)
3.00-4.00	Any test score	Any test score	Any test score
2.60-2.99	15-36	830-1600	740-1600
2.50-2.59	17-36	910-1600	830-1600
2.40-2.49	19-36	990-1600	910-1600
2.30-2.39	21-36	1070-1600	990-1600
2.20-2.29	23-36	1140-1600	1070-1600

¹ Unweighted

² Written sections of the test not required for admission.

4. Complete specified high school courses with a minimum 2.00 GPA as listed below. A credit is defined as a course taken with a minimum of 70 hours of classroom instruction. A high school credit can be counted in only one category.
- English:** A minimum of 8 credits (4 years), selected from composition and literature courses or courses that integrate composition, language, and literature.
 - Mathematics:** A minimum of 6 credits (3 years) including algebra I or applied math I, geometry or applied math II, and algebra II. An additional 2 credits are strongly recommended. Other courses may include probability, discrete math, analytic geometry, calculus, statistics, and trigonometry. **Four of the required mathematics credits must be taken in the 10th, 11th, and 12th grades.**
 - Social Science:** A minimum of 5 credits (2 ½ years), selected from American government (state and local), geography, U.S. history, world history, psychology, sociology, and economics (consumer economics courses approved by the Idaho State Board of Education may be counted toward this requirement).
 - Natural Science:** A minimum of 6 credits (3 years), selected from anatomy, biology, chemistry, geology, earth science, physical science, physiology, physics, zoology, and applied science courses jointly approved by the State Department of Education (SDOE) and the State Department of Professional-Technical Education (DSPTE) (maximum of two credits in this category). Ecology will count if SDOE approved. At least two credits must involve laboratory science experience. Note: A laboratory science course is defined as one in which at least one class period each week is devoted to providing students the opportunity to manipulate equipment, materials, or specimens; develop skills in observation and analysis; and discover, demonstrate, illustrate, or test scientific principles or concepts.
 - Humanities/Foreign Language:** A minimum of 2 credits (1 year), selected from literature, history, philosophy, foreign language, fine arts, and interdisciplinary humanities (related study of two or more of the traditional humanities disciplines). These courses should emphasize history, appreciation, theory, analysis, and/or critique. History courses beyond those required for state high school graduation may be counted. Foreign language study is strongly recommended. Native American language (five Idaho tribes) may meet this requirement if taught by certified high school faculty.
 - Other College Preparation:** A minimum of 3 credits (1 ½ years), of which no more than one credit may be in speech or debate (debate must be taught by a certified teacher). Other courses may

include studio/performing arts (art, dance, drama, and music) or foreign language (beyond any foreign language credit applied in the humanities/foreign language category). May include no more than two credits in SDPTE-approved classes in agricultural science and technology, business and office education, health occupations education, family and consumer sciences education, occupational family and consumer science education, trade, industrial, and technical education, and individualized occupational training.

Applicants with fewer than 14 semester hours of transfer credit completed after high school graduation must meet both first-year and transfer admission requirements, including submission of the required test scores. (See "First-Year Admission Requirements" above.)

Students who have participated in running start, dual credit or accelerated learning programs who concurrently enroll in college credit courses while still in high school need to meet first-year requirements for admission and submit all of the appropriate high school documentation regardless of the number of transferable credits completed. See First-Year Admission Requirements.

If a first-year applicant does not qualify for regular admission or satisfies one of the criteria below, he or she may apply to the Admissions Committee for consideration (see Applying to the Admissions Committee).

1. Graduates from a non-accredited high school,
2. Is home schooled,
3. Obtains a General Educational Development (GED) certificate,
4. Deserves consideration because of special circumstances (i.e. disadvantaged or minority status, delayed entry, returning veteran, a talented student wishing to enter college early, and/or similar situations).

Transfer Admission Requirements

Applicants who have been enrolled in other colleges or universities accredited by one of the regional accrediting agencies, such as the Northwest Commission on Colleges and Universities, and who have satisfactorily accumulated 14 or more transferable credits after high school graduation may be admitted with advance standing as transfer students.

In addition to a completed undergraduate admission application form, transfer applicants must submit the following credentials to the Undergraduate Admissions Office:

1. Official transcripts from each college or university previously attended. To be considered official transcripts must be mailed directly to the University of Idaho Undergraduate Admissions Office by the issuing institution. **Transcripts received become the property of the university and cannot be returned, copied or forwarded.**
2. Applicants with fewer than 14 semester hours of transfer credit since high school graduation must meet both first-year and transfer admission requirements, including submission of the required test scores. (See "First-Year Admission Requirements".)

3. Students participating in running start, dual credit or accelerated learning programs who are concurrently enrolled in college credit courses while still attending high school need to meet first-year requirements for admission and submit all the appropriate high school documentation regardless of the number of transferable credits completed. See First-Year Admission Requirements.

Transfer students are selected from those applicants who present a cumulative grade-point average of at least 2.00 (C) for all college-level study attempted in all accredited colleges attended, exclusive of courses for which credits are not allowed. Students transferring from out-of-state schools into the College of Engineering must have a cumulative grade-point average of at least 2.80. Admission of transfer students to the landscape architecture program will be based on GPA (typically limited to 2.5 or above), test scores (ACT/SAT), and a portfolio with a letter of intent submitted to the department.

Students admitted to the University of Idaho from other collegiate educational institutions must have complied with the academic regulations for continuance in the institution(s) that they have attended in addition to the academic regulations that are applied to students enrolled in this institution.

An applicant with previous college work who does not qualify for regular admission may also seek provisional acceptance by applying to the Admissions Committee for consideration (see Applying to the Admissions Committee).

Readmission Requirements

Students returning after two years from last attendance must complete an Application for Readmission and submit a \$30 application fee and official transcripts from all colleges or universities attended since last enrolling at UI. (Also see regulation B-1) Application forms are available online at www.uidaho.edu/admissions.

Returning students who were not in good academic standing when they left the university need to submit the above materials and follow the appropriate reinstatement procedures as stated in regulation L-4. Contact the Admissions Office for more information (208-885-6326, admissions@uidaho.edu).

Applying to the Admissions Committee

Applicants who do not qualify for admission to the University of Idaho may petition the Admissions Committee. Such applicants must submit to the Undergraduate Admissions Office an application for admission, the appropriate fee, all required official transcripts and test scores, three signed letters of recommendation, and a written statement from the student that includes the student's goals, educational and/or professional objectives, an explanation of past academic performance, information and/or documentation regarding any extenuating circumstances, and any other information the student wishes to have considered. ~~and a signed written statement of the student's objectives.~~ This information should be received in the Undergraduate Admissions Office by August 1 for fall semester and December 1 for spring semester.

Students admitted through the Admissions Committee may be granted regular or provisional admission and will be subject to the regulations on academic probation, disqualification, and reinstatement (see regulation L). The Admissions Committee may assign provisionally admitted students a primary advisor. These students, while on provisional status, will need this advisor's approval before registering and

when making any changes to their registration. They may be required to attend pre-academic planning within an office or a program of the University.

Freshmen admitted provisionally may change to regular admission status upon satisfactory completion of 14 credits, 12 of which must be in four different categories of the general education requirements (see regulation J-3). Regular admission status must be attained within three semesters or the student will be dismissed, subject to the Admissions Committee's appeal procedures.

Transfer students admitted provisionally must enroll on probation, meet all conditions imposed by the committee, and complete the first semester with at least a 2.00 grade-point average or they will be dismissed, subject to the Admissions Committee's appeal procedure.

NOTE: THERE ARE NO CHANGES TO THE SUBSEQUENT SECTIONS OF THE ADMISSIONS SECTION OF THE CATALOG



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency X Minor Amendment

Chapter & Title: **FSH 3920 Dismissal and Discipline of Exempt Employees**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency x Minor Amendment

Chapter & Title:

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

Originator (see FSH 1460 C) Diane Whitney, Policy Coordinator 4/14/20

Name: _____ Date: _____
5-6151 Telephone: _____ Email: dwhitney@uidaho.edu

Policy Sponsor, if different from Originator:

Name: _____ Date: _____
Telephone: _____ Email: _____

Reviewed by General Counsel X Yes ___ No Name & Date: Kent Nelson 4/14/20

- Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion:
This revision is needed to bring FSH 3920 into alignment with RGP I.L.L. The most significant change is the deletion of provisions providing for appeal to the Board, which is explicitly prohibited by Board policy. Other changes were made for clarity, to add citations, eliminate redundant language, etc.
- Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None.
- Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
None.
- Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
Effective immediately.

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)

3920

DISMISSAL AND DISCIPLINE OF EXEMPT EMPLOYEES

PREAMBLE: This section outlines the procedures for the dismissal of exempt employees who are being dismissed before the end of their current term of appointment. For historical background, see 3910. Unless otherwise noted, the text is as of July 1996. The whole of the policy was substantially revised July 2002. Further information may be obtained from Human Resources (208-885-3638). [ed. 7-97, 7-01, 7-02, 9-06, 12-07]

CONTENTS:

- A. Regents' Authority
- B. Administrative Leave
- C. Procedures Related to Discipline and Dismissal
- D. Regents Appeals

A. REGENTS' AUTHORITY ~~AND DEFINITION OF ADEQUATE CAUSE.~~

~~A-1-~~ All exempt employees of the regents university are subject to discipline, up to and including dismissal, for adequate cause. "Adequate cause" as defined by Board of Regents policy means one (1) or more acts or omissions which, singly or in the aggregate, have directly and substantially affected or impaired an employee's performance of his professional or assigned duties or the interests of the Board, institution, agency, school, or office regents or the university. In addition, any conduct seriously prejudicial to the Board, an institution, agency, school or office regents or the university may constitute adequate cause for discipline, up to and including dismissal. Examples include, but are not limited to, one or more instances of sexual harassment or other form of harassment prohibited by law; immorality; criminality; dishonesty; unprofessional conduct; actions in violation of policies, directives, or orders of the Board, an institution, agency, school, or office regents or the university; unsatisfactory or inadequate performance of duties; or failure to perform duties. RGP ILL3.

B. ADMINISTRATIVE LEAVE. An exempt employee may be placed on administrative leave with pay until final action is taken by the department administrator or in the case of dismissal, by the president. [ed. 12-07]

C. PROCEDURES RELATED TO DISCIPLINE AND DISMISSAL. In each case, the issue of whether or not good adequate cause for discipline, termination or dismissal exists is to be determined by an equitable procedure, affording protection to the rights of the exempt employee and to the interests of the state of Idaho and its system of higher education regents and the university. [ed. 12-07]

C-1. Departmental, Division, and College Action. When reason arises to question the fitness of an exempt employee the question arises as to whether adequate cause exists for discipline or dismissal, the immediate supervisory officer discusses the matter with the employee in a confidential personal conference. It is the duty of the immediate supervisor and the exempt employee to make a good faith effort to correct any and all deficiencies in the exempt employee's performance. A good faith effort must be made to identify and resolve performance problems at the lowest administrative level. [ed. 12-07]

C-2. University Action. If problems are not resolved, disciplinary action may be initiated using the following procedure.

- a. The department administrator shall provide the employee with written notice of the contemplated discipline and specify a period of time during which the employee shall have the opportunity to respond in person or in writing.
- b. The employee may respond or decline to respond affirmatively or through inaction.
- c. After considering the employee's response, if any, the department administrator may impose discipline or, in the case of dismissal, recommend dismissal to the president.

Commented [WD(1): For consistency with FSH 3910 The language change is only intended to align the verbiage with FSH 3910, (eliminating Board of Regents terms that are not consistent with University usage) and not as a substantive change.

Formatted: Indent: Left: 0"

Commented [NK(2): This word is consistent with Board Policy.

Commented [NK(3): "termination" is not used in Board Policy – only "discipline up to and including dismissal..."

Commented [NK(4): This matches language with the board policy but does not change the substance of the policy since the Board policy controls. Board policy limits discipline to instances of adequate cause.

UI FACULTY-STAFF HANDBOOK

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3920: Dismissal and Discipline of Non-Faculty Exempt Employees 2006 (editorial)

d. If there is a recommendation to dismiss, the president or his or her designee must notify the employee in writing. Such notice may be personally served upon the employee, or be sent by first-class mail, postage pre-paid, to the employee at the last known address on file for the employee. If the disciplinary action is other than dismissal, the department administrator provides the notice in the same way. The notice must contain a concise statement of the reasons for and nature of the discipline.

e. An employee may use the grievance process described in FSH 3890 to grieve disciplinary action.

f. The notice to the employee imposing discipline is the final decision of the university. The effective date of the discipline is not affected by the filing of a grievance under FSH 3890.

~~**D. REGENTS' APPEALS.** A nonclassified employee may elect to petition the Board to review any final personnel related decision of the chief executive officer. Any written petition must be filed in the Office of the State Board of Education within fifteen (15) calendar days after the employee receives written notice of final action under the internal procedures of the institution, agency, school, or office. The Board may agree to review the final action, setting out whatever procedure and conditions for review it deems appropriate, or it may choose not to review the final action. The fact that a written petition has been filed does not stay the effectiveness of the final decision nor does it grant a petition for review unless specifically provided by the Board. Board review is not a matter of right. An employee need not petition the Board for review in order to have exhausted administrative remedies for the purposes of judicial review. (RGP HM).~~

Commented [WD(5): Discipline, up to and including dismissal, of an employee is not appealable to the Board. RGP ILL.4.b.



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency X Minor Amendment

Chapter & Title: **FSH 3930 SEPARATION OF CLASSIFIED EMPLOYEES**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title:

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

Originator (see FSH 1460 C) Diane Whitney, Policy Coordinator

4/24/20

Name

Date

5-6151 _____ dwhitney@uidaho.edu _____

Telephone

Email

Policy Sponsor, if different from Originator:

Name

Date

Telephone _____ Email _____

Reviewed by General Counsel X Yes ___No Name & Date: Kent Nelson 4/17/20

- Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion to the Faculty Staff Handbook or the Administrative Procedures Manual. Minor edit per FSH 1460 to make policy consistent with controlling legal authority, IDAPA 15.04.01, and to make some minor clerical changes.
- Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have? None.
- Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
- Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
Effective immediately.

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)

3930

SEPARATION OF CLASSIFIED EMPLOYEES

PREAMBLE: This section outlines procedures for the separation, by resignation or dismissal, of classified employees. It underwent significant revisions in 2002. In January 2017 revisions to C-3 were made to address a contradiction discovered in FSH 3360 B-2. Further information may be obtained from Human Resources (208-885-3609). [ed. 7-97, 6-09, rev. 7-02]

CONTENTS:

- A. Resignations
- B. Layoffs
- C. Discipline Up To and Including Dismissal

A. RESIGNATIONS. Full-time classified employees who wish to resign are expected to give at least two weeks' notice.

B. LAYOFFS. [See also [FSH 3970](#).]

B-1. ~~For purposes of this section 3930 B, the term "unit" as used herein means an organizational unit determined by the Office of the President, or designee for layoff purposes. In the absence of sufficient work or sufficient funds or in the event of a reorganization of a unit that results in the elimination of one or more positions, employees may be laid off according to the following procedure:~~

a. The ~~departmental-unit~~ administrator determines which position classification is to be reduced.

b. ~~Departmental Unit~~ employees in that classification are categorized as follows: ~~(1) disabled war veterans, (2) employees who are certified in the identified classification with permanent status [see 3360 A-3] in the class, (3) probationary employees who have permanent-certified status in a lower-prior position with a different classification, and (4) probationary employees without permanent-certified status in any prior position with the University class.~~

c. ~~Departmental employees in the classification are awarded retention points as follows: (1) one point for each month-hour of state-UI service that meets expectations or its prior equivalent ranking (or higher), (2) one additional point for each month-hour of state-UI service rated exceeds expectations or its prior equivalent ranking (or higher)satisfactory, and (3) one-half additional point for each month-hour of state-UI service rated above satisfactoryoutstanding or its prior equivalent ranking. In addition, veterans as defined in Idaho Code § 65-501 +++++ are awarded additional points equivalent to 3 years of service that meets expectations.~~

d. Employees in category ~~(4)~~ are to be laid off before any in category ~~(3)~~ are laid off, and so on, with highest priority for retention assigned to those in category (1). Within each category, the employee with the lowest number of retention points is the first to be laid off.

B-2. In every case of layoff, except as provided in 3970 G-2, the ~~departmental-unit~~ administrator must give two weeks' notice to the employee and concurrently to the ~~assistant vice president for human resources~~ **senior Human Resources executive**. [rev. 7-02]

B-3. ~~The assistant vice president for human resources will make every effort to place an employee being laid off in a position of the same classification and pay grade. If another position is not available, the~~ The laid-off employee's name is placed on a "layoff roster." An employee whose name is on this roster and who is qualified for ~~the a vacant~~

Formatted: Indent: Left: 0"

Commented [WD(1)]: This change to conform with IDAPA 15.04.01.141.05 Layoff Unit.

Commented [WD(2)]: "Veterans" (not "war veterans") are given preference through retention points, not through order of reduction in force. See IDAPA 15.04.01.141.03 and 143.03. KN Note: "War" Veterans does not appear in IDAPA either; Recommended correction is to delete "disabled war veteran" from B-1.a and place "veterans" in B-1.c

Material change is removal of "war veterans" - remaining changes are clarifications of the types of employees without any material change in ranking.

Commented [WD(3)]: Compare to IDAPA 15.04.01.141

Formatted: Not Highlight

Commented [NK(4)]: This is much more aligned to the veterans preference under IDAPA, but much broader than the "disabled war veterans"

Commented [WD(5)]: Point system changed to conform with IDAPA 15.04.01.141 and current UI annual evaluation terminology.

Commented [WD(6)]: For consistency with usage within FSH, to avoid having to revise when titles change.

Commented [NK(7)]: Needs clarification or removal

Commented [WD(8R7)]: Per last conversation with Brandi, my understanding is that the practical result is identical whether worded as it is currently or edited as shown, but the edited version aligns more closely to IDAPA and is procedurally cleaner.

UI FACULTY-STAFF HANDBOOK

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3930: Separation of Classified Employees

position of the same classification or pay-grade assigned by the current class/comp system must be offered reinstatement to in that vacant position in the classification from which he or she was laid off, or in a lower class in the same series, or in a class in which the employee has held permanent status with UI, before any other person may be promoted, transferred, reinstated, or hired for that class by any UI unit. Preference for reemployment from layoff rosters is determined as in B-1, i.e., those in category (1) are to be reemployed before any in category (2) and so on, and, within a category, the employee with the largest number of retention points is the first to be reemployed.

B-4. Names of employees laid off remain on the layoff roster until they decline three qualifying offers of employment or for one year, whichever occurs first. A qualifying offer is one that is in the same UI classification(s), BLS SOC code or CUPA code, relative value, market and duties for which the employee was laid off (based on current class/comp system) or for which the employee has been certified, is permanently funded, and is within 70 miles of the location worked at the time of the layoff. [rev. 7-02]

Formatted: Font: Bold

B-54. An employee who resigns voluntarily, is terminated for cause, or fails to satisfactorily complete the required probationary period is not eligible to be placed on the layoff roster.

Commented [WD(9)]: Edited to conform with our actual practice and with the guidelines published by HR. IDAPA 15.04.01.104 lists numerous other triggers for removal of employees from layoff roster, but our practice is more generous and recognizes only decline of three qualifying offers or expiration of one year.

C. DISCIPLINE UP TO AND INCLUDING DISMISSAL.

C-1. Adequate cause. The regents have defined adequate cause for discipline up to and including dismissal: "Adequate cause" means one (1) or more acts or omissions which, singly or in the aggregate, have directly and substantially affected or impaired an employee's performance of his professional or assigned duties or the interests of the Board, institution, agency, school, or office. In addition, any conduct seriously prejudicial to the Board, an institution, agency, school or office may constitute adequate cause for discipline, up to and including dismissal. Examples include, but are not limited to, one or more instances of sexual harassment or other form of harassment prohibited by law; immorality; criminality; dishonesty; unprofessional conduct; actions in violation of policies, directives, or orders of the Board, an institution, agency, school, or office; unsatisfactory or inadequate performance of duties, or failure to perform duties. [ed. 7-02]

C-2. Specific examples of behaviors that constitute adequate cause for discipline up to and including dismissal are: [ed. 7-02]

- a. Failure to perform the duties and carry out the obligations imposed upon him or her by the state constitution, state statutes, or UI rules and regulations.
- b. Inefficiency, incompetence, or negligence in the performance of duties.
- c. Physical or mental incapability of performing assigned duties.
- d. Refusal to accept a reasonable and proper assignment from an authorized superior.
- e. Insubordination, conduct unbecoming an employee, or conduct detrimental to good order and discipline in his or her department.
- f. Intoxication on duty.
- g. Careless, negligent, or improper use or unlawful conversion of UI property, equipment, or funds.
- h. Use of any influence that violates the principles of the merit system in an attempt to secure a promotion or privileges for individual advantage.
- i. Conviction of official misconduct in office, conviction of any felony, or conviction of any other crime involving moral turpitude.
- j. Acceptance of gifts in exchange for influence or favors given in his or her official capacity.

UI FACULTY-STAFF HANDBOOK

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3930: Separation of Classified Employees

- k. Habitual pattern of failure to report for duty at the assigned time and place.
- l. Habitual improper use of sick-leave privileges.
- m. Unauthorized disclosure of confidential information.
- n. Absence without leave.
- o. Misstatement or deception in his or her application for UI employment.
- p. Failure to obtain or maintain a current license or certification lawfully required as a condition for performing his or her duties.
- q. Prohibited participation in political activities [see 6220 C].

C-3. Disciplinary Procedures. These procedures apply to discipline up to and including dismissal. Whenever a department administrator considers it necessary to discipline a classified employee, the administrator must provide the employee with written notice of the contemplated discipline and provide the employee an opportunity to respond and be heard. Such notice should also be sent to the assistant vice president for human resources. The notification is to clearly set forth the specific reasons for the contemplated disciplinary action. After the employee has exercised the opportunity to respond, or declined either affirmatively or through inaction, the department administrator may impose the discipline. If the discipline is dismissal the president or his designee must notify the employee in writing either personally served on the employee or sent by first-class mail, postage pre-paid to the employee at the last known address on file for the employee. When practical, notice of dismissal will be given at least two weeks' in advance of the effective date of dismissal. During the period between notification and effective date, the department administrator may require the employee to use accrued annual leave. [rev. 1-17]

C-4. Administrative Leave or Suspension. [ed. 7-02]

- a. **Suspension Defined.** Suspension means an enforced period of absence from the workplace, with or without pay, for disciplinary purposes or pending investigation of allegations about employee behavior. All disciplinary actions including suspension and dismissal are matters that may be considered under employee grievance procedures [see 3860].
- b. A departmental administrator may place a classified employee on administrative leave or suspension, with pay, immediately upon notice to the employee of contemplated disciplinary action, or pending investigation of charges that, if substantiated, would constitute adequate cause for dismissal.
- c. **Suspension on Felony Charges.** A departmental administrator may place a classified employee on suspension, with pay, upon the issuance of an indictment for felony charges relating to conduct outside his or her employment and upon concurrent notification of the employee and the assistant vice president for human resources. Such suspensions may remain in effect during the time such charges are pending. Full reinstatement of all benefits and salary to which the employee would have otherwise been entitled will be provided to the employee upon a subsequent finding that the charges or information were without grounds or were dismissed.
- d. **Disciplinary Suspension.** A departmental administrator may place a classified employee on suspension, without pay, for discipline, upon concurrent notification of the employee and the assistant vice president for human resources. Such suspensions must not exceed 30 calendar days.

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: FSH3090 Temporary Hourly Employment

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) Brandi Terwilliger July 10, 2018
 Name Date
Telephone & Email: 885-3008 brandit@uidaho.edu

Policy Sponsor: (If different than originator.) Brian Foisy July 10, 2018-Reviewed and Approved
 Name Date
Telephone & Email: 885-7590 brianfoisy@uidaho.edu

Reviewed by General Counsel Yes No Name & Date: Kim Rytter, July 10, 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.
 Updating policy to reflect changes based on streamlined recruitment process that was finalized two years ago, current hiring practices and reflect current processes and procedures. Updates to ensure compliance with state policies.

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.
 No other policies or APM need updated due to 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.

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 THREE:

EMPLOYMENT INFORMATION CONCERNING UI EMPLOYEES

June

2009 [March 2020](#)

3090

TEMPORARY HOURLY EMPLOYMENT

PREAMBLE: This section defines 'temporary hourly employment' (until the July 1997 update to the Handbook known as 'temporary irregular help') and outlines the procedures for establishing such positions and securing temporary hourly employees. This section appeared in the 1979 Handbook and has been revised frequently for greater clarity and better to conform it to state and federal law—the text following is July 1, 2002. For further information, contact Human Resources (208-885-4500/3602). [ed. 7-97, 7-02, 9-06, [3-20](#)]

CONTENTS:

- A. Definition and Establishment of Positions
- B. Appointments [ed. 7-02]
- C. Benefits
- D. Restrictions on Use of Grievance Procedures
- E. Employment of Relatives
- F. Supervision
- G. ~~STAR & COMET Program~~ [FAST Roster Program](#) [ed. 7-06, [3-20](#)]

A. Definition and Establishment of Positions. Temporary Hourly (TH) positions are positions in which the employee is compensated on an hourly basis as the services are needed. Employment can be terminated at will, and the employee has no expectation of continuing employment. This employment category does not include temporary board-appointed positions that are temporary due to contingency upon work and/or funding or other contingency as noted in employment letter. [See [FSH 3080](#).] [ed. 7-97, 7-00, 7-02, [3-20](#)]

A-1. A TH position is established when there is a temporary or intermittent need for services not expected to exceed 1385 hours per calendar year. [ed. 7-97]

- a. If the temporary services are expected to exceed 1385 hours in any one year or a one-year period, the department administrator will need to establish ~~should consider establishing~~ a temporary or continuing board-appointed position and advertise the position through the University's recruitment system. [See [FSH 3080](#) for establishing a board-appointed position]. [rev. 7-02, [3-20](#)]

A-2. Department administrators are authorized to engage TH employees to be paid from the Department's TH budgets on an hourly basis. [ed. 7-97, 7-02]

A-3. Deans and directors are responsible to ensure ~~—and are expected to be able to~~ document ~~—~~ that recruitment, employment, personnel actions and personnel policies for TH employees comply with legal requirements and are conducted in a manner ~~which is~~ consistent with the principles of affirmative action and equal opportunity. Human Resources provides assistance in classifying positions, determining compensation ranges, writing job descriptions, recruiting, and hiring of temporary positions upon request. Required new hire paperwork, such as payroll and and verification of I-9 status, is processed and verified by Human Resources such as payroll and and verification of I-9 status. ~~If a background check is required, it must be requested through Human Resources and the results obtained before any work is started and other paperwork is completed or before an EPAF is initiated.~~ [ed. 7-97, 9-06, [3-20](#)]

A-4. Persons employed as TH employees may be terminated without prior notice without cause assigned. The supervisor may give advanced notice of termination when appropriate. [ed 7-97, [3-20](#), rev. 7-02]

UI FACULTY-STAFF HANDBOOK
Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF
Section 3090: Temporary Hourly Employment

B. Appointments. TH appointments must be entered and approved on the Electronic Personnel Action Form (EPAF) for each TH employee before employment begins. All data requested must be entered on the EPAF screen. [ed 7-97, rev. 7-02]

B-1. Each new TH employee must visit Human Resources to present information required to document I-9 status ~~including and complete payroll, Social Security, tax withholding, and other~~ related ~~and required~~ documents before beginning employment. Appropriate alternate arrangements are made for persons employed at locations away from Moscow. [ed 7-97, 7-00, 9-06, 3-20]

B-2. Contact Human Resources or a current HR Banner manual for instructions regarding reporting of hours worked. [rev. 7-02, ed. 9-06]

C. Benefits.

C-1. TH employees are eligible only for annual leave, sick leave and pay for holidays on which they do not work [see C-2 below and 3460 D-1-a] and said eligibility is contingent on participation in the Public Employees Retirement System (PERSI). ~~See 3730 for PERSI eligibility.~~ [ed. 7-97, 3-20]

a. Exemption from Social Security taxes for international students enrolled less than full-time or working more than 20 hours per week will be determined based on the visa type and length of stay in the United States. Contact HR for more information. [rev. 7-02, ed. 9-06]

b. TH employees ~~normally~~- working at least 20 hours a week for a period of ~~five 5~~-months are required to participate in PERSI. ~~Department administrators are expected to record PERSI eligibility upon submission of employee's EPAF.~~ ~~Those not normally working at least 20 hours a week are ineligible to participate in PERSI.~~ ~~(See policy 3730 for a discussion of PERSI eligibility.)~~ ~~PERSI eligibility is governed by PERSI rules in place at the time of hire.~~ [ed. 7-97, ed. 7-02, rev. 3-20]

c. Department administrators are responsible for notifying Human Resources when a TH employee who is expected to qualify for participation in PERSI is hired. ~~This is generally conducted through the selection of a PERSI eligible EPAF category.~~ ~~Human Resources/Payroll Services will inform department administrators and TH employees when the TH employee has worked 20 or more hours a week for four4 consecutive months. The notice will explain that the employee is approaching the threshold for PERSI enrollment. The UI may choose from among the following options when this threshold is about to be met: (1) terminate employment, (2) reduce hours to less than 20 hours per week, or (3) enroll the employee in PERSI.~~ [ed. 7-97, 9-06, rev. 7-02, 3-20]

d. If the employee continues to work 20 or more hours a week (option 3 above) enrollment in PERSI is mandatory, and the enrollment will be retroactive to the original hiring date. When the employee is enrolled, the employing department and the employee are responsible for the appropriate contributions to PERSI from the date of hire. ~~(See FSH 3730 for a complete discussion of contributions.)~~ Employees may be allowed to spread these contributions over a period not to exceed six months.

~~e. TH employees working at least 30 hours per week for a period of five 5-months or longer are eligible to enroll in the University's medical and prescription healthcare plan under the Affordable Care Act (ACA). The ACA benefits, including contribution amounts, may differ from other employee groups and will be governed by the plan documents in effect at the time of eligibility.~~ [add. 3-20]

C-2. TH employees who are paid for 40 or more hours in a biweekly pay period of 80 hours and who work for five consecutive months or longer are required to participate in PERSI and accrue annual leave during the first 10,400 hours of service (five years of full-time work) and sick leave on a pro-rata basis at the rate per hour worked which is represented by the proportion 96/2080. For example, an eligible TH employee who is paid for 62 hours in a two-week pay period accrues 2.9 hours of annual leave and 2.9 hours of sick leave (62 hours times 96/2080, rounded to

Field Code Changed
Field Code Changed

Field Code Changed

Field Code Changed

Formatted: Font: 10 pt, Not Bold, Font color: Black, Condensed by 0.1 pt
Formatted: Justified, Indent: Left: 0.5", Space After: 0 pt, Tab stops: Not at 0" + 0.3" + 0.6" + 0.9" + 1.2" + 1.5"
Formatted: Font: 10 pt, Font color: Black, Condensed by 0.1 pt
Formatted: Font: 10 pt, Font color: Black, Condensed by 0.1 pt

UI FACULTY-STAFF HANDBOOK
Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF
Section 3090: Temporary Hourly Employment

the nearest tenth of an hour). Sick leave accrual is unlimited; annual leave accrual is limited to 192 hours maximum. [ed. 7-97, 7-00, rev. 7-02]

a. ~~Department administrators TH employees~~ are responsible for entering ~~into the UI Human Resources Information System (HRIS); the leave taken and hours worked into an electronic timesheet in VandalWeb. Annual leave must be preapproved by the employee's supervisor. by TH employees in their respective units.~~ Leave for each biweekly pay period must be ~~entered-submitted~~ between the second Friday of the pay period for which leave is being reported, and the following Tuesday before 5 p.m. The reporting day may be altered if affected by closure of UI for a designated holiday or other time constraints affecting reporting requirements. ~~{See FSH 3710 B-6 for applicable leave policies-reporting for board-appointed employees; questions regarding leave should be directed to Human Resources.} The assistant vice president for Hhuman resources or designee is responsible for monitoring paid leave taken by all UI employees. The provisions of this paragraph apply also to paid sick leave. [ed. 7-97, 9-06, rev. 7-02, 3-20]~~

Field Code Changed

b. If a TH employee obtains a board-appointed position, his or her accrued annual ~~and sick leave may will be paid out at the time of the new appointment, or transferred. Employees may be asked to reduce or eliminate~~ annual leave prior to transferring to the hiring department. ~~at the new hiring department's discretion.~~ Sick leave is transferred. ~~There is no annual leave pay out when transferring when positions without a required break in service. [ed. 7-97, rev. 7-02, 3-20]~~

c. Upon termination or resignation, a TH employee is paid for unused accrued annual leave. All unused sick leave is forfeited when a TH employee is separated from service and no compensation is paid for unused sick leave. If an employee returns to eligible service within three years after separation, any sick leave that was forfeited at the time of separation will be reinstated. [ed. 7-97, ed. 7-02]

d. Departments are responsible for maintaining accurate annual and sick-leave records for their TH employees and ~~ensuring proper web timesheets are submitted and approved in VandalWeb, entering the records into the Banner system each pay period. [ed. 7-97, ed. 7-02, 3-20]~~

D. Restrictions of Use of Grievance Procedures. TH employees do not have access to the grievance procedures outlined in FSH 3860; for matters pertaining to prohibited harassment or discrimination, TH employees should contact the ~~Director of Human Rights, Access and Inclusion~~Office of Civil Rights and Investigations. [ed. 7-97, 7-98, 7-00, 7-02, 9-06, 6-09, 3-20]

Field Code Changed

E. Employment of Relatives. The policies relating to the employment of relatives ~~{see contained in FSH 6240 B and FSH 6241 B}~~ apply to TH employees. [ed. 7-97, 7-98, 7-00, 3-20]

Field Code Changed

F. Supervision. The departmental administrator is responsible, subject to any provisions set by the appropriate dean or administrative officer, for the supervision of the employee's work. [ed. 7-98, 7-00]

G. STAR AND COMETFAST Roster Program. Departmental administrators seeking part-time, short-term, intermittent or replacement TH clerical or laborer employees are encouraged to contact Human Resources regarding the ~~Secretarial Technical Assistance Resource (STAR)Flexible Administrative Support Temps Roster program and the Combination of Maintenance Employment Tasks (COMET) program.~~ Individuals in the ~~FAST Roster STAR and COMET~~ programs seek temporary or part-time employment. Completed applications are available for departmental administrators to review. [ed. 7-97, 7-00, 9-06, rev. 7-98, 7-02, 3-20]

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: APM55.39 Retiree Benefits

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): _____ Brandi Terwilliger January 8, 2020
 (Please see FSH 1460 C) Name Date
Telephone & Email: 885-3008 brandit@uidaho.edu

Policy Sponsor: (If different than originator.) _____ Brian Foisy _____
 Name Date
Telephone & Email: 885-7590 brianfoisy@uidaho.edu

Reviewed by General Counsel Yes No Name & Date: K Rytter – Reviewed & Approved 1-8-2020

- 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 APM to reflect correct benefit offerings. Retiree Dental is no longer an option for retirees as of 1/1/2020
- II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
 This was done as a cost saving measure recommended by Retiree Benefit Advisory Group and Approved by UI Leadership.
- 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.
January 1, 2020

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)

55.39 -- Retiree Benefits

December 2018 rewrite (formerly APM 50.39, incorporated applicable information from APM 55.33 and 55.43) March 2020

A. General. A retiree may qualify for certain UI retiree benefits by meeting the retirement criteria stated in FSH 3730. UI retirement benefits are subject to Regents' approval and may be altered or discontinued at any time. ~~[See FSH 3730]~~ [ed. 12-18]

A-1. Life Insurance. The university retiree death benefit is available to Tier 1 retirees only and in a set amount based on Plan Documents at the time of ~~the event~~ retirement. [rev. 12-18, 3-20]

A-2. Health Benefits. Retirees who qualify may continue ~~their~~ medical and dental coverage for themselves as well as for their qualified dependents' after retirement. Health coverage for qualified retirees is provided in a Retiree Medical Plan. The retiree must accept Medicare Part A and B coverage when first eligible. Once the retiree qualifies for Medicare Parts A and B, these must be accepted when first eligible. Dental benefits cease upon Medicare eligibility. ~~In the event that~~ If Medicare Part A and B coverage is not accepted when the member first becomes eligible, coverage under the UI Retiree Health Medical Plan will cease and rights of participation in the Plan will forever be forfeited. Once Medicare coverage is accepted, it becomes primary under the retiree program and benefits with Medicare are coordinated on a carved-out basis. See Summary Plan Description for Retiree Medical Benefits at [Benefits Website](#) for more information. ~~[ed. 12-18]~~

There is no open enrollment period for retirees. Adding or dropping dependents requires a qualified life event change. [ed. 12-18, 3-20]

B. Process. ~~The~~ A prospective retiree must meet with Benefit Services prior to retirement to determine eligibility for retiree medical and life insurance, as well as other benefits.

B-1. Confirm Life Insurance Beneficiary Data. At the time of retirement, the prospective retiree must review and update his or ~~her~~ beneficiary data. These documents are ~~are filed in~~ maintained on file in Benefit Services and may be reviewed at any time. ~~Current beneficiary addresses are very important, as is notifying your beneficiary of the available benefit.~~ [ed. 12-18, 3-20]

B-2. Payments Statements for the retiree medical plan for ~~either~~ a qualified self-pay retiree and ~~or any~~ dependents are sent to the retiree at the address on file. Failure to pay contributions may result in cancellation of coverage and may affect eligibility for continued participation. [ed. 12-18, 3-20]

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: APM50.04 Verifying Employment Eligibility for New Employees

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): Brandi Terwilliger July 10, 2018
(Please see FSH 1460 C) Name Date
Telephone & Email: 885-3008 brandit@uidaho.edu

Policy Sponsor: (If different than originator.) Brian Foisy July 10, 2018-Reviewed and Approved
Name Date
Telephone & Email: 885-7590 brianfoisy@uidaho.edu

Reviewed by General Counsel Yes No Name & Date: Kim Rytter, July 10, 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.
Updating to comply with federal law and current process

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.
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)

50.04 -- Verifying Employment Eligibility for New Employees

Last updated February 15, 2008
~~July 19, 2018~~ March 10, 2020

A. General. The Immigration Reform and Control Act of 1986 requires the University to certify employment eligibility for new employees within 3 days of hire date. ~~Because the certification process is combined with other new employee orientation procedures, including benefits enrollment, it is important that n~~New employees are required to attend orientation or visit Human Resources as soon as possible after acceptance of an official job offer, but no later than the first day of employment. Alternative arrangements for off-site locations will be provided hiring—preferably on the first day at work. Additionally, by executive order Governor Otter requires Idaho educational institutions to use the Employment Eligibility Verification Pilot Program, E-Verify, to verify employment eligibility of new employees. [rev. 2-08, 3-20]

~~B. A-1.~~ Legal Requirements.

~~B-1.~~ Form I-9 Actions Required and Effective Date. The University of Idaho must verify identity and confirm eligibility to work in the United States for all employees hired after November 6, 1986, using the United States Citizenship and Immigration Services (USCIS) (formerly INS) Form I-9. ~~[ed. 2-08]~~

~~B-2.~~ ~~Form I-9 must be completed by the employee on or before the first day of employment, otherwise the UI could be liable for fines of \$1000 or more per employee. The employee must report to HR on the first day of employment, or to an HR approved representative to complete I-9. The University of Idaho uses E-verify to verify eligibility to work in the United States and follows the rules and regulations as outlined. The University will follow Federal requirements and processes to verify eligibility with the use of M-274 Handbook for Employers: Guidance for Completing Form I-9.~~

~~E-Verify Actions Required and Effective Date. The University of Idaho must verify identity and confirm eligibility to work in the United States for all new employees hired after January 28, 2008, using the E-Verify program provided by United States Citizenship and Immigration Services in partnership with the Social Security Administration. Employees are required to provide original documents described by Form I-9 for the purpose of establishing identity and employment authorization. [add. 3-20]~~

~~i) [add. 2-08]~~

~~ii) —~~

~~iii) Form I-9 Required. The UI is required to maintain a valid Form I-9 on file for every employee currently on the payroll who was hired after November 6, 1986, and for a minimum of three years after such employees are hired or one year after the employee terminates employment, whichever is greater. [ed. 2-08]~~

~~iv) —~~

~~v) —~~

~~vi) Proof of Verification Required. For every employee currently on the payroll whose identity and work eligibility was verified after January 27, 2008, the University of Idaho is required to keep with the completed Form I-9 the verification number provided by E-Verify. [add. 2-08]~~

~~vii) —~~

~~viii) Form I-9 Timing. Section 1 of the Form I-9 must be completed by the employee on or by the first day of work. Section 2 of the Form I-9 is required to be correctly completed within three days of the first day of work. BOTH Sections 1 and 2 of the Form I-9 must be completed on the first day of work IF the employee is expected to work less than three days. [ed. 2-08]~~

~~ix) —~~

~~x) E-Verify Timing. The E-Verify process must be initiated within three business days of the first day of work. The University must contact the employee as soon as possible to provide the employee an opportunity to contest a Tentative Non-confirmation. In the case of a Tentative Non-confirmation, the employee has eight Federal Government workdays from the date of referral to resolve the issue. The employee will not suffer any negative consequences during this process. [add. 2-08]~~

~~xi) —~~

~~xii) vii) Re-verification. The Form I-9 is required to be re-verified under three conditions. Specifically, (1) an employee changes his or her name; or (2) the employee's work authorization is about to expire (usually occurs when renewed documents or status changes are issued by the USCIS), or (3) the employee has had a break in service, and the Form I-9 is three years old or older. The E-Verify process cannot be used to re-verify the Form I-9. [rev. 2-08]~~

~~xiii) —~~

Commented [TB(1)]: Having a detailed policy can subject the UI to additional fines and legal liability. As recommended by general counsel, specific language is removed and replaced in ii above with reference to the Federal requirements and M-274 Handbook. By referring specifically to the M-274, we don't have to risk our policy going out of date compared to the M-274, and, in case the UI is ever audited, or if there is ever a complaint about unlawful employment practices in relation to national origin, our policy is always consistent with the M-274.

xiv) ~~viii)~~ Audit and Sanctions for Non-Compliance. The UI is subject to USCIS audit for compliance with this act, and the following sanctions for non-compliance:

xv) ~~—~~

xvi) a) ~~—~~ Penalties for non-compliance range from \$100 per incorrectly completed form; for technical violations up to \$2,000 per unauthorized worker (for the first violation);

xvii) ~~—~~

xviii) b) ~~—~~ An employer who fails to complete a valid Form I-9 within three days from the time a new employee begins work, and continues to employ that employee, is subject to fines up to \$5,000 for the second violation, and up to \$10,000 per violation for subsequent violations. ~~[ed. 2-08]~~

B. ~~Process.~~

B-1. Verifying identity and eligibility to work, and completing tax and benefit forms is necessary to process payroll payments for all university employees.

B-2. Sign up for all board-appointed employees (faculty and staff) is done through New Employee Registration Benefit Orientation (NERBO) presented by Benefit Services in Human Resources (HR). Sign-up for all other employees can be done during regular University business hours at HR. ~~[See .]~~

i) ~~—~~ For new employees, such as new faculty, who are appointed several weeks or months in advance of the date they are expected to report for work, processing can be accomplished by mail.

BC.C. Procedures.

~~—~~ **CB-1. All Employees:**

i) ~~—~~ Prior to a new board-appointed employee's first day at work the administrator extending an offer of employment (or designee):

a) ~~—~~ Includes the following language in every letter of offer to a prospective employee: "This appointment is conditional upon satisfactory verification of eligibility to work in the United States through correct completion and submittal of United States Citizenship and Immigration Service I-9 Form to the University of Idaho by the end of the third day on which you perform services for the University." Additionally, the new employee should be directed to visit for documents and information needed to successfully complete the orientation paperwork. ~~Should use the template offer letters found on the HR website for staff and the Provost Office for faculty which include appropriate contingent language.~~

b) ~~—~~ Arranges for the new employee to begin work on Monday (unless the appointment coincides with the beginning of the fiscal year or a different day is required pursuant to the terms and conditions of a grant or contract, or Monday is a holiday).

c) ~~—~~ Schedules new board appointed employees to attend New Employee Registration and Benefit Orientation (NERBO) within three days of beginning work. Orientations are held every Monday beginning at 8:30 a.m. at Human Resources Offer Letters. The approved offer letter for staff are found on the HR web page and include the appropriate contingent language. The approved offer letters for faculty are obtained from the Office of the Provost. ~~[Rev. 3-20]~~

C-2. Initial Verification. ii) ~~—~~ On the new employee's first day at work the department ~~the supervisor~~:

a) ~~—~~ ~~m~~Ensures that a new board-appointed employee goes to HR to attend the New Employee Registration and Benefits Orientation (NERBO) on the first Monday at work, so that the employee has the opportunity to become informed about applicable UI fringe benefits, complete benefit registration forms and complete Form I-9 verification. ~~[ed. 2-08, rev. 3-20]~~

(i) a. ~~—~~ Exception for: ~~o~~Off-campus ~~e~~Employees. Because it is not practical for employees working in locations other than Moscow to travel to Moscow on their first day at work, ~~administrators HR-designated authorized I-9 representatives~~ at those locations are ~~required responsible~~ to complete the following employment Form I-9 verification processing procedures for new employees. ~~[rev. 3-20]~~

(a) 1. ~~—~~ Provide new employee orientation, if applicable. ~~The HR-designated authorized I-9 representative must~~ obtain and immediately fax Form I-9 ~~along with any required documentation.~~

Commented [TB(2)]: None of this is applicable to I-9 and employment verification. It does not make sense to have it in this APM.

Form W-4, Social Security card, Visa, passport and other [new employee benefits](#) documents to HR at (208) 885-3602. [rev. 2-08, 3-20]

~~2.(b).~~ — Once confirmation is received from HR, the HR-designated authorized I-9 representative must ~~M~~mail the original Form I-9 along with any required documentation, and other original new employee documents to verification number, and Form W-4 to HR the same day. Retain a copy of Form I-9 only until receiving confirmation that the original was received by HR. Destroy all copies using proper procedure to protect confidential employee information. [rev. 2-08, 3-20]

~~3.(e)~~ — The HR-designated authorized I-9 representative may ~~C~~contact HR for assistance in establishing consistent procedures for processing new employees. [rev. 3-20]

~~iii)b.~~ — Within ~~three days of a new employee's first day at work~~ the required timeframe:

~~1.a)~~ — HR will verify that identification and employment eligibility have been appropriately documented and a valid Form I-9 is on file. [ed. 2-08]

~~2.b)~~ — If a valid Form I-9 is not on file at HR by the close of the third business day after the employee begins work, the hiring administrator must inform the employee that employment must be ~~terminated-suspended~~ immediately and handled as per federal law. [ed. 2-08, rev. 3-20]

~~3.e)~~ — If, after following all E-Verify procedures, identity and work eligibility has not been confirmed, the hiring administrator must inform the employee that employment will be immediately terminated and handled as per federal law. [add. 2-08, rev. 3-20]

~~4.e)~~ — It is the responsibility of the hiring administrator to ensure an EPAF is entered to effect the appointment and termination, if necessary. In the event of termination, the hiring administrator must immediately inform the employee that employment is being terminated as per federal law, due to failure to present verification of eligibility to work in the United States. [rev. 3-20]

~~C-3.iv)~~ Ongoing monitoring.

~~a.a)~~ — Employees whose initial Form I-9 documentation was valid for a specified period of time are responsible for re-verifying their employment eligibility. HR will monitor continued employment eligibility status for such employees. [ed. 2-08]

~~b.b)~~ — If employees with temporary employment eligibility do not re-verify eligibility, HR will immediately notify the departmental administrator.

~~c.c)~~ — Once notified, it is the departmental administrator's responsibility to terminate employment of employees whose status changes from "eligible to work" in the United States to "ineligible to work" and immediately inform the employee of that action.

DDC. Information. Call Employment Services at (208) 885-~~38803728~~ for additional information regarding employment verification requirements for new employees.

~~DDC-1. Penalties for Non-compliance.~~ [Human Resources reviews all I-9 documentation for compliance with federal guidelines. Notification to the supervisor and other appropriate administrators will occur when necessary. Non-compliance will result in a unit-level assessment fee and may result in disciplinary action.](#) Pursuant to the principle that accountability follows responsibility, financial responsibility for any penalties assessed against the University for non-compliance with the Immigration Reform and Control Act of 1986, which result from failure to adhere to these procedures, lies with the management unit responsible for the action which led to the violation. [rev. 3-20]

~~DDC-2. Procedures May Change.~~ These procedures may change to stay in compliance with federal law. Our policy will always remain consistent with the [M-274 Handbook for Employers: -Guidance for Completing Form I-9](#). Changes are announced by HR as necessary. [rev. 3-20]

Commented [TB(3)]: May need to include mention of monetary penalties that are being contemplated at the moment.

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: APM50.53 Temporary Hourly Employment

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): _____ Brandi Terwilliger July 10, 2018
 (Please see FSH 1460 C) Name Date
Telephone & Email: 885-3008 brandit@uidaho.edu

Policy Sponsor: (If different than originator.) Brian Foisy July 17 2018-Reviewed and Approved
 Name Date
Telephone & Email: 885-7590 brianfoisy@uidaho.edu 

Reviewed by General Counsel Yes No Name & Date: Kim Rytter, July 17, 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.
 Updating to reflect current process, procedures and approved streamlined process.

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.
 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)

50.53 -- Temporary Hourly Employment

Last updates ~~November 7, 2006~~ July 10, 2018

A. General. Temporary employment (Temporary Hourly or TH) positions are paid on an hourly basis as the services are needed. TH positions are not board-appointed positions. ~~Employment can be terminated at will with twenty-four (24) hours notice and the employee has no expectation of continuing employment. Temporary hourly employees have no expectation of continuing employment and can be terminated at will. See FSH 3090 for additional information.~~

A-1. Establishment of Temporary Hourly (TH) Positions. A Temporary Hourly (TH) position is established when there is a temporary or intermittent need for services not to exceed 1385 hours ~~or one (1) year, whichever is less per year.~~ If the temporary services are expected to exceed 1385 hours per year, ~~the departmental administrator should consider department~~ establishing a temporary ~~(contingent)~~ board-appointed position ~~that would be eligible for full subsidized benefits.~~ Departmental administrators are authorized to engage temporary help to be paid from the department's budgets on an hourly basis. All TH positions are covered by FLSA, so hours worked over 40 per week are paid at 1.5 times the hourly rate. TH employees do not accrue compensatory time.

i) Short-term Clerical Positions. Departmental administrators seeking part-time, short-term intermittent or replacement TH clerical employees are encouraged to contact ~~Employment Services in~~ Human Resources regarding the Flexible Administrative Support Temps (FAST) Secretarial Technical Assistance Resource (STAR) Roster program. Application materials completed by individuals on the FASTSTAR roster seeking temporary or part-time employment are available for departmental administrators to review.

ii) Exception. Teaching Assistants (TAs) and Research Assistants (RAs) serve pursuant to wage agreements which specify the hourly wage to be paid over the period of an academic or fiscal year. In all other respects, these employees are student TH employees whose terms and conditions of employment are described below.

A-2. Fringe Benefits. TH employees ~~are may~~ not be eligible for the same health benefits as appointed employees. Benefits are determined by the benefit plan documents. health, life, dependent life, accidental death and dismemberment insurance, or short or long term disability insurance. Eligibility for a Vandal Card, annual leave, sick leave and pay for holidays on which the employee ~~does~~ not work is contingent on participation in the Public Employees Retirement System of Idaho (PERSI).

i) Social Security. TH employees who are students enrolled half-time or greater do not participate in Social Security.

ii) Retirement. TH employees not working at least 20 hours a week are not eligible to participate in PERSI. Those working more than 20 hours a week are eligible if they work at least five consecutive months and are not full-time students. Those who are eligible are required to participate in PERSI.

a) If, at the time of initial employment, the employer anticipates that the employee will qualify for participation in PERSI (because the employee is not a student employee and employment is anticipated to average 20 hours or more a week for five months or longer), the administrator should authorize PERSI enrollment for the employee to avoid retroactive enrollment requirements.

b) If the duration or amount of employment is not projected to exceed an average of 20 hours a week for five months, or if the amount or duration of employment are not known, the employee may defer participation until five months have elapsed.

c) In the event the employee actually works an average of 20 hours a week or more for five months or longer, he or she is required to enroll in PERSI. Retroactive contributions to PERSI for the five-5 month period is required by state

law. Retroactive adjustments for annual and sick leave accruals are credited to the employee's leave banks, but retroactive holiday pay is not.

d) If the employee elects to participate and then does not in fact work more than 20 hours a week for at least five months, he or she is entitled to a refund of the PERSI contributions.

e) Departmental administrators are responsible for notifying Benefit Services, in writing, when a TH employee who is expected to qualify for participation in PERSI is hired and which of the options above the employee has chosen.

f) ~~Human Resources/Payroll~~ ~~Benefit~~ Services will inform all ~~employers departments~~ and TH employees not already participating in PERSI that the TH employee is required to enroll in PERSI because he or she has worked 20 hours or more per week for ~~five~~ consecutive months. The ~~employers departments~~ and employees must then agree on one of the following options: (1) termination of employment, (2) a reduction of hours to less than 20 hours per week, or (3) enrollment of the employee in PERSI.

iii) Sick and Annual Leave.

a) TH employees who are paid for 40 or more hours in a biweekly pay period of 80 hours and who participate in PERSI accrue vacation and sick leave on a pro-rata basis at the rate of .0462 hours of vacation leave and .0462 hours of sick leave for each hour they are paid. TH employees who do not participate in PERSI do not accrue sick or annual leave.

b) If an employee is transferred from TH status to ~~a regular~~ ~~board-appointed~~ ~~position~~, ~~ment~~, ~~he or she~~ ~~the employee~~ accrues vacation leave and sick leave, on the basis described above, from the date of ~~his or her~~ initial employment or July 1, 1979, whichever is ~~the latter~~ ~~later~~.

iv) **Family Medical Leave.** In compliance with the Family Medical Leave Act of 1993, ~~the~~ UI will provide up to 12 weeks of unpaid leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the UI at least one year and for 1250 hours over the 12-month period before leave begins.

B. Hiring Temporary Employees. The term "Temporary" includes student hourly positions.

B-1. Responsibilities. ~~Deans and directors are responsible to ensure and be able to document that recruitment, employment, personnel actions and personnel policies for TH employees comply with legal requirements and are conducted in a manner which is consistent with the principles of affirmative action and equal opportunity.~~

~~Departmental administrators must be able to document that TH recruitment, employment and other personnel actions for TH employees are conducted in a manner consistent with the principles of affirmative action and equal opportunity.~~ Human Resources provides assistance in classifying positions, determining compensation ranges, writing job descriptions, recruiting ~~and~~ hiring ~~of positions if requested.~~ ~~Human Resources~~ ~~and verification~~ ~~verifies~~ of I-9 ~~forms~~ ~~status~~. To provide guidance with compliance of UI policies and legal requirements, and to assist with recruiting qualified candidates, ~~Employment Services~~ ~~Human Resources~~ offers ~~an~~ ~~the~~ online ~~electronic Applicant Recruitment Tracking~~ ~~s~~ ~~System~~ ~~(ATS)~~. For more information on how to post a temporary position, contact ~~Employment Services~~ ~~Human Resources~~ at (208) 885-3737.

B-2. Process.

i) ~~Hiring managers, supervisors and departments may elect not to use the electronic applicant recruitment system and are responsible for following proper hiring policies and procedures as outlined in the Faculty Staff Handbook and Administrative Procedures Manual, as well as adhering to state and federal employment laws - Deans and directors are responsible to ensure and be able to document that recruitment, employment, personnel actions and personnel policies for TH employees comply with legal~~

~~requirements and are conducted in a manner which is consistent with the principles of affirmative action and equal opportunity.~~

~~a) If desired, Human Resources can provide assistance in the development of the Job Description, or contact Human Resources for assistance.~~ Contact your Affirmative Action Coordinator ~~for assistance on to gain access to posting your job and reviewing receive~~ applications using the ~~electronic applicant recruitment online Applicant Tracking System.~~ Review applications, interview applicants, and select the best qualified candidate. Employment Services may have a roster of applications for some positions available for departmental administrators to review within 24 hours' notice to reduce recruitment time. For more information contact ~~Employment Services Human Resources~~ at (208) 885-3638/737.

~~a) A list of exceptions to conducting a temporary search, approved by the Human Rights Compliance Officer, is available on the Human Resources website at www.hr.uidaho.edu, or contacting (208) 885-3737.~~

Field Code Changed

ii) Persons needing to hire employees for out-of-state positions through the University must contact the Risk Management Officer at (208) 885-7177 ~~BEFORE before~~ hiring to ensure worker's compensation coverage. Penalties can be assessed for failing to maintain worker's compensation coverage.

iii) Advise the selected applicant to visit Human Resources to present verification of eligibility to work and ~~other required complete payroll, Social Security, tax withholding, and related~~ documents, and ~~to~~ receive information about UI employment, before beginning employment.

~~a) Exception~~ Appropriate alternate arrangements are made for persons employed at locations away from Moscow.

iv) Appoint the employee by entering ~~on an~~ on-line Electronic Personnel Action (EPAF) form [See 50.03], before employment begins and after ~~a satisfactory criminal background check has been received from Human Resources if applicable, I-9 form processed, and other required new hire paperwork completed.~~ appropriate benefit and tax forms are completed.

B-2. Payroll Processing. ~~The employing department enters hours worked on the on-line Banner PHA/HR screens. The hours worked and any annual or sick leave used are entered on the on-line systems by 5:00 p.m. on the Tuesday after the end of the pay period. See FSH 3090 for entering hours worked and APM 55.05 for information on Employee Pay Check Distribution. (See 55.05).~~

B-3. Sick and Annual Leave Reporting. ~~Employing departments are responsible for maintaining vacation and sick leave records for their TH employees and entering leave used into the on-line systems each pay period. See FSH 3090 for information on sick and annual leave reporting.~~ For step-by-step instructions on entering leave taken and time worked, see HRIS Banner instructions distributed during HRIS module training.

B-4. Information. Additional information regarding job descriptions, hourly rates, hiring, payroll processing, benefits and other conditions of employment for student and temporary hourly employees may be obtained from Employment Services at (208) 885-3638/737 or employment@uidaho.edu.

B-5. Establishing Rate of Pay. The rate of pay for all TH should be based on a defined job description. Employees must be paid at or above the current minimum wage and at a rate consistent with the job responsibilities. Departmental administrators must be able to document that TH recruitment, employment and other personnel actions for TH employees are conducted in a manner consistent with the principles of affirmative action and equal opportunity ~~and compliance with University policies and procedures.~~

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: APM50.55 Writing University of Idaho Job Descriptions (Title Change)

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 July 10, 2018
Name Date
885-3008 brandit@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Brian Foisy July 10, 2018-Reviewed and Approved
Name Date
885-7590 brianfoisy@uidaho.edu

Reviewed by General Counsel Yes No Name & Date: Kim Rytter, July 10, 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.

Updating to current process and language

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.

ASAP

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]
--

50.55 -- Writing ~~Results-Oriented Job~~ **University of Idaho Job** Descriptions

Last updated ~~November 7, 2006, July 16, 2018~~ **March 2020**

A. General. ~~Results-oriented~~ **University of Idaho** job descriptions (UIJD) for staff are written statements of ~~defining a specific job based on the findings of a job analysis. The job description includes duties and responsibilities, minimum and preferred qualifications needed to perform the job, and working conditions. The job description is the foundation for performance expectations, classification, and compensation. The results that must be accomplished, the duties that must be performed in order to accomplish the results, and the minimum qualifications needed to perform those duties.~~ Job descriptions provide a base to which management and employees can refer when questions arise. They provide the employee with a clear definition of the skills needed, the duties expected to be performed, the relative importance of priority of duties and responsibilities, the results that are expected, and the criteria to be considered in evaluation of performance.

Formatted: Font: Bold

B. Process. Job descriptions for new positions are prepared prior to recruitment by the administrator responsible for hiring, with assistance from ~~Employment Services in~~ Human Resources. Job descriptions are the ~~"measuring stick"~~ **standard** by which employee performance is evaluated. ~~Therefore, job descriptions for continuing employees are reviewed annually by the supervisor, with the employee, and revised if necessary.~~

Formatted: Font: Bold

~~C. Procedures. To prepare a results-oriented job description (or to convert an existing job description to the results-oriented format), the administrator determines the desired results and identifies representative duties which will accomplish each result. Included are examples of specific tasks, types of equipment that must be operated and the frequency of operation; potential exposure to chemicals, human or animal fluids or secretions, vapors, dust or hazardous materials; educational requirements; certificates or licenses; work schedules; skill requirements, and necessary physical abilities. Essential and marginal functions, and the approximate percent of time allocated to each process, are identified. All job descriptions should contain the following specific elements of information:~~

~~C-1. Job Title. Use the official title of the position. Each title has a title number. Employment Services maintains the university's title table and this information is available by contacting Employment Services at (208) 885-3611.~~

~~C-2. Job Summary. A statement that highlights the major purpose and functions of the position. The purpose of the job summary is to give the employee an overall impression of the scope of work.~~

~~C-3. Reporting Relationship. Include an organization chart which shows where the position fits into the department or unit. The chart should show the title to which the position reports and the titles of employees supervised, if any.~~

~~C-4. Responsibilities. Identify the results to be accomplished and provide examples of major duties and responsibilities which will accomplish those results, listing them in order of importance. Also include the percentage of time to accomplish each result. The sum of the percentages must equal 100%. Identify each duty or result as essential or marginal. Essential elements of a position identify the need for the position, i.e., the reason the position exists. Marginal elements are required to be performed, but are not the reason for which this particular position exists and usually require a small percentage of time.~~

~~C-5. Minimum Qualifications. Summarize the knowledge required, the experience and education, the physical demands, any licenses or certificates required, and the equipment to be used on the job. Minimum qualifications must be tied to the essential duties and responsibilities. Applicants who do not meet minimum qualifications cannot be forwarded to the search committee.~~

~~C-6. Additional Desirable Qualifications. Education or experience that is desired but not required. Examples might include specific scores on clerical exams, typing speed, knowledge of a particular software product.~~

~~D. Information.~~

~~D-1. Equal Opportunity Employer. The University of Idaho follows federal and state regulations in the employment process. These include but are not limited to the Fair Labor Standards Act, Affirmative Action, Equal Employment Opportunity, Americans With Disabilities Act, Age Discrimination in~~

~~Employment Act, Vietnam Era Veterans Readjustment Assistance Act, State of Idaho Codes affecting employment and other applicable regulations. Employment Services, the Affirmative Action Office, and Auditing Services assure that the University of Idaho is in compliance with these regulations. Questions about any of these codes, regulations or procedures may be addressed to the compensation and classification analyst in Employment Services.~~

~~**D-2-C. Preparation of University of Idaho Results-Oriented Job Descriptions.** The Employment Services analyst **Human Resources** is available to offer assistance in the development or revision of the results-oriented job descriptions. **Training materials for writing UIJD can be found on the HR webpage.** Forms are available at www.hr.uidaho.edu/downloads to help organize the material in the standard UI format. Contact **Human Resources** at (208) 885-3638 or **Employment Services** at (208) 885-3611 or hrbemployment@uidaho.edu for additional assistance.~~

Formatted: Font: Bold

Field Code Changed

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: 20.23 Payment Card Processing

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)

Linda Campos 3/21/2019
Name Date

Telephone & Email:

5-6530 lcampos@uidaho.edu

Policy Sponsor: (If different than originator.)

Brian Foisy 3/22/19
Name Date

Telephone & Email:

5-7090 brianfoisy@uidaho.edu

[Handwritten Signature] 3/21/19

Reviewed by General Counsel Yes No Name & Date: Kent Nelson 3/7/2019

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.

These sections of the APM have been updated to reflect changes in the PCI compliance rules and best practice policy language from peer institutions.

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

There are no foreseeable fiscal impacts.

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

No related policies will change due to changes made.

IV. Effective Date: This policy shall be effective upon approval by the VP for Finance and Administration in order to ensure compliance with law..

If not a minor amendment forward to: _____

Policy Coordinator
Appr. & Date:

FSH
Appr.

FC

Track #

Date Rec.:

Posted: t-sheet

APM
F&A Appr.:

[Office Use Only]

APM 20.23 - Payment Card Processing

Created/updated date: ~~March 21, 2017~~

Preamble: The University of Idaho (UI) is committed to providing a secure credit and debit card processing environment for our customers to protect against loss and fraud. To protect customers and limit University liability, we must comply with Payment Card Industry (PCI) requirements for securely processing, transmitting, and disposing of cardholder data. This policy will be effective immediately upon final approval. Pursuant to delegation from the President, the Vice President for Finance and Administration approved on ~~March 21, 2019~~ March 21, 2017. [rev. 3/17]

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Contents:

- A. Definitions
- B. Policy
- C. Scope
- D. [Process, Procedure and](#) Guidelines
- E. Exceptions
- F. Contact Information

A. Definitions.

A-1. Owner: The senior employee with direct responsibility for all credit card payment processing activities for their unit. [ed. 3-17]

Formatted: Font: Not Italic

A-2. Contact: The documented employee on file responsible for maintenance and coordination of payment card systems for their unit. [ed. 3-17]

Formatted: Font: Not Italic

A-3. Operator: Any employee tasked with processing card payments for their unit.

A-4. Cardholder Data: Any payment card information that is processed on behalf of the University of Idaho. This includes card numbers, expiration dates, security codes (CVC/CVV/CID code located on the back of credit cards) and cardholder personal data. [ed. 3-17]

Formatted: Font: Not Italic

A-5. PCI-DSS: Payment Card Industry – Data Security Standards.

A-6. PA-DSS: Payment Application – Data Security Standards.

A-7. SAQ: Self-Assessment Questionnaire.

A-8. Merchant: Any University unit that accepts debit or credit cards as part of its business process.

A-9. Unit: refers to primary management units within the University of Idaho (University), including recognized colleges, administrative units, and recognized University Centers located remotely from the main Moscow campus. [add. 3-17]

Formatted: Font: Not Italic

A-10. Vendor: Any person or company contracted by the University to facilitate payment card transactions. [ren. 3-17]

Formatted: Font: Not Italic

A-11. Critical Technology: Any technology device used within, or to connect to or from, the payment card processing environment network or equipment. [ren. 3-17]

Formatted: Font: Not Italic

B. Policy. All University of Idaho owners, contacts, and operators of any point-of-sale systems, credit payment terminals, or credit processing systems must maintain compliance with current PCI-DSS.

compliance has been regained to the satisfaction of the Controller's Office and the ITS Security Office. [ren. 3-17]

Formatted: Font: Not Italic

C. Scope. This policy applies to all entities processing credit cards directly or on behalf of the University of Idaho.

D. Process, Procedure, and Guidelines. Additional guidelines, processes, and procedures may be distributed or published by the Controller's Office and ITS in support of this policy and current PCI standards. Please see their websites for current information:

<https://support.uidaho.edu/TDClient/KB/?CategoryID=10><http://www.uidaho.edu/infrastructure/its/departments/security>
<http://www.uidaho.edu/finance/controller> [ed. 3-17]

Field Code Changed

Formatted: Font: Not Italic

Field Code Changed

E. Exceptions. Requests for exceptions in all or part of this policy may be submitted in writing to the University Controller or his or her designee, for review and possible approval. Any exceptions must be renewed annually.

F. Contact Information. The Controller's Office can assist with questions regarding this policy and PCI compliance. Phone: (208) 885-2719 or pci-compliance@uidaho.edu. [ed. 3-17]

University of Idaho

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 40.23 SOLID WASTE DISPOSAL

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)

Charles Zillinger; Mary George – 9/27/17
Name Date

Telephone & Email:

885-6633, charlesz@uidaho.edu, 885-5222, maryg@uidaho.edu

Policy Sponsor: (If different than originator.)

Brian Foisy
Name Date

Telephone & Email:

5-6174, brianfoisy@uidaho.edu

Reviewed by General Counsel Yes No Name & Date: Kent Nelson 10/11/19

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 new policy is derived from the portion of the former APM 40.22 LES services addressing solid waste disposal. (APM 40.22 has been reassigned to the new Nuisance Animals policy.)

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
There are no expected fiscal impacts from this policy. This policy was already in place. It has been edited to remove some extraneous language, but the main content remains intact.

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

APM 35.11 – Biohazard Safety
APM 35.40 – Hazardous Waste Management

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)
--

40.232 ~~---~~ **Municipal Solid Waste Disposal**~~Landscaping & Exterior Services (LES)~~

~~July 20, 2018~~ ~~October 2019~~ ~~09~~

Preamble: Municipal solid waste disposal is heavily regulated by federal, state, and local agencies. Regulations change frequently requiring ongoing compliance. Waste receptacles are placed on campus and managed by University of Idaho (UI) Facilities Services for university-produced municipal solid waste.

Contents:

A. ~~---~~ Definitions

B. ~~---~~ Policy

C. ~~---~~ Scope

D. ~~---~~ Contact Information

E. ~~---~~ References

A. Definitions ~~A&B were put in 40-22 -- nuisance animals.~~

A-1E. ~~---~~ Recycling, Surplus and Municipal Solid Waste ~~---~~ (RSSW) Programs: Any solid waste produced by normal daily university activities, including residence halls, but excluding extraordinary/~~unacceptable~~, hazardous, or infectious waste. Recycling stations are located at over 300 sites on campus, including, classroom buildings, residence halls and housing areas that are serviced by outside collection stations. Recycling and solid waste crews make over 500 stops per week to service the campus. For questions concerning the type of wastes recycled please refer to the Recycling Quick Reference [available from Facilities Services]. Any questions or concerns, contact RSSW at (209) 885-6222. [ed. 9-07, rev. 7-18]

A-2. Extraordinary/Unacceptable Waste ~~---~~ Construction and remodeling waste and debris; furniture; metals; electronic waste; batteries; free liquids; sharps; concert and large events debris; and any waste produced outside of normal university business operations or residence hall activities.

A-3C4. Hazardous Waste/Sharps Disposal. Hazardous wastes are those materials that are ignitable, corrosive, reactive, or toxic. See APM 35.40. See APM 20.10, Requests for Collection of Hazardous Materials, or call the Environmental Health and Safety Office (EHS) at (209) 885-6524 for further information. [ed. 3-09]

A-4. Infectious Waste ~~---~~ Waste that is capable of causing infectious disease; items contaminated with blood, saliva, or other body substances; or those items actually or potentially infected with pathogenic material. See APM 35.11.

A-5. Sharps ~~---~~ Any item having corners, edges, or projections capable of cutting or piercing the ~~---~~skin. (Usually related to bio-hazardous materials, but not necessarily.)

A-6. Electronic Waste (E-waste) ~~---~~ for this policy, electronic waste is any unit that has a plug, battery, or microchip, including but ~~---~~and includes but it not limited to televisions, computer screens, printers, printed circuit boards, and power supplies ~~---~~etc.

A-7. Solid Waste Receptacles ~~---~~ All containers (including tow units, totes, dumpsters, rollofs, trash cans) placed on campus by the university or ~~---~~by the local municipal waste authority for deposit of university-produced municipal solid waste.

C-1. Solid Waste Disposal. Solid Waste Disposal at UI is broken down into two major categories: (1) Normal day to day solid waste generation by campus buildings/departments, and (2) Extraordinary solid waste generation that comes from campus events; construction;

Formatted: Font: Bold

Formatted: Indent: Left: 0.5"

Formatted: Font: 9.5 pt

Formatted: Font: 9.5 pt

Formatted: Indent: Left: 0.75"

Formatted: Indent: Left: 0.5"

remodeling, building cleanouts, building upgrades, and other non-routine functions. Billings accrue for all non-general education building in Category 1 and for all Category 2 solid waste generation. Generating parties are required to pay the additional cost of the solid waste disposal for these situations. For more details about solid waste billing, contact RSSW at (208) 885-6222. Dumpster units located around campus are intended for disposal of normal non-hazardous materials generated on a daily basis. Use of these dumpsters for Category 2 functions is prohibited, and arrangements should be made with RSSW to handle these situations. *[ed. 9-07]*

Formatted: Indent: Left: 0.5"

B. Policy. Use of university waste receptacles for disposal of any refuse other than municipal solid waste ~~is prohibited.~~ Use of these receptacles without authorization or written permission is considered theft and is in violation of state laws. UI Residents are authorized users, and as such, are excluded from this provision. ~~Use of university waste receptacles for disposal of extraordinary/unacceptable solid waste is prohibited. Arrangements must be made to handle these situations for disposal of waste other than municipal solid waste must be made prior to an event, situation, or project that will generate such waste.~~

~~**BC-12- Theft of Services.** All solid waste receptacles. Each dumpster located on campus are for the sole use of the UI. Use of these receptacles, is signed with the following: "This dumpster is the use of the University of Idaho." The unauthorized use of this container is prohibited. Anyone using this container without authorization or written permission is considered theft and is in violation of state laws. Idaho Code 18-2403, "Theft of Service" and anyone caught doing so can may be prosecuted. No contractor, vendor, or UI employee or staff/student/faculty member should shall dispose of private waste using any trash through UI solid waste receptacles/dumpsters. (UI Residents are "authorized" users, and as such, are excluded from this provision.)~~

Formatted: Font: Bold

Formatted: Font: Not Italic

C. Scope. This policy applies to all use of university solid waste receptacles.

D. Contact Information. UI Facilities Services is responsible for university waste management, except hazardous, chemical, radioactive, and biological/infectious waste. Information about waste management services and any potential costs are located on the Facilities website <http://www.uidaho.edu/infrastructure/facilities/les/solid-waste>.

Information on the disposal of hazardous materials can be found on the UI Public Safety and Security website <http://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/hazmat>.

Information on the disposal of biological or infectious materials can be found on the UI Office of Research Assurances website <https://www.uidaho.edu/research/faculty/research-assurances/biosafety>.

GE. —References.

Idaho Code 18-2403, Section 5 – Theft of Services

UI Administrative Procedures Manual – 35.11 Biohazard Safety

UI Administrative Procedures Manual – 35.40 Hazardous Waste Management

Formatted: Font: Bold

~~**C-3. Recyclables and Hazardous Materials in the Solid Waste Stream.** Items that are recyclable or are considered to be a hazardous or toxic waste should not be disposed of through the solid waste disposal system. If there is any question about whether an item should be disposed of in the solid waste stream, please contact RSSW at (208) 885-6222 with your query. Certain items can and will be rejected by our waste haulers because of more stringent disposal regulations. The following list provides examples of recyclable or hazardous material items that should not go into the regular solid waste stream. *[ed. 9-07]*~~

• #1 and #2 Plastic	• Fluorescent tubes
• Aluminum cans	• Glass bottles
• Any UI equipment/property—Contact Surplus Property Office at (208) 885-2091.	• Magazines
• Batteries—Alkaline, Lithium, Lead acid, or Rechargeable. Contact EHS at (208) 885-6524 for disposal.	• Newspapers
• Chemicals—Contact EHS at (208) 885-6524 for disposal.	• Oils—Contact EHS at (208) 885-6524 for disposal.
• Colored ledger paper	• Packing peanuts
• Computer monitors	• Phone books
• Computer paper	• Reusable office supplies
• Corrugated cardboard	• Solvents & cleaners—Contact EHS at (208) 885-6524
• FAX & Printer toner cartridges—Most manufacturers now provide return envelopes for reclaiming spent cartridges when a new one is purchased. Please follow manufacturer return guidelines.	• Tin cans
• Federal property (UI red tagged items)—Contact Surplus Property Office at (208) 885-2091.	• White ledger paper

C-5. Surplus Property Office. For further information or questions, please refer to APM 10-41, or contact Surplus Property Office at surplus@uidaho.edu or (208) 885-2091.

D. Roof Leaks. When a roof leak occurs, Facilities Services should be contacted at (208) 885-6246 immediately. A maintenance repair person will be dispatched to contain the water and minimize water damage. Maintenance personnel will attempt to determine the cause of the leak and take steps to stop the leak. [Note: Some repair work must be postponed for dry weather in order to properly fix the leak.] If the roof leak is discovered during non-working hours or on a holiday, call the Steam Plant at (208) 885-6271 for immediate response. Steam Plant personnel will dispatch maintenance workers to minimize damage to buildings and contents. [ed. 9-07]

E. Snow Removal. During normal working hours every effort is made to keep building entries and steps clear of snow and ice. Sanding is used as needed. When snow on sidewalks reaches one inch, teams are dispatched to remove the snow. Every weekday morning, sidewalks are checked for ice or frost. If needed, the tractor or hand crew will sand them. When an event is occurring on campus, the snow removal team clears and sands/rocks sidewalks, streets, and parking lots around the event site, prior to the event.

E-1. Street and Parking Lot Snow Removal. When two or more inches of snow have fallen, or a heavy frost or ice are present, street and parking lot snow removal and sanding/rocking begins.

E-2. Disabled Parking and Walkway Area Snow Removal. Parking spaces for the disabled in parking lots and streets are cleared as a priority while the major campus walkways are cleared. Class schedules of disabled students are distributed to sidewalk tractor

operators and grounds workers. Every effort is made to provide clear routes for disabled students.

E-3. Information or Service Requests. Any problems or requests concerning snow or ice removal, call the Customer Service Center at Facilities Services, (208) 885-6246. *[ed. 9-07]*

F. Campus Storage. Rental space for UI departments is available on a short or long term basis. Contact LES at (208) 885-6633 for current prices and space availability.

G. Garage/LES Shops (GLS). The UI Garage performs routine preventative maintenance and repairs for all UI vehicles as requested by the owning department. For major or highly technical repairs, vehicles are sent out to various specialized shops in the Palouse region. GLS technicians also repair and maintain all Facilities equipment from small engine work to road graders. For questions or service appointments contact GLS by email at garage@uidaho.edu or call (208) 885-7104. *[rev. 9-07]*

H. Parking Lot Problems. Parking and Transportation Services determines the maintenance activities in the parking lots on campus and directs Facilities Services for work to be completed. To report parking lot problems, contact Parking and Transportation Services at (208) 885-6424 or by email at parking@uidaho.edu, or visit www.uidaho.edu/parking. *[ren. & ed. 9-07 (was B), ed. 7-09]*

I. Site Lighting Problems. Exterior lighting for streets and campus is maintained by the Electric Shop. All problems should be reported to Facilities Services at (208) 885-6246 or facilities@uidaho.edu. *[ren. & ed. 9-07 (was B-2)]*



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

X Addition Revision* Deletion* Emergency Minor Amendment
Chapter & Title: **FSH 3175 Financial Stewardship Responsibilities**

Administrative Procedures Manual (APM)

Addition Revision* X Deletion* Emergency Minor Amendment
Chapter & Title: **APM 25.01 Financial Stewardship Responsibilities**

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

Originator (see FSH 1460 C) Trina Mahoney 3/27/20
Name Date
5-4387 tmahoney@uidaho.edu
Telephone Email

Policy Sponsor, if different from Originator: Brian Foisy 3-30-2020
Name Date

Telephone Email

Reviewed by General Counsel Yes No Name & Date: Kent Nelson 4/16/20

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

Text revised to align with the current structure and expectations related to financial stewardship, and section moved from APM to FSH as part of ongoing effort to house policy in FSH and procedures in APM.
- Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

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

Part of comprehensive revision of APM 25.01 through 25.05
- 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)

FSH 3175

25.01 Financial Stewardship Responsibilities

Last updated August 3, 2005

Preamble: This section formerly resided in the Administrative Procedures Manual as APM 25.01. In 2020 it was moved to FSH 3175.

A. General. Unit administrators of the university's financial resources are identified as financial stewards. They are responsible for implementing, maintaining and following proper administrative and accounting procedures, and for complying with all relevant governmental and regulatory requirements. In addition, unit administrators are required to certify an understanding the UI's [Statement of University Financial Resource Stewardship](#). (See [Section B](#) below) (Also see APM Chapters 10.00, 20.00, 45.00, 50.00, 55.00, 65.00, and 70.00)

As financial stewards, fundamental oversight responsibilities include: As the Chief Financial Officer for the [University](#), the Vice President for Finance and Administration and his or her designees within the Division of Finance and Administration are responsible for managing the overall financial resources for the university. This includes providing leadership in budget and financial accountability, policy, systems and reporting, as well as internal controls in cooperation with [Internal Auditing Services](#).

All individuals involved with management of financial resources, including those within individual units, are responsible for:

A-1. Complying with Policy and Procedures. Learning, following and upholding financial policies and procedures established by the [University](#).

A-2. Maintaining Adequate Records. Maintaining processes and procedures in accordance with record-keeping requirements established by the [University](#).

A-3. Creation of Budgets. Contributing to or constructing budgets based on a thorough analysis of need while complying with any applicable guidelines and instructions issued by the Division of Finance and Administration.

A-4. Ensure-Ensuring Budget Compliance. Expending or committing any funds within approved [University](#) budgets using appropriate financial, accounting, purchasing and other approved

Formatted: Centered

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Indent: Left: 0.5"

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Indent: Left: 0.5"

Formatted: Font: Bold

University procedures, and maintaining records appropriate to these transactions.

A-5.4. Monitoring Current Budget or Fund Status. Monitoring current expenditures and revenues regularly for budgeting and accountability purposes.

Formatted: Font: Bold

Formatted: Font: Bold

A-6.5. Ensure Ensuring Proper Salary and Wage Payments. Reconciling reports of time and effort to assure correct payment of salaries and wages to employees, including leave and overtime.

Formatted: Font: Bold

Formatted: Font: Bold

~~**A-6. Substantiate Substantiating Creation of Budgets.**~~ Contributing to or constructing budgets based on a thorough analysis of need while complying with any applicable guidelines and instructions issued by the UI Institutional Planning and Budget Office. Division of Finance and Administration.

Formatted: Font: Bold

A-7. Ensure Ensuring Adequate Internal Controls. Implementing basic management controls, including segregation of duties to maintain appropriate checks and balances, in order to ensure that transactions are appropriately executed and recorded and expenditures-disbursements have a valid business purpose and are necessary and reasonable.

Formatted: Font: Bold

A-8. Correcting Internal Control Weaknesses. Correcting management internal control weaknesses that could lead to noncompliance with fiscal policies, waste, misuse, misappropriation, or destruction of assets, including data and data integrity.

Formatted: Font: Bold

A-9. Reporting Improprieties. Reporting to the Director of Internal Audit, Internal Audit Services, all suspected or known (a) misappropriation of assets, (b) misuses of University property, facilities or equipment, (c) falsification of financial records or reports, (d) unauthorized or improper destruction of assets (including data and data integrity) and (e) conflicts of interest.

Formatted: Font: Bold

A-10. Ensure Ensuring Confidentiality and Safeguarding of Sensitive Information. Maintaining the confidentiality of University University financial information as required.

Formatted: Font: Bold

A-11. Ensuring Accountability and Compliance. Performing periodic internal reviews to ensure continued compliance with University University financial policies and administrative and accounting procedures.

Formatted: Font: Bold

Formatted: Font: Bold

~~A-12. Ensure Proper Computer Security. **Maintaining systems security and a secure computer environment for financial and other University records.**~~

Formatted: Font: Bold

Formatted: Font: Not Bold

Formatted: Font: Bold

~~A-13. Monitor for Potential Conflict of Interest. **Identifying potential conflicts of interest and taking effective action to avoid or prevent these conflicts.**~~

Formatted: Font: Not Bold

Formatted: Font: Bold

B. Procedure. Unit administrators of the university's financial resources are responsible for familiarity with these particular financial stewardship responsibilities. In conjunction with these responsibilities is a requirement to certify understanding of such policy and procedures. Specifically, unit administrators will: The Division of Finance and Administration is responsible for developing and making available guidance on budget and financial accountability, policy, systems and reporting. -Unit administrators are responsible for familiarity with the above financial stewardship responsibilities and should ensure that introduction to these policies is included in the training of staff with financial duties. -The annual performance evaluation for individuals involved with management of financial resources should include an evaluation of compliance with this policy.

~~B-1. Certify Understanding of the Institution's 'Statement of University Financial Resource Stewardship'. **Specifically, unit administrators having responsibility for a Departmental Code (roll-up), as identified in Banner (financial reporting system), are required to certify their understanding of Statement of University Financial Resource Stewardship.**~~

Formatted: Font: Bold

Formatted: Font: Not Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

~~B-2. Supervisory Review and Signature Required. **Unit administrators will review the Statement of University Financial Resource Stewardship with their supervisor, sign, retain a personal copy, and file a copy in the departmental personnel file.**~~

Formatted: Font: Not Bold

Formatted: Font: Bold

~~B-3. Annual Performance Review. **The annual performance evaluation for the above identified responsible unit administrators will include an evaluation of compliance with the requirements of the Statement of University Financial Resource Stewardship.**~~

Formatted: Font: Not Bold

Formatted: Font: Bold

~~C. Forms. **See attached Statement of University Financial Resource Stewardship.**~~

Formatted: Font: Not Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

DC. Information. For additional information regarding financial stewardship responsibilities, contact the Office of the Vice President for Finance and

Formatted: Font: Bold

Administration at 885-6174. ~~In addition, the following references are provided for information purposes:~~

~~D-1. **UI Executive Council.** Executive Council agenda item 2003-0011, Improved Management Controls over Deficit Spending.~~

~~D-2. **UI Executive Council.** Executive Council agenda item 2003-0012, Transparent, Arms-length, Business-like with Ancillary and Auxiliary Services.~~

~~D-3. **Miscellaneous References.** There are other professional organizations that outline specific ethical conduct relative to the profession. Review of the following websites is encouraged:~~

~~i) **National Association of College and University Business Officers**, (NACUBO), <http://www.nacubo.org>~~

~~ii) **National Association of State Universities and Land-Grant Colleges** (NASULGC), <http://www.nasulgc.org/Default.htm>~~

~~iii) **Council on Governmental Regulations** (COGR), <http://www.cogr.edu>~~



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title: _____

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title: Current: 25.02 Controls over Deficit Spending
Revised: 25.02 Financial Balance Management

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

Originator (see FSH 1460 C) Trina Mahoney 10/30/2019
Name Date

5-4387 t.mahoney@uidaho.edu
Telephone Email

Policy Sponsor, if different from Originator [Signature] 2-10-20
Name Date

Telephone Email _____

Reviewed by General Counsel Yes No Name & Date: Kent Nelson 4/5/20

- deletion to the Faculty Staff Handbook or the Administrative Procedures Manual.
- Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion, as well as changes to the Chart of Accounts.
 - Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None
 - Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
This revision addresses deficit and reserve policy formerly in APM sections 25.03, 25.04 and 25.05 so these are proposed to be deleted.
 - 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)
--

25.02 -- ~~Controls over Deficit Spending~~ Financial Balance Management

Last updated August 3, 2005

A. General: This procedure ~~is intended to prevent the accumulation of deficits from year to year~~ outlines responsibilities related to balance management including but not limited to deficits and reserve or other balance requirements as established by the ~~University~~. All fund types are subject to 'Controls Over Deficit Spending'. In addition, this procedure is based on the principle of materiality and a defined "material deficit," which directs the level of management oversight of the Responsibility Center Management (RCM). For further background please see Executive Council item EC-2003-0011. [Link TBP]

Formatted: Font: Bold

A-1. Fund Types ~~Subject to Controls Over Deficits~~ Covered by This Policy. All fund types are covered by this policy. Fund type generally is defined by its revenue source (e.g. appropriated revenue or local revenue). The method of control may vary depending on the fund type. Funds types include, but are not limited to the following: ~~All operating funds, with the exception of sponsored programs and service centers, as well as unexpended plant (capital project) and renewal and replacement funds are covered by this policy.~~

Formatted: Font: Bold

Formatted: Indent: Left: 0.5"

- ~~i) U1, D1, D2, D8, General Education and other State Appropriations~~
- ~~ii) X1 and X2, Auxiliary Enterprises~~
- ~~iii) U3, Local Service~~
- ~~iv) U7, Special Local Service~~
- ~~v) U4, Gift/Donations orgs.~~
- ~~vi) D3, Scholarship, restricted~~
- ~~vii) D4, Grants and Contracts~~
- ~~viii) U5, Scholarship, unrestricted~~
- ~~ix) Z3, Agency~~
- ~~x) Px, Plant and capital~~

Formatted: Font: Bold

A-2. Definition of ~~Deficit~~ "Material Deficit" for Fund Types U1, D1, D2, D3, D4, and D8: A negative budget balance for fund types managed by budget balance or a negative fund balance for fund types managed by fund balance. Please contact the University Budget and Planning Office if you have questions regarding how a particular fund type is managed.

A-3. Definition of ~~Reportable~~ Material Reportable Deficit.:

Formatted: Font: Bold

Formatted: Indent: First line: 0.5"

Formatted: Font: Bold

a. Any fiscal year--end deficit balance, regardless of amount, at the Level 3 Org level (as defined by the Banner organization hierarchy) for appropriated fund types (10, 20 and 24 as of this policy but please contact the University Budget and Planning Office to verify if needed) and the centrally allocated fund type (11). Any fiscal year--end deficit balance at the individual fund level in excess of \$5,000 for all other fund types, excluding Sponsored Programs (fund type 22).

Formatted: Indent: Left: 1"

b. Please see APM ~~Section~~Chapter 45 for policies and procedures related to Sponsored Programs (fund type 22).

Formatted: Font: Bold

c. Please see APM ~~Section~~ 20.20 for policies and procedures related to Service Centers (fund type 15).

Formatted: Font: Bold

~~**The accumulation of deficits within appropriated and/or grant and contract funds are not allowed and thus a material deficit cannot exist. The UI Institutional Planning and Budget Office (IPBO) is responsible for oversight of appropriated funds and Business and Accounting Services is responsible for oversight of grant and contract funds.**~~

Formatted: Font: Bold

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

~~**A-3. Definition of "Material Deficit" for Fund Types Px, X1, X2, U3, U4, and U7. For purposes of establishing 'controls' over deficit spending, material deficits are defined for Prior Accumulated Deficits (existing as of June 30, 2002), and Current Period Deficits (any fiscal period after June 30, 2003). Specifically,**~~

Formatted: Font: Not Bold

Formatted: Font: Bold

~~**i) Material Deficits at June 30, 2002, (Prior Accumulated Deficits). At the RCM level, a single fund with an accumulated deficit of \$25,000 or more is considered material. (See APM 25.03)**~~

Formatted: Font: Bold

Formatted: Font: Bold

~~**ii) Material Deficits after June 30, 2003, (Current Operating Deficits): A current fiscal year operating deficit is considered material if (a) it exceeds 5% of current year operating expenses; or (b) is greater than \$9,999.99. (See APM 25.04)**~~

Formatted: Font: Bold

Formatted: Font: Bold

~~**iii) Scholarship and Agency Funds. Scholarship and agency funds (D3, U5 and Z3) are addressed in separate sections of the APM [Link TBP].**~~

B. ~~Process~~Procedure – Operating and Renewal and Replacement Funds

B-1. Individual Units. It is the responsibility of each unit to routinely review fund or budget balances, to resolve deficit balances not due to timing within a reasonable timeframe and no later than fiscal year end, and to adhere to any reserve or other balance requirements as established by the university.

Formatted: Indent: Left: 0.5"

B-2. Division of Finance and Administration. It is the responsibility of the University Budget and Planning Office or the office designated by the Vice President for Finance and Administration to communicate to campus current expectations and procedures used to implement this policy. These communications may include deficit reporting plans and other university actions aimed at managing university financial resources, including but not limited to the establishment of minimum balances or reserve targets.

The University Budget and Planning Office or other designated office will run periodic mid-year and fiscal year--end balance reports and identify deficit balances or balances not meeting established balance or reserve requirements. These reports will be distributed to unit executives (vice presidents and president) with the expectation that units will work to resolve deficits prior to fiscal year end or to meet balance or reserve requirements. The frequency of mid-year report generation and distribution is at the discretion of the Vice President for Finance and Administration.

Final reports of all balances will be generated after fiscal year -end closing with remaining material reportable deficits or balances not meeting balance or reserve requirements highlighted. These reports will be distributed to the Vice President for Finance and Administration as well as the unit executives (vice presidents and president). Each executive office will be responsible for working with individual units to gather and approve the following:

—Explanation of timing issues, or

1. Resolution plans for all material reportable deficits not due to timing, and;
2. Resolution plans for all balances not meeting balance or reserve requirements should such requirements extend to the following fiscal year.

Formatted: Indent: Left: 0.75", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

The Vice President for Finance and Administration should be notified of any approved resolution plans which extend beyond the next fiscal year end. Failure on the part of responsible units to reach resolution in accordance with approved resolution plans will result in the

Formatted: Indent: Left: 0.5"

executive overseeing the unit being required to provide funding sources for the unresolved material reportable deficits or required balance or reserve.

C. Procedure – Capital Project Funds (Fund Type 90)

C-1. Individual Units. It is the responsibility of the unit(s) sponsoring a capital project to provide project funding prior to any expenditures or expenditure commitments. A project may be funded in phases, but full funding for each phase must be in place prior to implementation. Exceptions must be approved by the Vice President for Finance and Administration or his/her designee.

C-2. Division of Finance and Administration. It is the responsibility of the University Budget and Planning Office or the office designated by the Vice President for Finance and Administration to review all capital project fund balances on a routine basis. The University Budget and Planning Office or other designated office will work with units throughout the fiscal year to ensure any material reportable deficits are resolved. The Vice President of Finance and Administration and the executive overseeing the unit will be notified of any unresolved material reportable deficit which does not have prior approval (see C.1).

D. Information. For additional information on budget management, reporting processes, or current reserve or balance requirements, please contact the University Budget and Planning Office at budget@uidaho.edu.

~~-. Please reference APM 25.03 for instructions as to how to retire Prior Accumulated Deficits. Please reference APM 25.04 for instructions as to how to manage situations of Current Operating Deficits.~~

~~**C. Information and/or Training Support.** Upon implementation of new policies and procedures relating to controls over deficits, employee training will be provided for purposes of establishing controls over deficit spending. Recognizing that these policies and/or procedures are dynamic in their response to changing management practices, no specific training programs are outlined per se. The Division of Finance and Administration (DFA) and IPBO are responsible for delivering initial training programs, which will consist of, but not be limited to the following components:~~

~~Program training relating financial condition and stewardship and associated impacts of deficit spending.~~

Formatted: Indent: Left: 0.5"

~~Report interpretation (e.g., elements, math, and purpose).~~

~~Data mining, report generation, warehouse access, and Banner training.~~

~~Reporting timelines, due dates, etc.~~

~~Ongoing training and refresher sections.~~



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title: _____

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title: 25.03 Operating Deficits - Prior Accumulated Material Deficits

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

Originator (see FSH 1460 C) Trina Mahoney 10/30/2019
Name Date

5-4387 tmahoney@uidaho.edu
Telephone Email

Policy Sponsor, if different from Originator [Signature] 2-10-20
Name Date

Telephone Email _____

Reviewed by General Counsel X Yes No Name & Date: Kent Nelson 4/15/20

- Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion to the Faculty Staff Handbook or the Administrative Procedures Manual.
part of revision to all deficit policy sections - revise and consolidate under 25.02 (no need for sep. policy for prior year, current year)
- Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None
- Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
25.03, 25.04 + 25.05 will be deleted, with all deficit policy information in a revised version of 25.02
- 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)
--

~~25.03 --- Operating Deficits --- Prior Accumulated~~

~~Last updated August 3, 2005~~

~~A. **General.** This procedure establishes guidelines for developing a Prior Accumulated Material Deficit Retirement Plan (the Plan) and identifies procedures and accountability measures used to address the management of material deficits. For further policy information see Executive Council item EC 2003-0011. [Link TBP]~~

~~A-1. **Effective Period.** This procedure shall remain in effect until June 30, 2006, or until such time as all prior deficits are retired, whichever comes last.~~

~~B. **Procedure.** Responsibility Center (RC) Managers are responsible for developing a Prior Accumulated Material Deficit Retirement Plan. This Plan should address the following issues:~~

~~B-1. **Modification of Fiscal 2003 Deficit Plans.** During FY 2003, the Institutional Planning and Budget Office (IPBO) requested RC Managers to submit plans addressing deficits of \$25,000 or greater as of June 30, 2002. These plans should be modified and incorporated into the Prior Accumulated Material Deficit Retirement Plan as required by this section.~~

~~B-2. **FY 2004 Planning.** Procedures for preparing FY 2004 Prior Accumulated Material Deficit Retirement Plans are as follows:~~

~~i) **Purpose.** The purpose of the Plan is to provide formal documentation that defines repayment terms and the retirement of material deficits accumulated as of June 30, 2002, for each fund within each RC. At least one annual installment will be required to be made no later than May 31st of each fiscal year.~~

~~ii) **Plan elements:**~~

- ~~• **Date certain:** A deadline for final payment.~~
- ~~• **Revenue sources:** Identification of revenue sources for repayment.~~
- ~~• **Repayment periods:** Established periodic payment dates.~~

~~iii) **Deadline.** All material deficits must be retired no later than June 30, 2006.~~

~~iv) **Plan Resources.** Any unrestricted source of revenue may be identified to retire deficits. Multiple repayment sources may be identified~~

v) ~~**Plan Submission.**~~ Plans and accompanying documentation must be completed by January 31, 2004, and submitted to the IPBO. Plans will be reviewed and then forwarded to the Finance and Business Affairs Committee for their review.

vi) ~~**Plan Review.**~~ The Finance and Business Affairs Committee shall review all Plans for compliance with applicable criteria and provide feedback to the RCM. Plans may be returned to the RCM if unacceptable or additional information is needed.

vii) ~~**Plan Approval.**~~ The Finance and Business Affairs Committee shall forward approved plans to the President for their signature.

viii) ~~**Plan Format.**~~ See attached memorandum of understanding (MOU) sample, Prior Accumulated Material Deficit Retirement Plan.

~~**B-3. Monitoring the Retirement of Prior Accumulated Material Deficits.**~~

i) ~~**Assessment.**~~ The annual installment for retiring prior deficits will be transferred by each RC Manager no later than May 31st of each year.

ii) ~~**Progress Reports.**~~ Each RCM shall submit a yearly progress report to IPBO who will review and forward to the Finance and Business Affairs Committee. Plan progress reports shall be due August 15th of each year.

C. ~~**Accountability Measure.**~~ Each RC Manager's annual performance evaluation shall include an assessment of financial management performance. One indicator of performance is the progress made on retiring prior accumulated deficits and will be measured by the terms defined in each Plan.

D. ~~**Information.**~~ For additional information regarding preparation and submission of the Plan, contact IPBO at (208) 885-6718.



University of Idaho

POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title: _____

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title: 25.04 Operating Deficits - Current Year

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

Originator (see FSH 1460 C) Trina Mahoney 10/30/2019
Name Date

5-4387 tmahoney@uidaho.edu
Telephone Email

Policy Sponsor, if different from Originator [Signature] 2-10-20
Name Date

Telephone Email

Reviewed by General Counsel Yes No Name & Date: Kent Nelson 4/15/20

- Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion to the Faculty Staff Handbook or the Administrative Procedures Manual.
Part of revision to all deficit policy sections - revise and consolidate under 25.02
- Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None
- Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
25.03, 25.04 and 25.05 will be deleted, with all deficit policies in a revised version of 25.02
- 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: _____ <i>[Office Use Only]</i>
--

APM F&A Appr.: _____ <i>[Office Use Only]</i>

FSH Appr. _____ FC _____ GFM _____ Pres./Prov. _____ <i>[Office Use Only]</i>
--

Track # _____ Date Rec.: _____ Posted: t-sheet _____ h/c _____ web _____ Register: _____ <i>(Office Use Only)</i>

~~25.04 --- Operating Deficits --- Current Year~~

~~Last updated August 3, 2005~~

~~A. **General.** This policy and procedure addresses (1) Individual organization (Org) deficits that occur within the fiscal year, (2) Reports used for executive level monitoring and oversight, and (3) The process for resolving operating deficits. This section applies to all current year operating deficits, in contrast to APM 25.03, which addresses the retirement of prior accumulated material deficits.~~

~~A-1. **Current Year Operating Deficits.** Current year operating deficits are not acceptable for any Fund within any Fund Type. Nevertheless, operating deficits may occur during the operations of a fiscal year. Exception reports will be created for monitoring by Responsibility Center and Executive level managers.~~

~~A-2. **Expense Patterns.** Since current year operations are dynamic, expense patterns of each Fund are used as the benchmark for identifying and reporting current operating deficits. There are two reporting thresholds:~~

~~i) Current-year operating deficits exceeding 5% of current year operating expenses.~~

~~ii) Any deficit less than 5% of current year operating expenses, but greater than \$9,999.99, i.e., \$10,000.00 and greater.~~

~~B. **Procedures.**~~

~~B-1. **Non-Sufficient Funds (NSF).** NSF checking through Banner is available for all Organizations and will continue to be the primary tool for checking expense budget availability. If expense budget is not available, the expenditure may not be allowed. Banner's capability for performing this check is facilitated through the Budget Office.~~

~~B-2. **Exception Reporting.** Exception reports are created based on criteria identified in the following sections and are available based on Organization. security from Banner at anytime. No further action is required if a Fund is not reported as an exception.~~

~~i) Exception Reports are not created for appropriated and grant funds (Fund Types U1, D1, D2, D4, D8). Appropriated funds are controlled by the Institutional Planning and Budget Office (IPBO) and by definition cannot be overspent. Business and Accounting Services (BAAS) is responsible for grant and contract funds oversight.~~

~~ii) Fund Balance Reporting, (Fund Types X1, X2, D3, U3, U4, U7). Individual fund balances will be monitored to assess each Fund's financial condition. This process compares current year actual revenues to actual expenses, which results in either a positive or negative contribution to the prior year ending fund balance. Only those meeting the 5% or \$10,000 threshold will be reported, (the exception). (Note, encumbrances are treated as expenses.)~~

~~iii) Revenue Monitoring, (Fund Types X1, X2, D3, U3, U4, U7). In addition to NSF checking and Fund Balance Reporting, these fund types, (auxiliary and local service), will have revenue budgets monitored against actual cash receipts. This process provides a clear view of revenue activity and whether enough revenues are being generated to support budgeted expenses.~~

~~**B-3. Impact of Reporting Inventory.** Units that book and carry a physical inventory, (e.g. Idaho Press & Chemistry Stores), may not recognize inventory as cash (liquid) for purposes of these reports.~~

~~**B-4. Remedial Actions.** The following actions are required for current operating deficits:~~

~~i) Correcting Deficits. RCs are expected to correct deficits without additional administrative action. RC's can decrease expenses or increase revenues, freeze the activity or take other actions within their control to eliminate a deficit.~~

~~ii) Bridging Fiscal Years. Any RC that has a revenue-timing situation in which revenues lag expenses and is expected to span fiscal years, must report this in the status report identified below.~~

~~iii) Exception Reports. All RCs for which an exception report (See B-2(ii) above) has been generated shall prepare a report regarding the RC's plan to eliminate the deficit by year-end. The report shall include the following elements:~~

~~a. Purpose, a brief description of the activity~~

~~b. Specific action, (e.g. decrease expenses or increase revenues)~~

~~c. Other courses of action including cessation of operation~~

~~d. Plan to carryover deficit, (receivables to cover, should be booked)~~

~~e. Include other supporting documentation as necessary~~

~~iv) Report Reviews. Reports are submitted to BAAS and IPBO who are responsible for reviewing RC reports on material operating deficits. BAAS and IPBO will appoint two member teams to meet with each responsibility center manager or designee to discuss remedial actions prior to forwarding to the Finance and Business Affairs Committee with recommendations.~~

~~B-5. **Clearing All Deficits.** In addition to material current year operating deficits, all deficits, regardless of size, (those under 5% or \$10,000), must be cleared by fiscal year end.~~

~~C. **Sample Form.** See attached Remediation Report – Current Year Operating Deficits.~~

~~D. **Information.** For additional information regarding current year operating deficits, contact either IPBO at (208) 885-6718, or BAAS at (208) 885-2719. Also, see Executive Council item EC 2003-0011.~~



University of Idaho

POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title: _____

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Chapter & Title: 25.05 Establishing Required Cash Reserve Targets

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

Originator (see FSH 1460 C) Trina Mahoney 10/30/2019
Name Date

5-4387 trmahoney@uidaho.edu
Telephone Email

Policy Sponsor, if different from Originator [Signature] 2-10-20
Name Date

Telephone Email

Reviewed by General Counsel Yes No Name & Date: Kent Nelson 4/15/20

- Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion to the Faculty Staff Handbook or the Administrative Procedures Manual.
Part of revision to all deficit policy sections - revise and consolidate under 25.02
- Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None
- Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
25.03, 25.04 and 25.05 will be deleted, with all deficit policies in a revised version of 25.02
- 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)
--

25.05 -- Establishing Required Cash Reserve Targets

Last updated August 3, 2005

A. General: Responsibility Center Managers shall establish appropriate cash reserves at the Responsibility Center (RC) level. Cash reserves are considered necessary because of the volatility in certain revenue generating activities to guard against economic downturns and other unexpected situations. Establishing a prudent reserve policy increases institutional net assets as well as creating greater financial strength and flexibility. (See APM 25.xx)

A-1. Cash Reserves Should Relate to Expenses. Annual expense activity demonstrates what is required for a unit to carry out its business. Expenses, rather than revenues, are better indicators of operating size or activity since they are typically less volatile and under direct management control. Accordingly, expense activity is the basis for determining appropriate cash reserve levels.

A-2. Target Cash Reserves at Five Percent (5%) of Expenses. Each RC cash reserve benchmark will be based on a rolling average of expenditures from the previous three years. The cash reserves should then be targeted at 5% of the average expenditure benchmark.

B. Procedures. Responsibility Centered Managers are responsible for developing cash reserves. These reserves should comply with the following criteria.

B-1. General Education and Other State Appropriations (Fund Types U1, D1, D2, D8). Unit administrators of appropriated funds are encouraged to maintain a level of cash reserve suitable for the unit for consideration of factors affecting state appropriations such as holdbacks, economic downturns and legislative decision making. This balance may exceed the recommended 5% of average expenditures.

B-2. Gift/Donations (U4) Scholarships, Restricted (D3) and Grants and Contract (D4). These fund types are not required to maintain cash reserves.

B-3. Auxiliary and Local Services, (Fund Types X1, X2, U3, U4, U7). These fund types will establish cash reserve balances as a sound business practice. Specifically, the following criteria is identified for adequate cash reserves:

i) **Rolling Average of Expenditures.** Each RC cash reserve is based on a rolling average of expenditures from the previous three years.

ii) **Required Cash Reserve.** The target reserve (benchmark) balance is established with cash, not inventory or accounts receivable not booked, (accruals).

iii) **Target Cash Reserve at 5%.** The minimum reserve is targeted at 5% of the previous three-year average expenditure benchmark.

iv) **Exceed Minimum Cash Reserves When Prudent.** A greater minimum reserve may be established if activities are exceptionally volatile or other circumstances justify such.

v) ~~Cash Reserves Required by June 30, 2006. Each RC shall be responsible for creating cash reserves at the 5% level by the end of fiscal year 2006.~~

vi) ~~Adjusting Cash Reserve Balances. Ensuing cash reserve benchmarks will be adjusted to reflect the impact that current year expenditures have to the rolling three-year average.~~

~~**B-4. Intervention and Remedial Actions:** Annually, the Institutional Planning and Budget Office (IPBO) will report progress to the President on cash reserves. Throughout the year the RCs shall monitor their cash reserve accumulation toward their respective targets.~~

~~i) **Required Reporting of Cash Reserve Deficiencies.** If an RC fails to make progress in meeting the target, the RC will provide a plan to the President identifying the method and date certain the reserve accumulation will be back on schedule, but the June 30, 2006, target deadline must be met.~~

~~**B-5. Annual Update of Average Expenditure Level.** IPBO will create an annual report re-calculating the rolling three-year average of expenses and advise each RC of their revised cash reserve target.~~

~~**C. Information.** For additional information regarding establishment of cash reserve budgets contact IPBO at (208) 885-6718. Also, see Executive Council item EC 2003-0011.~~