

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

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

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

Report of the Faculty Senate

Below items are available:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Emergency policies for formal approval.

II. Proposed Changes to the University of Idaho Catalog

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

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

FS-18-007 (UCC-18-007d): Regulation O

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

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

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

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

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

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

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

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

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

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

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

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

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

Matthew Brehm promoted to Professor in the Architecture Program.

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

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

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

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

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

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

Wendy Couture promoted to Professor in the College of Law.

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

Raymond Dezzani promoted to Professor in the Department of Geography.

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

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

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

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

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

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

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

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

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

Patrick Hrdlicka promoted to Professor in the Department of Chemistry.

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

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

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

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

Michael McCollough promoted to Professor in the Department of Business.

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

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

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

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

Roman Montoto promoted to Professor in the Architecture Program.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully Submitted,

Liz Brandt
Faculty Secretary



POLICY COVER SHEET

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

www.webs.uidaho.edu/uipolicy)

[3/09]

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

Emergency

Minor Amendment

Chapter & Title: FSH 4930 – Honorary Degrees

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

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

Originator(s):

Beth Hendrix, Chair of

Commencement Committee

(Please see FSH 1460 C)

Name

Date

Telephone & Email:

bhendrix@uidaho.edu 4/27/17

Policy Sponsor: (If different than originator.)

n/a

Name

Date

Telephone & Email:

Reviewed by General Counsel Yes No Name & Date: _____

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

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

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

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

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

If not a minor amendment forward to: _____

Policy Coordinator
Appr. & Date:

[Office Use Only]

FSH

Appr. _____

FC _____

GFM _____

Pres./Prov. _____

[Office Use Only]

Track # _____

Date Rec.: 4/27/17

Posted: t-sheet _____

h/c _____

web _____

Register: _____

(Office Use Only)

APM

F&A Appr.: _____

[Office Use Only]

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

February 2010

4930
HONORARY DEGREES

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

HONORARY DEGREES.

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

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

A-3. Nomination Procedures.

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

A-4. Schedule.

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

A-5. Disposition of Nomination Packets.

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

(1) If the packet is incomplete or

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

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

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

A-6. Conferring of Honorary Degrees.

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

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



POLICY COVER SHEET

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

www.webs.uidaho.edu/uipolicy)

[3/09]

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

Emergency

Minor Amendment

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

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

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

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

(Please see FSH 1460 C)

Telephone & Email:

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

Policy Sponsor: (If different than originator.)

Telephone & Email:

Name _____ Date _____

Reviewed by General Counsel ___Yes ___X___No Name & Date: _____

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

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

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

None

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

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

Summer 2018

If not a minor amendment forward to: _____

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

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 FOUR:****ACADEMIC POLICIES AND REGULATIONS**

July 2007 (editorial)

4400

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

CONTENTS:

A. General

B. Specific

C. UI Policy on CLEP Credit

D. UI Standards for CLEP Credit

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

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

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

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

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

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

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

D. UI STANDARDS FOR CLEP CREDIT.

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

Subject Examinations

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



POLICY COVER SHEET

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

www.webs.uidaho.edu/uipolicy)

[3/09]

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

Emergency *Minor Amendment*

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

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

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

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

(Please see FSH 1460 C)

Name Date

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

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

Name Date

Telephone & Email: _____

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

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

See attached powerpoint and flowcharts.

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

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

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

If not a minor amendment forward to: _____

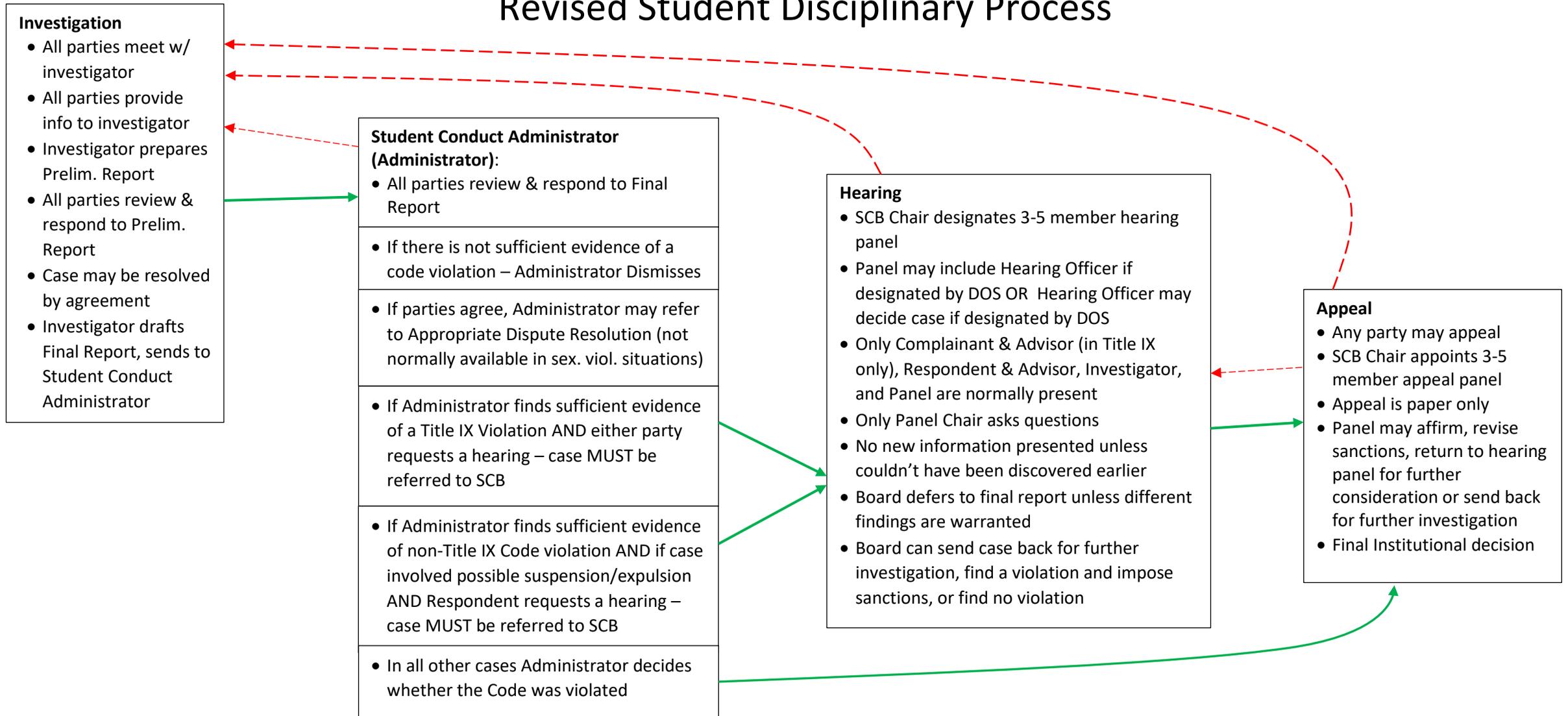
Policy Coordinator Appr. & Date: _____ [Office Use Only]

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]

Revised Student Disciplinary Process



UI FACULTY-STAFF HANDBOOK
CHAPTER TWO:
STUDENT AFFAIRS POLICIES

October 2017

2400

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

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

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

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

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

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

B. DEFINITIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

designated to be adjudicated elsewhere.

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

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

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

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

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

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

C. PROCEDURES INVESTIGATION:

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

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

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

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

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

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

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

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

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

include:

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

~~alleged misconduct,~~

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

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

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

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

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

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

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

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

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

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

the allegation(s).

C-6. Preliminary Report of Investigation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

D-1. Student Conduct Administrator's Review:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

notice to the SCB and the parties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

E-4. Appeal Panel Procedures:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

F. Student Conduct Board.

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

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

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

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

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

G. USE OF A HEARING OFFICER.

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

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

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

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

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

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

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

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

H. INTERIM ACTION.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

D. SANCTIONS.

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

a. Warning: a written notice to the student.

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

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

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

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

f. Administrative Fees: minimum of \$150.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

preservation of University property;

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

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

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

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

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

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

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

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

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

J. MISCELLANEOUS.

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

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

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

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

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

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

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

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

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

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

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

UI FACULTY-STAFF HANDBOOK**CHAPTER TWO:****STUDENT AFFAIRS POLICIES**

October 2017

2400

UNIVERSITY DISCIPLINARY PROCESS FOR ALLEGED VIOLATIONS OF STUDENT CODE OF CONDUCT

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

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

- A. Introduction**
- B. Definitions**
- C. Investigation**
- D. Hearing Process**
- E. Appeals**
- F. Student Conduct Board**
- G. Use of Hearing Officer**
- H. Interim Action**
- I. Sanctions**
- J. Miscellaneous**

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

B. DEFINITIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. INVESTIGATION:

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

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

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

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

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

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

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

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

C-6. Preliminary Report of Investigation.

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

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

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

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

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

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

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

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

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

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

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

D. HEARING PROCESS.

D-1. Student Conduct Administrator's Review:

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

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

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

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

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

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

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

D-2. Student Conduct Board Hearing:

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

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

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

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

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

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

D-3. Hearing Procedures:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

D-4. Hearing Panel Decision.

a. The Hearing Panel shall issue a written decision, which should be issued within ten days after completing deliberations. The panel chair shall provide the written decision to the Administrator, who shall then simultaneously provide the decision to the parties

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

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

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

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

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

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

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

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

E. APPEALS.

E-1. Any party may appeal the Administrator's or Hearing Panel's final decision. Appeals must be submitted in writing to the Administrator and must set forth the grounds for the appeal. The appeal must be filed no later than five days after the decision is delivered to the parties. The Administrator shall ensure that the parties receive a copy of the appeal.

E-2. Appeals are limited to the following grounds:

- a.** A procedural error occurred in the investigation process that significantly impacted the outcome of the hearing;
- b.** New information, unavailable during the investigation or hearing, that could substantially impact the original finding or sanction has been presented in the appeal documents;
- c.** The sanctions imposed are substantially disproportionate to the severity of the violation (the imposition of an administrative fee is not a sanction, and therefore cannot be appealed); or
- d.** The decision is not based on substantial information. A decision is based on substantial information if there are facts in the case that, if believed by the fact finder, are sufficient to establish that a violation of the Code occurred.

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

E-4. Appeal Panel Procedures:

- a.** The chair of the SCB shall appoint three to five members of the SCB to serve on the Appeal Panel, and shall designate one member to serve as chair of the Appeal Panel. Any member who served on a Hearing Panel shall not serve on the Appeal Panel on the same case. A student may not serve as chair of an Appeal Panel.
- b.** In Title IX cases, the non-appealing party may file a response to the appeal within five days of the filing of the appeal.
- c.** The Appeal Panel shall issue a written decision. The decision should be issued within fifteen days of receiving the appeal. The chair of the Appeal Panel shall provide the written decision to the Administrator, who will then simultaneously provide the decision to the parties.

E-5. Results of the Appeal Panel. The Appeal Panel may:

- a.** uphold the Administrator's or Hearing Panel's decision;
- b.** uphold the finding that the Respondent violated the code, but revise the sanction(s);
- c.** return the matter for reconsideration; or
- d.** return the matter for additional investigation.

E-6. Unless the case is returned for reconsideration or to the investigator for additional investigation, the decision of the Appeal Panel is the final institutional decision. If the decision upholds the findings that the Respondent violated the Code, the sanctions imposed shall go into effect immediately.

F. Student Conduct Board.

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

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

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

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

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

G. USE OF A HEARING OFFICER.

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

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

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

a. As a non-voting chair of the Hearing Panel whose duties are to run the hearing and ensure all proper procedures are followed;

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

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

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

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

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

H. INTERIM ACTION.

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

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

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

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

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

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

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

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

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

Code.

I. SANCTIONS.

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

- a. Warning:** a written notice to the student.
- b. Probation:** a written reprimand accompanied by a probationary period during which the student must not violate the Code in order to avoid more severe disciplinary sanctions.
- c. Loss of Privileges:** denial of specified privileges for a designated period of time.
- d. Restitution:** compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- e. Educational Sanctions:** completion of work assignments, essays, service to the University, community service, workshops, or other related educational assignments.
- f. Housing Suspension:** separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for return may be specified.
- g. Housing Expulsion:** permanent separation of the student from University Housing.
- h. University Suspension:** separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for return may be specified.
- i. University Expulsion:** permanent separation of the student from the University.
- j. Revocation of Admission and/or Degree:** admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- k. Withholding Degree:** the University may withhold awarding a degree otherwise earned until the completion of all sanctions imposed.

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

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

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

I-5. The student shall be responsible for administrative and educational costs of any and all sanctions imposed for alcohol related violations.

J. MISCELLANEOUS.

J-1. Agreement: At any point during the disciplinary process prior to a final institutional decision, the Administrator and the parties may agree to an appropriate resolution without

further investigation, hearing, or appeal. The agreed upon resolution may include the use of appropriate alternative dispute resolution methods.

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

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

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

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

J-6. Timeframe: With the exception of the deadlines for filing an appeal (see section E) or for requesting a hearing before the SCB (see section D-1.b.), all other timeframes contained in the Code are suggested timeframes. While the timeframes should be followed absent exceptional circumstances, the failure to conduct any action within a designated timeframe is not grounds for appeal or reversal of any decision.

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

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

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

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

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

July 2017

FSH 1640.83**STUDENT APPEALS COMMITTEE***{created July 2016}*

A. Function. ~~To conduct a review at the request of a student who wishes to appeal a decision of any Student Disciplinary Review Board panel in matters that include a sanction of suspension, expulsion, or withholding or revoking a degree. A subcommittee (see B-1 below) of the Student Appeals Committee, will make a determination as to whether the student's appeal meets the qualifications as stated in FSH 2400-C-6.~~

B. Structure and Membership. ~~The committee shall be composed of eleven members to include six faculty (at least two will be from the current year's Faculty Senate), two staff, and three students (at least one undergraduate and one graduate student) who will be eligible to serve on a subcommittee as noted in B-1 below. The term of membership is three years, with initial terms staggered to form a rotation pattern.~~

B-1. Subcommittee: ~~For each appeal, the Chair of the Student Appeals Committee shall appoint a three member subcommittee and designate a chair. In selecting a chair, a tenured faculty member will receive priority. Each subcommittee will consist of at least one faculty member and, if possible, at least one student. A student may not chair any subcommittee. Persons appointed must have no interest in or involvement with the parties to or the subject matter of the situation under review. [rev. 7-17]~~

C. SPECIAL CONSIDERATION. ~~Each committee member will be required to participate in Title IX training and other training as needed. Members serving on the Student Appeals Committee should be aware that federal regulations governing the handling of disciplinary matters recommend a specific hearing time schedule. Therefore, Student Appeals Committee members may need to be available for approximately two to four hours within as little as five days of a student being notified of a decision of an SDRB panel review.~~

~~Outgoing committee members should be aware that their appointment will continue until their replacement is confirmed and has received the required Title IX training (typically by early fall). [add. 1-17]~~

1640.93**STUDENT DISCIPLINARY REVIEW CONDUCT BOARD (SDRBSCB)**

[This section was removed from FSH 2400 and placed here in July 2008. In 2014 University Judicial Council was renamed Student Disciplinary Review Board following a complete review of the Student Code of Conduct. [In 2017 this board was created by collapsing the Student Appeals Committee with the Student Disciplinary Review Board to reflect a major rewrite of the code disciplinary process in FSH 2400](#)]

A. FUNCTION. ~~UI's disciplinary review process for reviewing alleged violations of the Student Code of Conduct (FSH 2300) is established and maintained for the handling of disciplinary matters concerning UI students ("student" is defined in FSH 2300 I.A-6 and 2400 A-1.) set forth in FSH 2300 and 2400. The SCB SDRB is one of the reviewing bodies/body involved in the review-conduct process set out in FSH 2400 D., E. and F., which covers any and all matters that are related to and consistent with the Student Code of Conduct [FSH 2300] and the Statement of Student Rights [FSH 2200]. [rev. 7-14, 7-16]~~

B. STRUCTURE AND MEMBERSHIP. The ~~SDRB-SCB~~ is broadly representative of the ~~academic-UI~~ community and is composed of ~~21~~ ~~thirteen~~ ~~twenty-one~~ voting members: ~~seven~~ ~~members~~ ~~faculty~~, ~~seven~~ ~~staff~~, and ~~seven~~ ~~shall~~ ~~be~~ ~~students~~. The student members should include at least one graduate student and at least one law student. ~~Seven members shall be staff. The remaining members shall be faculty:~~ five faculty members, two staff, five undergraduate students and one graduate student. The chair is responsible for forming a panel (see B-1 below) and designating the chair. ~~Hearing panels will be drawn from these committee members.~~ Given the nature of responsibility of the Chair of ~~SDRB-SCB~~, Committee on Committees ~~will~~ ~~shall~~ first consider a tenured faculty member. Pursuant to FSH 2400 the chair will appoint the ~~three person panels.~~ [rev. 7-14, 7-16]

B-1. Panel: The chair of the SDRB shall appoint a three person panel from the committee to hear matters presented to the SDRB pursuant to FSH 2400. Each panel will consist of at least one faculty member and, if possible, at least one student. A student may not chair any panel. In selecting a chair, a tenured faculty member will receive priority. Persons appointed must have no interest in or involvement with the parties to or the subject matter of the situation under review. [add. 7-16, rev. 7-17]

C. SPECIAL CONSIDERATION. Each committee member ~~will~~ ~~shall~~ be required to participate in Title IX training and other training as needed. Members ~~servin~~ ~~g~~ ~~on~~ ~~of~~ the ~~SDRB-SCB~~ should be aware that federal regulations governing the handling of disciplinary matters recommend a specific hearing time schedule. Therefore, ~~SDRB-SCB~~ members may need to be available ~~for approximately two to four hours within as little as five days of a student being notified of the alleged violation of the Student Code of Conduct on short notice and during the summer months.~~ [add. 1-14, rev. 7-14, rev. & ren. 7-16]

Outgoing committee members should be aware that their appointment will continue until their replacement is confirmed and has received the required Title IX training (typically by early fall). [add. 1-14, rev. 7-14, rev. & ren. 7-16, ~~rev~~ add. 1-17]

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

July 2017

FSH 1640.83b

(This committee is for the 2017 Student Code Process and was created by combining SAC and SDRB)

STUDENT CONDUCT BOARD (SCB)

[This section was removed from FSH 2400 and placed here in July 2008. In 2014 University Judicial Council was renamed Student Disciplinary Review Board following a complete review of the Student Code of Conduct. In 2017 this board was created by collapsing the Student Appeals Committee with the Student Disciplinary Review Board to reflect a major rewrite of the code disciplinary process in FSH 2400]

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

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

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



POLICY COVER SHEET

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

www.webs.uidaho.edu/uipolicy)

[3/09]

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

Emergency

Minor Amendment

Chapter & Title: Chapter 6, FSH 6880, Campus Recreation

Administrative Procedures Manual [APM] Addition Revision* Deletion*

Emergency

Minor Amendment

Chapter & Title: Chapter 90 "University Services", Campus Recreation

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

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

Originator(s):

Brian Mahoney

10-30-2017

(Please see FSH 1460 C)

Name

Date

Telephone & Email:

208.885.6064

brianm@uidaho.edu

Policy Sponsor: (If different than originator.)

Greg Tatham

10-30-2017

Name

Date

Telephone & Email:

208.885.2233

gtatham@uidaho.edu

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

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

The information in the current FSH 6880 is not only outdated (prior to the SRC opening in 2002), the information provided is not policy. As this is not policy, we are requesting the entire section, FSH6880 be removed from the FSH and placed into the APM with the revisions included.

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

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change. None

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

If not a minor amendment forward to:

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

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

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

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

UI FACULTY-STAFF HANDBOOK
CHAPTER SIX:
OTHER GENERAL INSTITUTIONAL POLICIES

2017

6880
CAMPUS RECREATION

PREAMBLE: This section outlines recreational opportunities for students, faculty, staff, and the general public offered by Campus Recreation. . In January 2017 an outdated section on Swim Center use was removed. Unless otherwise noted, the text is as of July 1996. For further information, call 208-885-6381. [ed. 7-00, rev. 1-17]

A. Campus Recreation, within the division of Student Affairs, provides the University of Idaho (UI) community, students faculty, staff, and to a limited extent, the general public, with a multitude of recreational opportunities. Activities provide opportunities for:

A-1. Spending leisure time in structured ~~or~~ and unstructured sport, wellness and recreational activities.

A-2. Meeting and participating with others who have similar recreational interests. Increasing the quality of campus life through increased knowledge, opportunities, interests and behaviors that promote healthy lifestyles.

A-3. Increasing interest in sport and recreational activities that can continue throughout the participant's lifetime. Delivering a student driven philosophy which offers experiential leadership opportunities integrated with professional training and mentoring.

A-4. Developing group spirit and identity by participating together in play situations. Supporting the University's mission with experiences which encourage social interactions with diverse populations and promote personal reflection and learning opportunities.

A-5. Improving fitness and, consequently, enjoying a healthier body and a more alert mind. Increasing interest in sport and recreational activities which can continue throughout the participant's lifetime.

B. Campus Recreation ~~administers~~ manages the following ~~functional~~ programmatic areas:

B-1. Intramural Sports. ~~The i~~Intramural ~~s~~Sports ~~p~~Program ~~consists of structured~~ provides organized recreational and competitive activities ~~that involve organized competition consisting of~~ (men's, women's, and co-rec) in individual, dual, and team sports ~~for among the UI community~~ residence halls, fraternities, sororities, off-campus student groups, and faculty-staff. Program direction, selection of activities, and development of operational policies are provided by the student managers of groups participating in intramural sports.

B-2. Wellness Program. Informal Recreation. ~~The informal recreation program consists of unstructured activities in which facilities, supervision, and equipment are provided but for which there are few organized events~~ The Wellness Program provides a variety of opportunities including: group fitness classes, personal training sessions and fitness assessments by certified personal trainers and fitness instructors.

B-3. Outdoor Program. Fitness. Campus Recreation provides opportunities for individuals to acquire new activity skills, improve skills, gain knowledge and insight, and improve fitness through self-directed activities and non-credit classes for university students, faculty, and staff. ~~The Outdoor Program is dedicated to provide education and resources for wilderness based, human powered, and environmentally sound activities. It promotes teamwork,~~

leadership and growth through outdoor adventure experiences.

B-4. Sport Clubs. The Sport Club program gives UI students the opportunity to engage in an in-depth sports experience. Clubs participate in intercollegiate competitions and conduct club activities including: practice, instruction, organization, social events and tournament play.

B-5. Student Recreation Center (SRC). Located on the north side of campus, the SRC houses all programs within the department of Campus Recreation. With over 80,000 square feet, it provides opportunities to workout, play, relax and spaces for special events, programs and activities.

B-6. Special Events. Special events programs provide opportunities to participate in organized activities recreation and sport events. The program meets needs and interests that are not met through competitive intramural sports programs or other recreation programs.
[ed. 7-00]

B-7. Swim Center Facility and Space Reservations. The Swim Center program provides: Campus Recreation schedules a variety of UI fields, courts, spaces and facilities. Please contact the Campus Recreation main office for more details.

~~a. Opportunities to improve fitness through self-directed and staff-directed activities.~~

~~b. Recreational swimming and aquatic play opportunities during leisure time.~~

~~c. Structured fun and competitive special events.~~

~~d. Noncredit instructional classes to improve swimming, safety, and rescue skills.~~

~~**B-6. Locker Room Services.** Locker room services provide locker and shower room facilities and attendants, towel and locker service, and equipment checkout for physical education classes and general recreational use.~~

~~**B-7. Summer Session Recreation.** The summer session recreation program provides special leisure time opportunities for students and employees.~~

~~**B-8. Sport Clubs.** In cooperation with the ASUI Recreation Advisory Board and the Director of the Student Union/Student Activities the Campus Recreation unit manages the University of Idaho Sports Club Program.~~

C. USE OF RECREATIONAL FACILITIES Use of the Student Recreation Center. Access to the Memorial Gymnasium and the Physical Education Building for recreational use is as follows [ed. 7-00]:

C-1. UI Students. Full or part-time undergraduate and graduate students may use recreational facilities free of charge (valid UI identification card required). Full time students have full access to the SRC as part of their tuition and fees. Part time students must purchase a pass for access. A gap fee pass is available for part time students with the cost determined by the difference in the number of credits being taken and what a full-time student pays into Campus Recreation's student fees. Access to the SRC excludes Wellness Program classes, and Climbing Center clinics and equipment. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-2. UI Faculty and Staff. Faculty and staff members must purchase a pass for SRC access. on regular appointment, as well as retired personnel, may use recreational facilities free of charge (valid UI identification card required). A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-3. ~~UI Affiliates Irregular Help.~~ ~~UI affiliates (retirees, alumni, IH employees and affiliate employees) not on regular appointment must purchase a pass for SRC access. may use recreational facilities through the fee-based facility pass program. A valid Vandal Card is required to purchase a pass and for accessing the SRC.~~

C-4. ~~Special Miscellaneous Programs.~~ ~~Persons attending UI sponsored programs such as workshops, seminars, and short courses, may use recreational facilities with a special programs activity pass available from the specific program director or coordinator. Special Programs and other students who do not pay student fees towards Campus Recreation must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.~~

C-5. University ~~Departmental~~ Guests. UI departments may purchase departmental single visit passes that can be used by their guests for access to the SRC recreational facilities. The departmental single pass must be given to SRC personnel and a waiver of liability form signed for SRC access. Passes must be purchased in the Campus Recreation main office.

C-6. ~~Spouses.~~ ~~The spouse of a UI student, faculty, staff or affiliate must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.~~
~~Personal Guests.~~ ~~Friends and relatives may use recreational facilities as guests of students or employees. Guests must be accompanied by their UI host while using facilities. One day guest passes may be purchased at the Campus Recreation Office during regular office hours. Guest passes are not transferable and are good only on the dates specified.~~

C-7. General Public. Persons not affiliated ~~connected~~ with the UI must purchase a non-UI specific pass for SRC access. ~~may use recreational facilities on a regular basis through the fee-based facility pass program. Some restrictions apply to children.~~ A valid photo identification is required to purchase a pass.

C-8. ~~Spouses.~~ ~~The spouse of a UI student or faculty or staff member may use recreational facilities on a regular basis through the fee-based facility pass program.~~

C-9. ~~Children and Youth.~~ ~~C Policies regarding children include the following: children and youth, whether of a UI related family or not, may use recreational facilities under the following conditions:~~

- ~~a. All children must have a facility pass or guest pass. Children under the age of 18 must be accompanied and supervised by their parent/s or guardian/s who are participating in the same activity.~~
- ~~b. Children under the age of 18 must be accompanied and supervised by their parents or guardians who are participating in the same activity. Access to the SRC for children is limited to special youth programs and will be defined by specific event.~~
- ~~c. Use of the weight room is limited to individuals who are 18 years old or older. Unattended children (under the age of 18) are not allowed in the SRC Atrium.~~

6880

CAMPUS RECREATION

PREAMBLE: This section outlines recreational opportunities for students, faculty, staff, and the general public offered by Campus Recreation. . In January 2017 an outdated section on Swim Center use was removed. Unless otherwise noted, the text is as of July 1996. For further information, call 208-885-6381. [ed. 7-00, rev. 1-17]

A. Campus Recreation, within the division of Student Affairs, provides the University of Idaho (UI) community, and to a limited extent, the general public, with a multitude of recreational opportunities. Activities provide opportunities for:

- A-1.** Spending leisure time in structured and unstructured sport, wellness and recreational activities.
- A-2.** Increasing the quality of campus life through increased knowledge, opportunities, interests and behaviors that promote healthy lifestyles.
- A-3.** Delivering a student driven philosophy which offers experiential leadership opportunities integrated with professional training and mentoring.
- A-4.** Supporting the University's mission with experiences which encourage social interactions with diverse populations and promote personal reflection and learning opportunities.
- A-5.** Increasing interest in sport and recreational activities which can continue throughout the participant's lifetime.

B. Campus Recreation manages the following programmatic areas:

B-1. Intramural Sports. The Intramural Sports Program provides organized recreational and competitive activities consisting of men's, women's, and co-rec in individual, dual, and team sports for the UI community.

B-2. Wellness Program. The Wellness Program provides a variety of opportunities including: group fitness classes, personal training sessions and fitness assessments by certified personal trainers and fitness instructors.

B-3. Outdoor Program. The Outdoor Program is dedicated to provide education and resources for wilderness based, human powered, and environmentally sound activities. It promotes teamwork, leadership and growth through outdoor adventure experiences.

B-4. Sport Clubs. The Sport Club program gives UI students the opportunity to engage in an in-depth sports experience. Clubs participate in intercollegiate competitions and conduct club activities including: practice, instruction, organization, social events and tournament play.

B-5. Student Recreation Center (SRC). Located on the north side of campus, the SRC houses all programs within the department of Campus Recreation. With over 80,000 square feet, it provides opportunities to workout, play, relax and spaces for special events, programs and activities.

B-6. Special Events. Special events provide opportunities to participate in organized activities not met through other recreation programs. [ed. 7-00]

B-7. Facility and Space Reservations. Campus Recreation schedules a variety of UI fields, courts, spaces and facilities. Please contact the Campus Recreation main office for more details.

C. Use of the Student Recreation Center.

C-1. UI Students. Full time students have full access to the SRC as part of their tuition and fees. Part time students must purchase a pass for access. A gap fee pass is available for part time students with the cost determined by the difference in the number of credits being taken and what a full-time student pays into Campus Recreation's student

UI FACULTY-STAFF HANDBOOK

Chapter VI: OTHER GENERAL INSTITUTIONAL POLICIES

Section 6880: Campus Recreation

2007 (editorial)

fees. Access to the SRC excludes Wellness Program classes, and Climbing Center clinics and equipment. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-2. UI Faculty and Staff. Faculty and staff must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-3. UI Affiliates. UI affiliates (retirees, alumni, IH employees and affiliate employees) must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-4. Miscellaneous Programs. Special Programs and other students who do not pay student fees towards Campus Recreation must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-5. University Departmental Guests. UI departments may purchase departmental single visit passes that can be used by their guests for access to the SRC. The departmental single pass must be given to SRC personnel and a waiver of liability form signed for SRC access. Passes must be purchased in the Campus Recreation main office.

C-6 Spouses. The spouse of a UI student, faculty, staff or affiliate must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-7. General Public. Persons not affiliated with the UI must purchase a non-UI specific pass for SRC access. A valid photo identification is required to purchase a pass.

C-8. Children. Policies regarding children include the following:

- a. Children under the age of 18 must be accompanied and supervised by their parent/s or guardian/s who are participating in the same activity.
- b. Access to the SRC for children is limited to special youth programs and will be defined by specific event.
- c. Unattended children (under the age of 18) are not allowed in the SRC Atrium.



POLICY COVER SHEET

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

www.webs.uidaho.edu/uipolicy)

[3/09]

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

Emergency

Minor Amendment

Chapter & Title: FSH 3320 – Annual Evaluation

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

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

Originator(s): Marty Ytreberg Oct 16, 2017

(Please see FSH 1460 C)

Name

Date

Telephone & Email: 208-885-6908 ytreberg@uidaho.edu

Policy Sponsor: (If different than originator.)

Name

Date

Telephone & Email:

Reviewed by General Counsel ___Yes ___X___No Name & Date: _____

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

Remove pilot form language. Remove all references to the numerical score and clarify the narrative evaluation process. Clarify the consequences of not meeting expectations for multiple years.

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

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change. None

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

If not a minor amendment forward to: _____

Policy Coordinator
Appr. & Date:

[Office Use Only]

FSH

Appr. _____

FC FS-18-012

GFM _____

Pres./Prov. _____

[Office Use Only]

Track # _____

Date Rec.: _____

Posted: t-sheet _____

h/c _____

web _____

Register: _____

(Office Use Only)

APM

F&A Appr.: _____

[Office Use Only]

FACULTY ANNUAL EVALUATION¹

ENTER CALENDAR YEAR for review period: _____

Faculty Name:
Title/Rank:
Unit(s):

V Number:
Administrative Title:
(if applicable)

Responsibilities	PD %	Achievements Narrative	Met or Exceeded Expectations	
			Yes	No
Teaching and Advising ²				
Scholarship and Creative Activities ³				
Outreach and Extension ⁴				
University Service and Leadership ⁵				
<u>Overall faculty member met or exceeded the expectations defined in the position description</u>				

Commentary/recommendations on progress toward tenure, promotion, and/or continued satisfactory performance.*

* Relationship to Promotion and Tenure Process. The faculty annual performance evaluation is an administrative review. Annual evaluations are one component of the independent promotion and tenure process. See FSH 3520 and 3560 for details on the promotion and tenure process.

~~Faculty member is making progress on the goals defined in the position description, and contributes positively to life and learning at the University of Idaho.~~

~~Faculty member is not meeting University of Idaho performance expectations.~~

Unit Administrator Signature Date

Unit Administrator (joint appointments [if applicable]) Date

Faculty Signature⁶ Date

Dean Signature Date

- Interdisciplinary/Center Administrator Comments Attached** (if applicable). The unit administrator is responsible to solicit, discuss and consider evaluative comments from those interdisciplinary/center administrators listed in the faculty narrative. All solicited comments are to be attached to this form.⁷
- Faculty Comments Attached** (optional). The faculty member is allowed to include comments that respond to the administrator's evaluation.
- Dean's Comments Attached** (optional). If there is any significant difference in the commentary, recommendations, or evaluation overall between the department chair and college dean, the dean shall include a narrative stating the reasons for these differences. The form with attachments must be returned to the faculty member and an opportunity provided for the faculty member to respond for a second signature.⁸

~~Second Faculty Signature (if applicable) Date~~

Disclosure of Conflicts⁹

- If you have a conflict to disclose then you also will need to complete Form FSH 6240A.
 - If there is any change in your circumstance that may give rise to potential conflicts or eliminate potential conflicts previously disclosed, then you will need to complete Form FSH 6240A within 30 days of the change.
 - Disclose outside employment for compensation of more than 20 hours/week by completing FORM 6240B
- I **DO NOT** have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.
- I **DO** have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.
- I have submitted FSH 6240A and a plan to manage each conflict or apparent conflict to my unit administrator.

Faculty Signature Date

Unit Administrator Signature Date

¹ Faculty Staff Handbook section 3320
² Faculty Staff Handbook section 1565 C-1
³ Faculty Staff Handbook section 1565 C-2
⁴ Faculty Staff Handbook section 1565 C-3
⁵ Faculty Staff Handbook section 1565 C-4, 1420E
⁶ "At the conclusion of the review process, each faculty member shall sign the evaluation form indicating that she/he has had the opportunity to read the evaluation report and to discuss it with the unit administrator." FSH 3320 A1 e,f
⁷ Faculty Staff Handbook section 3050 B-2, 3320 A-1 d, 3520 E-1, G-3, G-4c, and 3560 C,E-2d
⁸ If there is a disagreement, see Faculty Staff Handbook section 3320 A-1 if
⁹ Faculty Staff Handbook section 6240

Faculty Annual Performance Evaluation¹
Includes Disclosure of Conflict⁹
For Review of Period: January through December (year) _____

Faculty Name: _____ Employee V#: _____

Rank: _____ Administrative Title (if applicable): _____

Unit(s): _____

Responsibilities	PD %	Narrative	Met or Exceeded Expectations	
			Yes	No
Teaching and Advising ²				
Scholarship and Creative Activities ³				
Outreach and Extension ⁴				
University Service and Leadership ⁵				
Overall faculty member met or exceeded the expectations defined in the position description				

Commentary/recommendations on progress toward tenure, promotion, and/or continued satisfactory performance.*

***Relationship to Promotion and Tenure Process.** The faculty annual performance evaluation is an administrative review. Annual evaluations are one component of the independent promotion and tenure process. See FSH 3520 and 3560 for details on the promotion and tenure process.

Unit Administrator Signature

Date

Unit Administrator Signature (joint appointments [if applicable])

Date

Faculty Signature ⁶

Date

Dean Signature

Date

- Interdisciplinary/Center Administrator Comments Attached** (if applicable). The unit administrator is responsible to solicit, discuss and consider evaluative comments from those interdisciplinary/center administrators listed in the faculty narrative. All solicited comments are to be attached to this form.⁷
- Faculty Comments Attached** (optional). The faculty member is allowed to include comments that respond to the administrator's evaluation.
- Dean's Comments Attached** (optional). If there is any significant difference in the commentary, recommendations, or evaluation overall between the department chair and college dean, the dean shall include a narrative stating the reasons for these differences. The form with attachments must be returned to the faculty member and an opportunity provided for the faculty member to respond.⁸

Disclosure of Conflicts⁹

- If you have a conflict to disclose then you also will need to complete Form FSH 6240A.
- If there is any change in your circumstance that may give rise to potential conflicts or eliminate potential conflicts previously disclosed, then you will need to complete Form FSH 6240A within 30 days of the change.
- Disclose outside employment for compensation of more than 20 hours/week by completing FORM 6240B
- I **DO NOT** have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.
- I **DO** have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.
 - I have submitted FSH 6240A and a plan to manage each conflict or apparent conflict to my unit administrator.

Faculty Signature

Date

Unit Administrator Signature

Date

¹ Faculty Staff Handbook section 3320

² Faculty Staff Handbook section 1565 C-1

³ Faculty Staff Handbook section 1565 C-2

⁴ Faculty Staff Handbook section 1565 C-3

⁵ Faculty Staff Handbook section 1565 C-4, 1420E

⁶ "At the conclusion of the review process, each faculty member shall sign the evaluation form indicating that she/he has had the opportunity to read the evaluation report and to discuss it with the unit administrator." FSH 3320 A1 e

⁷ Faculty Staff Handbook section 3050 B-2, 3320 A-1 d, 3520 E-1, G-3, G-4c, and 3560 C,E-2d

⁸ If there is a disagreement, see Faculty Staff Handbook section 3320 A-1 i

⁹ Faculty Staff Handbook section 6240

UI FACULTY-STAFF HANDBOOK**CHAPTER THREE:****EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF**~~January- November 2017~~

3320

**ANNUAL PERFORMANCE EVALUATIONS ~~AND SALARY DETERMINATION~~
OF FACULTY MEMBERS
AND
PERFORMANCE EVALUATION OF ACADEMIC ADMINISTRATORS**

PREAMBLE: This section contains those policies and their attendant procedures for those periodic reviews of performance that affect faculty members and academic administrators. Policies concerning performance evaluation were part of the original 1979 Handbook, but were completely rewritten in July 2002 and further refined in 2003. In July 2007 Form 1 underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as align the form with the Strategic Action Plan. In January 2008 Form 1 was again revised to include a Disclosure of Conflicts statement to comply with FSH 6240. In 2009 this section was again revised to reflect recent changes to the faculty position description and evaluation forms to better integrate faculty interdisciplinary activities. In July 2010 B was added and FSH 1420 E-6 was incorporated into D to consolidate the evaluation process into one policy. In July 2014 changes were incorporated to ensure all faculty go through a review by their peers. In January 2017 a temporary fix to this policy was put in place to allow for a pilot narrative evaluation process for 2016 and ensure that existing policy would apply. Further information may be obtained from the Provost's Office (208-885-6448. [ed. 7-03, rev. 7-07, 1-08, 7-09, 7-10, 7-14, 1-17]

CONTENTS:

- A. Annual Performance Evaluation ~~and Salary Determination~~ for Faculty Members
- B. ~~Faculty~~ Performance ~~Below that does not Meet~~ Expectations ~~of Non-tenured Faculty Members~~
- ~~C. Performance Below Expectations of Tenured Faculty MembersDC.~~ Performance Evaluation of Academic Administrators
- ~~DE.~~ Sequence of Evaluation of Faculty Members and Administrators.

A. ANNUAL PERFORMANCE EVALUATION ~~AND SALARY DETERMINATION~~ FOR FACULTY MEMBERS.

A-1. PERFORMANCE EVALUATION. Annual evaluation of the performance of each member of the faculty is primarily the responsibility of the faculty member and ~~her/his~~ unit administrator. ~~Each unit will develop criteria in its bylaws for third year and periodic review of its faculty (FSH 1520 II Section 1). The committee for all reviews will be defined in unit bylaws and will include tenure track faculty (see FSH 3560 E 2 c). The materials listed in FSH 3560 E 2 a and b are critical and used by review committees when considering progress towards promotion (FSH 3560) and/or tenure (FSH 3520). The provost is responsible for preparing supplementary instructions each year, including the schedule for completion of the annual performance evaluations successive steps. Personnel on international assignment see FSH 3380 C. [rev. 7-03, 7-09, 7-14, ed. 7-10, 1-17]~~

a. Forms ~~Distributed~~. The Annual Performance Evaluation ~~Pilot~~ Form is available below. The form may not be altered without following the appropriate governance process (see FSH 1460). The ~~unit administrator~~~~immediate administrative officer~~ is responsible for ensuring that each faculty member uses the proper form together with ~~a copy of~~ the supplementary instructions as provided by the Provost Office. [rev. 7-01, 1-17]

~~**Approach during Pilot Study:** While the pilot narrative Annual Performance Evaluation form is being used, the specific references to performance and ratings found in this section are not in effect. Checking the “not meeting expectations box” on the pilot form triggers section B 1 for non tenured faculty and section C for tenured faculty. The evaluator must document the areas of concern that warrant checking the “not meeting expectations” box in the narrative review. If there are areas of concern that warrant attention, but do not rise to the level of “not meeting expectations” these too should be documented in the written narrative. [add. 1-17]~~

~~b. Performance expectations levels for each criterion are described below. The narrative in the evaluation form shall provide evidence to support the evaluation as follows: [ed. 7-10]~~

~~i. **Exceptional Performance that Meets or Exceeds Expectations (5)** is at least satisfactory extraordinary performance during the review period of a faculty member well beyond that required relative to the position description.~~

~~ii. **Performance that does not Meet Above Expectations (4)** denotes represents performance during the review period that is less better than expected of a faculty member relative to the position description and means improvement is necessary. An evaluation of not meeting expectations in one or more responsibility areas triggers procedures outlined in FSH 3320 B below. [ed. 7-09, 7-10]~~

~~iii. **Meets Expectations (3)** is the performance expected of a faculty member relative to the position description.~~

~~iv. **Below Expectations (2)** denotes performance that is less than expected of a faculty member relative to the position description and means improvement is necessary. A rating of below expectations in one or more criteria triggers procedures outlined in 3320 B or C. [rev. 7-09, 7-10]~~

~~v. **Unacceptable Performance (1)** is performance that is not acceptable relative to the position description and/or is inconsistent with the conditions for continued employment with the institution. Failure to meet these standards in any of the following ways will result in a rating of unacceptable performance: [rev. 7-09]~~

- ~~a) received a “1” rating the previous period but did not make the improvements required;~~
- ~~b) consistently violated one or more of the institution’s standards for meeting the expectations of the position; or~~
- ~~c) violated one or more standards of conduct as specified in the Faculty Staff Handbook.~~

c. Annual Report of Efforts and Accomplishments by Faculty Member. Each faculty member shall provide his or her unit administrator with the following materials in preparation for ~~use in~~ the annual performance evaluation:

- (1) Current Curriculum Vitae
- (2) UI Faculty Position Description for Annual Performance Review
- (3) Written detailed summary report of faculty activity for the period of the annual performance review that compares accomplishments to expectations in the Position Description for the review period ~~under review~~. This report may be in the form of a self-evaluation using the annual evaluation form included in this policy. [rev. 7-09]
- (4) Other materials necessary to document efforts and accomplishments for the review period ~~under review~~. [add. 7-01, ed. 7-10]

d. Evaluation of Faculty by Unit Administrators. Unit administrators evaluate their faculty members in their unit. The performance of each faculty member during the review period is judged on the basis of the position description(s) in effect during that period. In the case of a faculty member holding joint appointments and/or involved in

interdisciplinary activities, as described in the position description, in two or more academic or administrative units, it is the responsibility of the administrator in the faculty member's primary academic discipline to solicit and consider relevant information on job performance from other administrators with responsibility for the faculty member's work. [See also 3080 E-3.] *[rev. 7-09, ed. 7-10]*

~~Ratings are Whether a faculty member's performance meets expectations is determined by comparing the faculty member's performance to the position description for the review period. The results of the student evaluation of teaching are carefully weighed and used as a factor in this evaluation.~~ For each area of responsibility, the unit administrator shall describe the basis for her/his evaluation ~~of~~ in assessing the faculty member's performance. ~~In the ratings and narrative are entered as indicated on the form. The annual evaluation score for a faculty member in Form 1 relates to the faculty member's performance evaluation relative to his/her position description. The overall unit average is provided to the faculty member upon request so that each faculty member can gauge his/her performance relative to other faculty members within the unit.~~ After the unit administrator has completed ~~ratings and the narrative evaluations~~ for all faculty for the review period, ~~the unit administrator or she~~ shall provide the following items to each reviewed individual as they become available: *[rev. 7-03, 7-09]*

- (1) a copy of the individual's annual evaluation form ~~and narrative~~ *[rev. 7-09]*
- (2) if requested, comparative information to help assess performance evaluation ~~and numerical ratings, including, but not limited to:~~ *[rev. 7-09]*
 - (a) ~~Frequency distribution for overall ratings for the unit~~
 - (b) ~~Frequency distribution for overall ratings for the college~~ *[rev. 7-97, ren. and rev. 7-01]*

The unit administrator shall also include comments and recommendations for the faculty member's progress toward tenure, promotion or continued satisfactory performance in the appropriate place on the annual evaluation form.

e. Self-Evaluation and Conference. ~~Each faculty member is given an opportunity to use the evaluation form (FSH 3320 Form 1) to make an evaluation of his or her own performance. It is strongly recommended that the unit administrator meet with each faculty member.~~ The unit administrator shall provide each faculty member with the opportunity to meet to discuss the unit administrator's evaluation. (Suitable alternate arrangements ~~shall be~~ made for off-campus personnel.) The purpose of this meeting is to review and discuss the administrator's evaluation and the faculty member's detailed report of activities self-evaluation, if any. The unit administrator should explain ~~the his or her ratings and~~ narrative providing a formative assessment on progress towards tenure, promotion, and/or continued satisfactory performance ~~related to the faculty member's performance during the year and any revisions in professional goals and objectives for the coming year.~~ The faculty member and the unit administrator should work to identify strategies to help the faculty member improve performance. The ~~ratings narrative evaluation~~ may be modified as a result of the discussion. At the conclusion of the review process, each faculty member shall sign the evaluation form indicating that she/he has had the opportunity to read the evaluation report and to discuss it with the unit administrator. If the faculty member wishes to respond to ~~disagrees with~~ the contents of the review, he/she shall be permitted to append a report response to the unit administrator's evaluation, ~~detailing the nature of the dissent.~~ A copy of the administrator's final evaluation shall be given to the faculty member. *[ren. and rev. 7-01, rev. 7-09, ed. 7-10]*

f. College-Level Action. Copies of the performance evaluation materials forwarded by the unit administrator to the appropriate dean(s), for evaluation at the college(s) level, shall include: *[rev. 7-09]*

- 1) ~~thea narrative~~-evaluation form with the complete narrative and the ~~including~~ comments and recommendations on progress towards tenure, promotion, and/or continued satisfactory performance, and [rev. 7-09]
- 2) any ~~evaluative~~ comments provided by interdisciplinary/center administrators or from those administrators of faculty holding joint appointments provided pursuant to subsection A-1. d., above, and [rev. 7-09]
- 3) ~~the evaluation form, [rev. 7-09]~~

g. If the unit administrator fails to include attach the the required narrative and comments regarding whether the faculty member met expectations and comments/recommendations on the faculty member's progress toward tenure, promotion or continued satisfactory performance, evaluation and evaluative comments, the college ~~shall~~will return the materials to the unit administrator. [add. 7-09, rev. 7-10]

h. If the faculty member has attached a reportresponse to the evaluation ~~files a dissenting from, the unit administrator's evaluation,~~ the ~~unit report~~response shall be provided a copy to the dean with the annual evaluation form. The dean shall arrange a meeting with the unit administrator and the faculty member to attempt to resolve the relevant issues. ~~The dean enters an evaluation in the space provided on the evaluation form. A copy of that form is given to the faculty member and the original is forwarded to the Provost's Office for permanent filing [see FSH 1470 and APM 65.02]. A copy of the evaluation form is retained in the college office. If the dean concurs with the overall evaluation and rating of the faculty member by the unit administrator, no additional signature is required from the faculty member. [rev. 7-09, 7-10]~~

i. If there ~~are any differences in any rating between the unit administrator and~~ college dean disagrees with the unit administrator's evaluation, the dean shall attach a narrative stating the reasons for the ~~disagreement~~differences. A copy of the dean's narrative shall be provided to the faculty member. The faculty member may respond to the dean's evaluation before the evaluation is forwarded to the provost. The faculty member, unit administrator, and dean are encouraged to resolve the disagreement before forwarding the evaluation to the provost. If the matter remains unresolved at the college level, the provost shall be notified of the disagreement.

j. ~~and a second and subsequent signature by the faculty member, acknowledging receipt of the dean's evaluation and rating, is required~~The college shall forward all the completed original evaluation material at the unit and college level, including the dean's narrative and faculty responses, if any, form, faculty member's report, and dean's and narrative to the Provost's Office for permanent filing. ~~If the college fails to attach the narrative, the provost will return the form to the college. A copy of the evaluation form is retained in the college office. If the faculty member disagrees with the dDean's evaluation and the disagreement cannot be resolved at the college level, either party may choose to refer the matter to the University Ombuds (FSH 3820) and the faculty member may provide a response that shall be included with the evaluation forwarded to the provost. If the matter remains unresolved at the college level, the pProvost shall be notified of the disagreement. [ren. and rev. 7-01, rev. 12-06, 7-09, 7-10]~~

A-2. Relationship to Promotion and Tenure Process. The faculty annual performance evaluation is an administrative review. Annual evaluations are one component of the independent promotion and tenure process. See FSH 3520 and FSH 3560 for details on the promotion and tenure process.

A-2. SALARY DETERMINATION. This process is carried out at the departmental and higher levels of academic administration. [see FSH 3420.] [rev. 7-09]

B.- FACULTY PERFORMANCE THAT DOES NOT MEET BELOW EXPECTATIONS OF NON-TENURED FACULTY MEMBERS. [add. 7-10]

B-1. If the unit administrator determines that a ~~non-tenured~~ faculty member is not meeting performing below expectations, the unit administrator should consider the reasons for and explanations of the performance ~~variety of possible causes, other than inadequate effort on the faculty member's part, that might be responsible for the performance.~~ (see FSH 3190) [ed. 7-09, rev. 7-10]

The unit administrator, in consultation with the faculty member, should address the possible causes of the problem, should suggest appropriate resources and encourage the employee to seek such help. Faculty members and unit administrators may obtain referral information and advice from the ~~University Ombuds, and Human Resources, or the Provost's Office.~~ [ed. 12-06, 7-09, 7-14, rev. 7-16]

C-1B-2.— ANNUAL ASSESSMENT OF BELOW EXPECTATIONS PROVOST INVOLVEMENT. In the event of an overall evaluation of "does not meet expectations" where the faculty member's performance is so far below expectations that is it not acceptable in relation to the position description, score of 1, the provost may, in consultation with the dean and unit administrator, determine that further review of the faculty member's performance is required pursuant to . ~~This review will be conducted in accordance with the procedures prescribed in FSH 3320 B-5 below~~ C-2. [ren. and ed. 7-09, rev. 7-16]

B-32. FIRST ANNUAL OCCURRENCE.

a. ~~In the event that a non-tenured faculty member receives an annual evaluation concluding that he or she has performed below has not met expectations overall or (2 or lower) within one or more areas of responsibility, the unit administrator shall will, at the same time he or she delivers the performance evaluation, offer to meet with the faculty member to identify the reasons for the performance below expectations. At this meeting, the faculty member and the unit administrator shall will review the faculty member's current Position Description and examine strategies that would permit the faculty member to improve his or her performance. A mentoring committee shall be formed upon the request of either the The faculty member or the unit administrator. may request a mentoring. The committee shall be composed of two or more faculty members agreed upon by the unit administrator and faculty member.~~ [rev. 7-09, 7-10]

b. ~~In the event that a non-tenured faculty member receives an annual evaluation concluding that he or she has performed below expectations (2 or below) in the overall score, the unit administrator will, at the same time he or she delivers the performance evaluation, offer to meet with the faculty member to identify the reasons for evaluating the performance as below expectations. At this meeting, the unit administrator will appoint a mentoring committee by selecting three individuals from a list of five faculty members nominated by the faculty member, or if the faculty member makes no nominations, will appoint three faculty members of her/his choosing. The mentoring committee's purpose is to help the faculty member improve performance. The members of the committee need not be drawn from the same unit as the faculty member. The faculty member or unit administrator may request that the University Ombuds attend meetings of the mentoring committee and faculty member.~~ [ed. 12-06, rev. 7-09, 7-10]

B-43. TWO SECOND CONSECUTIVE TWO OCCURENCES WITHIN THREE YEARS ANNUAL ASSESSMENTS OF BELOW EXPECTATIONS. In the event of two ~~consecutive~~ annual evaluations within three years concluding that the ~~non-tenured~~ faculty member has not met performed below expectations overall or within one or more areas of responsibility ~~(2 or lower)~~ the unit administrator shall will, at the same time he or she delivers the performance evaluation, arrange a meeting of the faculty member, the unit administrator and, ~~in the unit administrator's discretion,~~ the college dean ~~Dean of the~~

~~College. The faculty member or the unit administrator may request that the University Ombuds attend the meeting. [ed. 12-06, rev. 7-10]~~

The intent of the meeting is to review:

- a. the current position description and revise it if necessary to address the issues identified during the discussion. [ed. 7-09]
- b. the strategies implemented in the previous year(s) and to identify why the strategies did not result in the faculty member meeting expectations. The parties should re-examine strategies that would support improved performance by permit the faculty member ~~to improve his or her performance.~~ [ed. 7-09]

~~**C. PERFORMANCE BELOW EXPECTATIONS OF TENURED FACULTY MEMBERS.** Tenured faculty will follow the same process as described in B 1 through B 3 above. In addition, to identify and address specific problems early on, a tenured faculty member may be subject to a review as described in C 1 and C 2 below. The purpose of C 1 and C 2 is to assist the faculty member with getting back on track. [add. 7-16]~~

~~**C-1. ANNUAL ASSESSMENT OF BELOW EXPECTATIONS.** In the event of an overall score of 1, the provost may determine that further review of the faculty member's performance is required. This review will be conducted in accordance with the procedures prescribed in 3320 C 2. [ren. and ed. 7-09, rev. 7-16]~~

~~**BC-52. THREE OCCURENCES WITHIN FIVE YEARS CONSECUTIVE ANNUAL EVALUATION ASSESSMENTS OF BELOW EXPECTATIONS.** In the event of three consecutive annual evaluations of "does not meet below expectations" overall or within a five-year period, either overall or within one or more areas of responsibility, or a pattern of below expectations evaluations over five years (a summary score of 2 or lower), the Dean shall initiate a formal peer review. [rev. 7-09, ren. 7-10]~~

~~a. **Composition of the Review Committee.** The Review Committee ~~will~~ shall consist of ~~at least four (4) ix (6)~~ members, appointed as follows:~~

- ~~(1) The ~~f~~Faculty member may ~~will~~ submit to the unit administrator a list of the names of three faculty members from within the unit and at least one three tenured faculty members from outside of the unit. If the faculty member is tenured or on the tenure track, faculty on the committee should be tenured faculty unless no tenured faculty are available. The unit administrator shall appoint the committee, including at least two names from the faculty member's list. ~~will submit a similar list to the faculty member. From the list given to the faculty member, he/she will select one person from inside of the unit and one from outside the unit. From the list given to the unit administrator, he/she will select one person from inside of the unit and one from outside the unit.~~~~
- ~~(2) The committee members will ~~shall~~ select as chair ~~another faculty member from within the unit.~~~~
- ~~(3) The Ombuds or his/her designee shall be an ex-officio member of the committee. [ed. 12-06]~~

~~b. **Report and Timing of the Review.** The committee report includes the review and possible recommendation(s), and shall ~~will~~ be completed within sixty days of the annual evaluation.~~

~~c. **The Review.** The purpose of the review is to assess the level of performance of the faculty member, and the unit administrator's evaluation of that performance. ~~To that end, the committee shall assess~~ the reasonableness of the previous evaluations, and the appropriateness of the development plans, as well as any material submitted by strategies put in place to assist the faculty member ~~and the unit.~~~~

The faculty member and ~~chair the unit administrator shall~~^{will} provide the following materials ~~for the review period under review~~ to the committee:

- 1) Updated Curriculum Vitae of the faculty member,
- 2) Position Descriptions, ~~for the past four years~~
- 3) Annual evaluation materials submitted by the faculty member, ~~for the past three years~~
- 4) Annual Evaluations of the faculty member by the unit ~~administrator~~^{head} and the ~~Dean~~, ~~for the past three years~~
- 5) Student and peer evaluations (if any) of teaching, ~~for the past four years~~
- 6) ~~A summary of the strategies put in place to assist the faculty member,~~
- 6) ~~A self-evaluation of teaching~~
- 7) A self-assessment summary of each area of the faculty member's responsibility and what the faculty member has learned and achieved during the ~~review period under review~~^{past four (4) years}, including contributions to the department, university, state, nation, and field (about 2 pages).

The faculty member may submit any additional information he or she desires, and the committee may request additional materials as it deems necessary.

d. Responses to Committee Report. The ~~committee chair shall submit the report to the~~ faculty member, ~~unit administrator~~^{chair}, and dean, ~~will receive the report and will~~ Each recipient shall have fifteen days from the report's date to submit written responses to the review committee. The ~~review~~ committee ~~chair shall~~^{will} send the report and all responses to the provost.

e. Provost. The ~~P~~provost ~~shall~~^{will} be responsible for determining the appropriate resolution, which may include: [rev. 7-09]

- 1) continuing the status quo;
- 2) mentoring to address area(s) of concern;
- 3) termination for cause;
- 4) consideration of other recommended resolution(s). [1-4 add. 7-09]

B-6. Non-Tenured Faculty. Pursuant to Regent's policy, non-tenured faculty do not have an expectation of contract renewal beyond that stated in FSH 3900 B-2, absent a specific written multi-year contract. The process set forth in FSH 3320 B does not require the University to renew a non-tenured faculty contract. The process set forth in FSH 3320 B shall not be required for a non-tenured faculty member who has been given notice of non-renewal.

DC. PERFORMANCE EVALUATION OF ACADEMIC ADMINISTRATORS.—[ed. 7-09, ren. 7-10]

DC-1. EVALUATION BY FACULTY MEMBERS. Opportunity is provided for an annual performance evaluation of college deans, assistant and associate deans, and administrators of academic departments and other intracollege units by the faculty members of the respective units. The provost sends each faculty member an appropriate number of copies of the form, "Annual Faculty Evaluation of Academic Administrators" [form 2 appended to this section] to be used for evaluation of the unit or center administrator, one to be used for evaluation of the dean, and one to be used for evaluation of each assistant or associate dean in the college. [ren. & ed. 7-10, 10-10]

CD-2. EVALUATION OF UNIT AND CENTER ADMINISTRATORS AND ASSISTANT AND ASSOCIATE DEANS. The review and evaluation of unit and center administrators, and assistant and associate deans, require consideration of their responsibilities as faculty members and as administrators as defined by percentage allocations in the Annual Position Description. All administrators are entitled to a review and evaluation of their performance as faculty members. Further, all administrators are

entitled to a review of their performance as administrators. (Forms to be used in the evaluation of administrators are found in Form 1 and 2. [rev. 7-99, ed. 3-07, rev. & ren. 7-10 (incorporated 1420 E-6 into this entire section ~~CD~~-2 through ~~DC~~-4])

1. Evaluation as a Faculty Member.

a. Annual Evaluation. The annual evaluation of an administrator's performance as a faculty member shall be conducted by the dean of the college in accordance with the provisions of *FSH* 3320 A above.

b. Third Year Review. If the administrator is untenured, there shall be a third-year review in accordance with the procedures outlined in *FSH* 3520 G-4.

2. Evaluation as an Administrator.

a. Annual Evaluation. The dean shall conduct an annual evaluation of each administrator's performance in accordance with the responsibilities specified in *FSH* 1420 E-1 and in the Annual Position Description. The dean and administrator will negotiate the administrator's Annual Position Description on the basis of the unit's needs, and make it available to the faculty for annual evaluation purposes. The administrator will present his or her annual goals for the unit at the beginning of the review year and report on his/her effectiveness in meeting last year's goals. Annual goals should be based on the unit action plan, needs of the unit, and discussion with the dean. The dean will make a conscientious effort to solicit input from unit faculty through evaluation form 2. [rev. 7-99, ed. 6-09, 10-10]

Unit faculty must send completed copies of form 2 directly to the dean. The dean furnishes the administrator a summary of the faculty evaluations in such a way that the confidentiality of individual evaluations is preserved. The dean may arrange a conference with the administrator to discuss the summary. After these steps have been completed, the dean shall destroy the individual faculty members' evaluations and shall file the written summary in the dean's office. The dean then submits a summary of conclusions and recommendations resulting from the review to the provost, who in turn makes his or her review and forwards recommendations to the president. The dean will then provide feedback to faculty who have submitted form 2, as appropriate. [ed. 10-10]

~~CD~~-3. EVALUATION OF DEANS. The provost shall conduct an annual evaluation of each dean's performance in accordance with the dean's responsibilities specified in *FSH* 1420 D-2 and in the Annual Position Description. The provost and dean will negotiate the Annual Position Description for the dean on the basis of the college's needs and make it available to the faculty for annual evaluation purposes. The dean will present his or her annual goals for the college at the beginning of the review year and report on his or her effectiveness in meeting last year's goals. Annual goals should be based on the college's action plan, needs of the college, and discussion with the provost. The provost will make a conscientious effort to solicit input from college faculty through evaluation form 2. [ed. 10-10]

College faculty will send completed copies of form 2 directly to the provost. The provost will summarize the faculty responses and share that summary with the dean. In preparing and conveying that summary, the provost has the responsibility to ensure that faculty comments are confidential. This includes, but is not limited to, avoiding the use of any phrases that can identify the faculty member making the comments. The provost may arrange a conference with the dean to discuss the summary. After these steps have been completed, the provost shall destroy individual faculty members' evaluations and file the written summary in the Office of Academic Affairs. The provost must then submit a summary of conclusions and recommendations resulting from the review to the president.

The provost will then provide feedback to faculty who have submitted form 2, as appropriate. *[ed. 10-10]*

CD-4. PERIODIC REVIEW OF ADMINISTRATORS. Each administrator is formally reviewed at least six months before the end of each appointment term, or, if there is not a fixed appointment term, at least every five years.—The Provost appoints an ad hoc review committee to include faculty, department chairs, and experienced administrators of other units. The periodic review will be conducted at the request of the Provost and Executive Vice President and in accordance with the mechanisms of formal review, which must provide for the following:

1. Opportunity for the dean, center administrator, or unit administrator to prepare a report/portfolio summarizing his or her administrative achievements for the period, including annual reviews; *[rev. and ren. 7-99]*
2. Opportunity for all faculty and staff of the college/unit to participate in the review;
3. Solicitation of input by the committee from appropriate constituencies of the college/unit. Confidentiality of all individual evaluations will be ensured; *[add. 7-99]*
4. Preparation by the review committee of a written report summarizing the findings and recommendations of the review, which will be forwarded to the Provost and the dean/center or unit administrator; *[ed. and ren. 7-99]*
5. The provost will submit the written report along with any additional comments and recommendations to the president and provide appropriate feedback to the administrator. *[rev. and ren. 7-99]*

a. Additional Review. The provost and/or college dean may initiate a review at any time he or she determines a review is needed.—The dean shall submit to the provost a summary of conclusions and recommendations resulting from this additional review. If the review is conducted by the provost, he or she shall submit a summary of conclusions and recommendations to the president.

The faculty of the unit may also initiate, by majority vote, a formal review (as outlined above) of the unit administrator. The tenured faculty of a college may also initiate, by majority vote, a formal review (as outlined above) of the college dean.

DE. SEQUENCE OF EVALUATION OF FACULTY MEMBERS AND ADMINISTRATORS. The provost prepares the schedule for completion of steps in the performance evaluation and salary determination process each year. The schedule will ensure that faculty members' evaluations of unit or center administrators and assistant and associate deans have been received by the dean before the administrators' recommendations on salary, promotion, and tenure are made known to the faculty and, similarly, that faculty members' evaluations of deans have been received by the provost before the deans' recommendations on salary, promotion, and tenure are made known to the faculty. Likewise, the summaries of faculty evaluations of unit or center administrators, assistant and associate deans, and deans will be communicated to the persons evaluated after their recommendations on faculty salary, promotion, and tenure have been transmitted to the provost. *[ren. & rev. 7-10]*

*NOTE: In October of 2010 it was determined that elimination of Form 2A was possible with minor edits to Form 1 (addition of reference FSH 1420 E to box 4). As such, Form 1 may be used in lieu of Form 2A by administrators, if desired.—Given this change, form 2B becomes Form 2 (see the UI Policy website for redline versions or contact the Faculty Secretary's Office or Provost's Office for further clarification).

UI FACULTY-STAFF HANDBOOK**CHAPTER THREE:****EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF**

November 2017

3320

ANNUAL PERFORMANCE EVALUATIONS OF FACULTY MEMBERS
AND
PERFORMANCE EVALUATION OF ACADEMIC ADMINISTRATORS

PREAMBLE: This section contains those policies and their attendant procedures for those periodic reviews of performance that affect faculty members and academic administrators. Policies concerning performance evaluation were part of the original 1979 Handbook, but were completely rewritten in July 2002 and further refined in 2003. In July 2007 Form 1 underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as align the form with the Strategic Action Plan. In January 2008 Form 1 was again revised to include a Disclosure of Conflicts statement to comply with FSH 6240. In 2009 this section was again revised to reflect recent changes to the faculty position description and evaluation forms to better integrate faculty interdisciplinary activities. In July 2010 B was added and FSH 1420 E-6 was incorporated into D to consolidate the evaluation process into one policy. In July 2014 changes were incorporated to ensure all faculty go through a review by their peers. In January 2017 a temporary fix to this policy was put in place to allow for a pilot narrative evaluation process for 2016 and ensure that existing policy would apply. Further information may be obtained from the Provost's Office (208-885-6448. [ed. 7-03, rev. 7-07, 1-08, 7-09, 7-10, 7-14, 1-17]

CONTENTS:

- A. Annual Performance Evaluation for Faculty Members
- B. Faculty Performance that does not Meet Expectations
- C. Performance Evaluation of Academic Administrators
- D. Sequence of Evaluation of Faculty Members and Administrators.

A. ANNUAL PERFORMANCE EVALUATION FOR FACULTY MEMBERS.

A-1. PERFORMANCE EVALUATION. Annual evaluation of the performance of each member of the faculty is primarily the responsibility of the faculty member and unit administrator. The provost is responsible for preparing supplementary instructions each year, including the schedule for completion of the annual performance evaluation. Personnel on international assignment see FSH 3380 C. [rev. 7-03, 7-09, 7-14, ed. 7-10, 1-17]

a. Forms. The Annual Performance Evaluation Form is available below. The form may not be altered without following the appropriate governance process (see FSH 1460). The unit administrator is responsible for ensuring that each faculty member uses the proper form together with the supplementary instructions as provided by the Provost Office. [rev. 7-01, 1-17]

b. Performance expectations are described below. The narrative in the evaluation form shall provide evidence to support the evaluation. [ed. 7-10]

i. Performance that Meets or Exceeds Expectations is at least satisfactory performance during the review period of a faculty member relative to the position description.

ii. Performance that does not Meet Expectations denotes performance during the review period that is less than expected of a faculty member relative to the position description and means improvement is necessary. An evaluation of not

meeting expectations in one or more responsibility areas triggers procedures outlined in FSH 3320 B below.

c. Annual Report of Efforts and Accomplishments by Faculty Member. Each faculty member shall provide his or her unit administrator with the following materials in preparation for the annual performance evaluation:

- (1) Current Curriculum Vitae
- (2) UI Faculty Position Description for Annual Performance Review
- (3) Written detailed summary report of faculty activity for the period of the annual performance review that compares accomplishments to expectations in the Position Description for the review period. This report may be in the form of a self-evaluation using the annual evaluation form included in this policy. *[rev. 7-09]*
- (4) Other materials necessary to document efforts and accomplishments for the review period. *[add. 7-01, ed. 7-10]*

d. Evaluation of Faculty by Unit Administrators. Unit administrators evaluate the faculty members in their unit. The performance of each faculty member during the review period is judged on the basis of the position description(s) in effect during that period. In the case of a faculty member holding joint appointments and/or involved in interdisciplinary activities, as described in the position description, in two or more academic or administrative units, it is the responsibility of the administrator in the faculty member's primary academic discipline to solicit and consider relevant information on job performance from other administrators with responsibility for the faculty member's work. *[See also 3080 E-3.] [rev. 7-09, ed. 7-10]*

Whether a faculty member's performance meets expectations is determined by comparing the faculty member's performance to the position description for the review period. For each area of responsibility, the unit administrator shall describe the basis for her/his evaluation of the faculty member's performance in the narrative on the form. After the unit administrator has completed the narrative evaluation for all faculty for the review period, the unit administrator shall provide the following items to each reviewed individual as they become available: *[rev. 7-03, 7-09]*

- (1) a copy of the individual's annual evaluation form *[rev. 7-09]*
- (2) if requested, comparative information to help assess performance evaluation

The unit administrator shall also include comments and recommendations for the faculty member's progress toward tenure, promotion or continued satisfactory performance in the appropriate place on the annual evaluation form.

e. Conference. It is strongly recommended that the unit administrator meet with each faculty member. The unit administrator shall provide each faculty member with the opportunity to meet to discuss the unit administrator's evaluation. (Suitable alternate arrangements shall be made for off-campus personnel.) The purpose of this meeting is to review and discuss the administrator's evaluation and the faculty member's detailed report of activities. The unit administrator should explain the narrative providing a formative assessment on progress towards tenure, promotion, and/or continued satisfactory performance. The faculty member and the unit administrator should work to identify strategies to help the faculty member improve performance. The evaluation may be modified as a result of the discussion. At the conclusion of the review process, each faculty member shall sign the evaluation form indicating that she/he has had the opportunity to read the evaluation report and to discuss it with the unit administrator. If the faculty member wishes to respond to the contents of the review, he/she shall be permitted to append a response to the unit administrator's evaluation. A copy of the administrator's final evaluation shall be given to the faculty member. *[ren. and rev. 7-01, rev. 7-09, ed. 7-10]*

f. College-Level Action. Copies of the performance evaluation materials forwarded by the unit administrator to the appropriate dean(s), for evaluation at the college(s) level, shall include: *[rev. 7-09]*

(1) the evaluation form with the complete narrative and the comments and recommendations on progress towards tenure, promotion, and/or continued satisfactory performance, and *[rev. 7-09]*

(2) any comments provided by interdisciplinary/center administrators or from those administrators of faculty holding joint appointments provided pursuant to subsection A-1. d., above. *[rev. 7-09]*

g. If the unit administrator fails to include the required narrative and comments/recommendations the college shall return the materials to the unit administrator. *[add. 7-09, rev. 7-10]*

h. If the faculty member has attached a response to the evaluation, the response shall be provided to the dean with the annual evaluation form. The dean shall arrange a meeting with the unit administrator and the faculty member to attempt to resolve the relevant issues.

i. If the college dean disagrees with the unit administrator's evaluation, the dean shall attach a narrative stating the reasons for the disagreement. A copy of the dean's narrative shall be provided to the faculty member. The faculty member may respond to the dean's evaluation before the evaluation is forwarded to the provost. The faculty member, unit administrator, and dean are encouraged to resolve the disagreement before forwarding the evaluation to the provost. If the matter remains unresolved at the college level, the provost shall be notified of the disagreement.

j. The college shall forward all evaluation material at the unit and college level, including the dean's narrative and faculty responses, if any, to the provost for permanent filing. *[ren. and rev. 7-01, rev. 12-06, 7-09, 7-10]*

A-2. Relationship to Promotion and Tenure Process. The faculty annual performance evaluation is an administrative review. Annual evaluations are one component of the independent promotion and tenure process. See FSH 3520 and FSH 3560 for details on the promotion and tenure process.

B. FACULTY PERFORMANCE THAT DOES NOT MEET EXPECTATIONS. *[add. 7-10]*

B-1. If the unit administrator determines that a faculty member is not meeting expectations, the unit administrator should consider the reasons for and explanations of the performance (see FSH 3190). *[ed. 7-09, rev. 7-10]*

The unit administrator, in consultation with the faculty member, should address the possible causes of the problem, should suggest appropriate resources and encourage the employee to seek such help. Faculty members and unit administrators may obtain referral information and advice from the Ombuds, Human Resources, or the Provost's Office. *[ed. 12-06, 7-09, 7-14, rev. 7-16]*

B-2. PROVOST INVOLVEMENT. In the event of an overall evaluation of "does not meet expectations" where the faculty member's performance is so far below expectations that is it not acceptable in relation to the position description, the provost may, in consultation with the dean and unit administrator, determine that further review of the faculty member's performance is required pursuant to FSH 3320 B-5 below. *[ren. and ed. 7-09, rev. 7-16]*

B-3. FIRST OCCURRENCE. In the event that a faculty member has not met expectations overall or within one or more areas of responsibility, the unit administrator shall offer to

meet with the faculty member.. At this meeting, the faculty member and the unit administrator shall review the faculty member's Position Description and examine strategies that would permit the faculty member to improve performance. A mentoring committee shall be formed upon the request of either the faculty member or the unit administrator. The committee shall be composed of two or more faculty members agreed upon by the unit administrator and faculty member. *[rev. 7-09, 7-10]*

B-4. TWO OCCURENCES WITHIN THREE YEARS. In the event of two annual evaluations within three years concluding that the faculty member has not met expectations overall or within one or more areas of responsibility the unit administrator shall arrange a meeting of the faculty member, the unit administrator and the college dean *[ed. 12-06, rev. 7-10]*

The intent of the meeting is to review:

a. the current position description and revise it if necessary to address the issues identified during the discussion. *[ed. 7-09]*

b. the strategies implemented in the previous year(s) and to identify why the strategies did not result in the faculty member meeting expectations. The parties should re-examine strategies that would support improved performance by the faculty member. *[ed. 7-09]*

B-5. THREE OCCURENCES WITHIN FIVE YEARS. In the event of three annual evaluations of "does not meet expectations" within a five-year period, either overall or within one or more areas of responsibility, the dean shall initiate a formal peer review. *[rev. 7-09, ren. 7-10]*

a. Composition of the Review Committee. The Review Committee shall consist of at least four (4) members, appointed as follows:

- (1) The faculty member may submit to the unit administrator a list of the names of three faculty members from within the unit and at least one faculty member from outside of the unit. If the faculty member is tenured or on the tenure track, faculty on the committee should be tenured faculty unless no tenured faculty are available. The unit administrator shall appoint the committee, including at least two names from the faculty member's list.
- (2) The committee members shall select a chair.

b. Report and Timing. The committee report includes the review and possible recommendation(s), and shall be completed within sixty days of the annual evaluation.

c. The Review. The purpose of the review is to assess the level of performance of the faculty member, the reasonableness of the previous evaluations, and the appropriateness of the strategies put in place to assist the faculty member.

The faculty member and the unit administrator shall provide the following materials for the review period to the committee:

- (1) Updated Curriculum Vitae of the faculty member,
- (2) Position Descriptions,
- (3) Annual evaluation materials submitted by the faculty member,
- (4) Annual Evaluations of the faculty member by the unit administrator and the dean,
- (5) Student and peer evaluations (if any) of teaching,
- (6) A summary of the strategies put in place to assist the faculty member,
- (7) A self-assessment summary of each area of the faculty member's responsibility and what the faculty member has learned and achieved during the review period, including contributions to the department, university, state, nation, and field (about 2 pages).

The faculty member may submit any additional information he or she desires, and the committee may request additional materials as it deems necessary.

d. Responses to Committee Report. The committee chair shall submit the report to the faculty member, unit administrator, and dean. Each recipient shall have fifteen days from the report's date to submit written responses to the review committee. The committee chair shall send the report and all responses to the provost.

e. Provost. The provost shall be responsible for determining the appropriate resolution, which may include: *[rev. 7-09]*

- (1) continuing the status quo;
- (2) mentoring to address area(s) of concern;
- (3) termination for cause;
- (4) consideration of other recommended resolution(s). *[1-4 add. 7-09]*

B-6. Non-Tenured Faculty. Pursuant to Regent's policy, non-tenured faculty do not have an expectation of contract renewal beyond that stated in FSH 3900 B-2, absent a specific written multi-year contract. The process set forth in FSH 3320 B does not require the University to renew a non-tenured faculty contract. The process set forth in FSH 3320 B shall not be required for a non-tenured faculty member who has been given notice of non-renewal.

C. PERFORMANCE EVALUATION OF ACADEMIC ADMINISTRATORS. *[ed. 7-09, ren. 7-10]*

C-1. EVALUATION BY FACULTY MEMBERS. Opportunity is provided for an annual performance evaluation of college deans, assistant and associate deans, and administrators of academic departments and other intracollege units by the faculty members of the respective units. The provost sends each faculty member an appropriate number of copies of the form, "Annual Faculty Evaluation of Academic Administrators" [form 2 appended to this section] to be used for evaluation of the unit or center administrator, one to be used for evaluation of the dean, and one to be used for evaluation of each assistant or associate dean in the college. *[ren. & ed. 7-10, 10-10]*

C-2. EVALUATION OF UNIT AND CENTER ADMINISTRATORS AND ASSISTANT AND ASSOCIATE DEANS. The review and evaluation of unit and center administrators, and assistant and associate deans, require consideration of their responsibilities as faculty members and as administrators as defined by percentage allocations in the Annual Position Description. All administrators are entitled to a review and evaluation of their performance as faculty members. Further, all administrators are entitled to a review of their performance as administrators. (Forms to be used in the evaluation of administrators are found in Form 1 and 2. *[rev. 7-99, ed. 3-07, rev. & ren. 7-10 (incorporated 1420 E-6 into this entire section C-2 through C-4)]*

1. Evaluation as a Faculty Member.

a. Annual Evaluation. The annual evaluation of an administrator's performance as a faculty member shall be conducted by the dean of the college in accordance with the provisions of *FSH 3320 A* above.

b. Third Year Review. If the administrator is untenured, there shall be a third-year review in accordance with the procedures outlined in *FSH 3520 G-4*.

2. Evaluation as an Administrator.

a. Annual Evaluation. The dean shall conduct an annual evaluation of each administrator's performance in accordance with the responsibilities specified in

FSH 1420 E-1 and in the Annual Position Description. The dean and administrator will negotiate the administrator's Annual Position Description on the basis of the unit's needs, and make it available to the faculty for annual evaluation purposes. The administrator will present his or her annual goals for the unit at the beginning of the review year and report on his/her effectiveness in meeting last year's goals. Annual goals should be based on the unit action plan, needs of the unit, and discussion with the dean. The dean will make a conscientious effort to solicit input from unit faculty through evaluation form 2. *[rev. 7-99, ed. 6-09, 10-10]*

Unit faculty must send completed copies of form 2 directly to the dean. The dean furnishes the administrator a summary of the faculty evaluations in such a way that the confidentiality of individual evaluations is preserved. The dean may arrange a conference with the administrator to discuss the summary. After these steps have been completed, the dean shall destroy the individual faculty members' evaluations and shall file the written summary in the dean's office. The dean then submits a summary of conclusions and recommendations resulting from the review to the provost, who in turn makes his or her review and forwards recommendations to the president. The dean will then provide feedback to faculty who have submitted form 2, as appropriate. *[ed. 10-10]*

C-3. EVALUATION OF DEANS. The provost shall conduct an annual evaluation of each dean's performance in accordance with the dean's responsibilities specified in *FSH 1420 D-2* and in the Annual Position Description. The provost and dean will negotiate the Annual Position Description for the dean on the basis of the college's needs and make it available to the faculty for annual evaluation purposes. The dean will present his or her annual goals for the college at the beginning of the review year and report on his or her effectiveness in meeting last year's goals. Annual goals should be based on the college's action plan, needs of the college, and discussion with the provost. The provost will make a conscientious effort to solicit input from college faculty through evaluation form 2. *[ed. 10-10]*

College faculty will send completed copies of form 2 directly to the provost. The provost will summarize the faculty responses and share that summary with the dean. In preparing and conveying that summary, the provost has the responsibility to ensure that faculty comments are confidential. This includes, but is not limited to, avoiding the use of any phrases that can identify the faculty member making the comments. The provost may arrange a conference with the dean to discuss the summary. After these steps have been completed, the provost shall destroy individual faculty members' evaluations and file the written summary in the Office of Academic Affairs. The provost must then submit a summary of conclusions and recommendations resulting from the review to the president. The provost will then provide feedback to faculty who have submitted form 2, as appropriate. *[ed. 10-10]*

C-4. PERIODIC REVIEW OF ADMINISTRATORS. Each administrator is formally reviewed at least six months before the end of each appointment term, or, if there is not a fixed appointment term, at least every five years. The Provost appoints an ad hoc review committee to include faculty, department chairs, and experienced administrators of other units. The periodic review will be conducted at the request of the Provost and Executive Vice President and in accordance with the mechanisms of formal review, which must provide for the following:

1. Opportunity for the dean, center administrator, or unit administrator to prepare a report/portfolio summarizing his or her administrative achievements for the period, including annual reviews; *[rev. and ren. 7-99]*
2. Opportunity for all faculty and staff of the college/unit to participate in the review;

3. Solicitation of input by the committee from appropriate constituencies of the college/unit. Confidentiality of all individual evaluations will be ensured; *[add. 7-99]*
4. Preparation by the review committee of a written report summarizing the findings and recommendations of the review, which will be forwarded to the Provost and the dean/center or unit administrator; *[ed. and ren. 7-99]*
5. The provost will submit the written report along with any additional comments and recommendations to the president and provide appropriate feedback to the administrator. *[rev. and ren. 7-99]*

a. Additional Review. The provost and/or college dean may initiate a review at any time he or she determines a review is needed. The dean shall submit to the provost a summary of conclusions and recommendations resulting from this additional review. If the review is conducted by the provost, he or she shall submit a summary of conclusions and recommendations to the president.

The faculty of the unit may also initiate, by majority vote, a formal review (as outlined above) of the unit administrator. The tenured faculty of a college may also initiate, by majority vote, a formal review (as outlined above) of the college dean.

D. SEQUENCE OF EVALUATION OF FACULTY MEMBERS AND ADMINISTRATORS. The provost prepares the schedule for completion of steps in the performance evaluation and salary determination process each year. The schedule will ensure that faculty members' evaluations of unit or center administrators and assistant and associate deans have been received by the dean before the administrators' recommendations on salary, promotion, and tenure are made known to the faculty and, similarly, that faculty members' evaluations of deans have been received by the provost before the deans' recommendations on salary, promotion, and tenure are made known to the faculty. Likewise, the summaries of faculty evaluations of unit or center administrators, assistant and associate deans, and deans will be communicated to the persons evaluated after their recommendations on faculty salary, promotion, and tenure have been transmitted to the provost. *[ren. & rev. 7-10]*

***NOTE:** In October of 2010 it was determined that elimination of Form 2A was possible with minor edits to Form 1 (addition of reference FSH 1420 E to box 4). As such, Form 1 may be used in lieu of Form 2A by administrators, if desired. Given this change, form 2B becomes Form 2 (see the UI Policy website for redline versions or contact the Faculty Secretary's Office or Provost's Office for further clarification).

UI FACULTY-STAFF HANDBOOK**CHAPTER THREE:****EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF**

July 2016

3720
SABBATICAL LEAVE

PREAMBLE: This section describes the terms of eligibility for sabbatical leave for UI faculty. The policy is derived from, and incorporates all of, the State Board of Education, Governing Policies and Procedures, II-G. 3 b. This section was an original part of the 1979 Handbook and has been changed in only editorial ways since. In 2016 changes were made to clarify process and to ensure that any SLEC member, who submits a sabbatical application while serving on the committee, recuse themselves from all evaluations during said period. Except where explicitly noted, the text is as of July 1996. Further information is available from the current chair of the Sabbatical Leave Evaluation Committee. [ed. 6-09, rev. 7-16]

CONTENTS:

- A. General Policy
- B. Purpose
- C. Period of Leave and Restrictions on Service and Salary
- D. ~~Restrictions on Service~~ Application for Sabbatical Leave
- E. Criteria and Salary Rating System Used in Evaluating Applications
- ~~E. Annual Job~~ F. Schedule for Applying
- G. Position Description and Annual Performance Evaluation
- ~~F. H.~~ Changes in or Cancellation of Sabbatical Leave
- G. I. Return
- H. Application for Leave
- I. Rating System
- J. Procedure for Rating
- K. Criteria Used in Evaluating Proposals

A. GENERAL POLICY. Members of the UI faculty [see 1520 II-1] ~~with having completed six years of employment at the University of Idaho in a tenure track appointment tenure at the time of sabbatical leave, and the rank of senior instructor or above, or the equivalent of such rank, leave is to be effective may be granted sabbatical leave after. A faculty member who is untenured, but expects a tenure decision by the time the sabbatical leave is to be taken, may submit an application. Tenured faculty may apply for additional sabbaticals provided that six full academic years have elapsed of service at UI or after six full academic years have elapsed since the faculty member's end of the most recent sabbatical and the beginning of the requested sabbatical leave at UI. Sabbatical leave is granted on the basis of application by the faculty member and recommendation by the Sabbatical Leave Evaluation Committee (SLEC) [see 1640.74] and upon approval by the Faculty Senate and the president or designee. Faculty are advised to contact HR to discuss how a sabbatical leave may impact their benefits. In addition, in the event a sabbatical leave will cross over to a new fiscal year, the faculty member is strongly advised to discuss whether, and what impact, the leave may have on salary. Sabbatical leave applications by faculty members in the Cooperative Extension System (CES) are handled/processed separately; conditions of leave for these faculty members are established and funding is provided by the CES and their applications are evaluated by a committee of the CES. [ed. 7-01, 7-02, 6-09]~~

B. PURPOSE. ~~Sabbatical leaves are designed to encourage scientific inquiry, research, artistic creation, clinical/technical expertise and innovation in teaching. The primary purpose of a sabbatical leave is to enhance the faculty member's value to UI. Specifically, a sabbatical leave is to be used for one or more of the following purposes:~~

~~**B-1.** Research, scholarship, or study intended to result in publication or invention.~~

~~**B-2.** Refresher courses or a program of study, work, or travel designed to keep the faculty member abreast of the latest developments in his or her area of specialization.~~

~~**B-3.** Work toward an advanced degree.~~

C. PERIOD OF LEAVE AND RESTRICTIONS ON SERVICE AND SALARY. A sabbatical leave is for ~~either~~ one-half academic or ~~_~~fiscal year at full pay or ~~a one full academic or full academic or~~ fiscal year at half pay, depending on the type of appointment held by the faculty member. Faculty on sabbatical continue to be full time employees of the University. Outside employment while on sabbatical must be disclosed per FSH 3260. Note that those on full year sabbaticals must arrange for full year life insurance and disability benefits if so interested. [See APM 55.42] [ed. 1-11]

~~**D. RESTRICTIONS ON SERVICE AND SALARY.** The decision as to the acceptability of a proposal will not be based on whether additional remuneration may be received, but rather on the probability that the faculty member will enhance his or her value to UI. Teaching elsewhere or working in research laboratories of industry or government may be approved if such activities can be expected to contribute significantly to the acquisition of useful ideas and practices. In no case will leave be granted primarily for the purpose of augmenting the person's income. The benefit to UI must be foremost in the consideration leading to approval of the leave.~~

~~**H.D. APPLICATION FOR SABBATICAL LEAVE.** Complete applications for leave must be submitted to the provost or designee who will collect and forward them to the Sabbatical Leave Evaluation Committee (SLEC). The application must contain:~~

~~An application is submitted to the SLEC with recommendation from the unit administrator and dean. Any SLEC member who submits an application for consideration must recuse themselves from reviewing all applications for that application period. The SLEC evaluates the proposal in accordance with subsections I, J, and K, below. Therefore, the application should present the merit of the proposed leave clearly and convincingly and should be prepared with the care and thoroughness of a paper submitted for publication. The application should consist of the following [rev. 7-97, 7-16, ed. 7-02, 8-11]:~~

Commented [TA(1): Formerly H.

~~**HD-1. Cover Page.** A required template for the cover page is included at the end of this policy and must be filled out completely, include a title indicative of the proposed sabbatical activity, the period of requested leave, name and rank of the applicant, and signatures of the administrators approving the application.~~

~~**HD-2. Abstract.** Maximum length: 100 words.~~

~~**HD-3. Description of Proposed Plan for Sabbatical.** Major headings should include a detailed statement of what the applicant plans to do while on sabbatical, the objectives and significance of the proposed activities, the value of these activities to the applicant's UI obligations, the feasibility and methods of accomplishing the objectives, and the applicant's qualifications pertinent to the proposed activities. This section should consist of not more than four single-spaced typewritten pages. [rev. 7-97] In the case of an application for a sabbatical crossing over the beginning of a new fiscal year, an explanation of the reasons for the timing of the sabbatical should be provided.~~

~~**HD-4. Curriculum Vitae (CV).** The applicant's CV must be on the Include a standard University of Idaho form curriculum vitae.~~

~~**HD-5.** Letter of recommendation from the applicant's college dean or unit administrator.~~

~~**D-6. Appendix.** Evaluation of the proposal by college dean and unit chair, II letters of acceptance from persons with whom the applicant plans to work, itinerary, and other~~

supportive documentation should be appended to the application. [*ed. 7-98, 7-02, ed. 8-11*]

E. CRITERIA AND RATING SYSTEM USED IN EVALUATING APPLICATIONS. The application will be rated by the SLECSLEC evaluates applications according to the following criterion and rating system set forth in this policy and makes recommendations to the provost who notifies applicants of the disposition of the application.:

Commented [TA(2)]: Formerly I, J, K, combined.

K. CRITERIA USED IN EVALUATING PROPOSALS, E-1. Criteria:

K-1a. Preparation, Thought, and Documentation: Organization of the application proposal, originality of the idea, thoroughness, specificity, feasibility, preliminary work done on the project in addition to the planning, letters of appointment and acceptance, other documents supportive of the proposal application, and the applicant's plans for travel, if that is an integral feature of the application proposal. [*rev. and ren. 7-97*]

K-2b. Benefit to UI and to Applicant: Contribution to applicant's knowledge and understanding, contribution to teaching or other assigned duties at UI, publications or other scholarly works resulting from the project, enhancement of professional status, recognition for UI, and contribution to special projects or to UI programs. [*rev. and ren. 7-97*]

K-3c. Applicant's Record of or Potential for Research, Teaching, Service and/or Other Pertinent Activity: Publications, performances, grants, postdoctoral fellowships, leaves, participation in relevant professional organizations, record of achievement on previous grants and leaves, evaluation by unit administrator and dean, and evidence of excellence in teaching, service, or other evidence of contribution to the university. [*rev. and ren. 7-97; ed. 7-98, ed. 8-11*]

d. Decision: The decision as to the acceptability of an application proposal will may not be based on whether additional remuneration may be received by the sabbatical applicant, but rather on the probability that the faculty member will enhance his or her value to UI. Teaching elsewhere or working in research laboratories of industry or government may be approved if such activities can be expected to contribute significantly to the acquisition of useful ideas and practices. In no case will leave be granted primarily for the purpose of augmenting the person's income. The benefit to UI must be foremost in the consideration leading to approval of the leave.

Commented [TA(3)]: Formerly in section D. Restriction on Service and Salary.

E-2. RATING SYSTEM. The application will be rated by the SLEC according to the following system:

I-1a. Merit and feasibility of the proposed sabbatical plan, 60 percent. [*rev. 7-97*]

I-2. Applicant's record or potential for research, teaching, service and/or other pertinent activity, 25 percent. [*add. 7-97*]

I-3. Length of service to UI in a tenure-track position, up to 15 percent. Each year of service, counting from the faculty member's initial appointment in a tenure track position or from their his or her most recent sabbatical leave, whichever is later, is assigned a weight of one point, limited to a maximum of 15. [*ren. and rev. 7-97*]

J. PROCEDURE FOR RATING. To give sufficient time for planning of sabbatical leaves, applications must be submitted at least 10-17 months before the beginning of the academic year during which the leave is to be taken. The SLEC meets in April of each year to consider applications received by March 31 for the academic year beginning 17 months later. The

Commented [TA(4)]: Rewritten below for clarity.

~~committee rates the applications according to the rating system specified in I and makes recommendations to the Provost who notifies applicants of the university's preliminary approval or disapproval. In this round of sabbatical applications the provost notifies no more applicants than a number equal to 60 percent of the sabbatical leaves expected to be available for the year under consideration. Faculty members who do not apply for sabbatical leave by March 31 may apply on or before November 1 for the academic year beginning 10 months later. The SLEC meets in November to consider new applications (and reconsider resubmitted applications). The SLEC again makes recommendations to the provost who submits a list of those faculty members recommended by the SLEC and proposed by the provost in both April and November to Faculty Senate for final approval. If there is substantial change in an applicant's plans, he or she must submit a new plan through the unit administrator, dean, and the SLEC for approval. If the new plan is not approved, the applicant may request leave without pay. [rev. 7-97, ed. 7-00, 6-09, ed. 8-11]~~

F. SCHEDULE FOR APPLYING. Each year there are two rounds of application consideration:

F-1. Round 1. Deadline March 31st. This deadline applies to:

- a. Faculty with an academic year appointment planning to begin a full year sabbatical at the start of the second fall semester after submitting the application;
- b. Faculty with an academic year appointment planning to begin a one semester sabbatical at the start of the second fall semester or the second spring semester after submitting the application;
- c. Faculty with a fiscal year appointment planning to begin a full year sabbatical at the start of the second fiscal year after submitting the application
- d. Faculty with a fiscal year appointment planning to begin a half year sabbatical during the second fiscal year after submitting the application.

F-2. Round 2. Deadline October 31st. This deadline applies to faculty who missed the Round 1 deadline:

- a. Faculty with an academic year appointment planning to begin a full year sabbatical at the start of the next fall semester;
- b. Faculty with an academic year appointment planning to begin a one semester sabbatical at the start of the next fall semester or the second spring semester after submitting the application;
- c. Faculty with a fiscal year appointment planning to begin a full year sabbatical at the start of the next fiscal year after submitting the application;
- d. Faculty with a fiscal year appointment planning to begin a half year sabbatical during the next fiscal year after submitting the application.

GE. POSITION ANNUAL JOB DESCRIPTION AND ANNUAL PERFORMANCE EVALUATION. ~~The faculty members on sabbatical remain full time employees of UI. Faculty members is are expected to include their to note~~ sabbatical purpose and goals on their ~~annual faculty job position~~ description. ~~Their annual P~~performance ~~evaluation must will~~ reflect ~~whether the purpose and goals of the sabbatical were achieved~~ the faculty member's purpose and goals ~~while on sabbatical.~~

F.H. CHANGES IN OR CANCELLATION OF SABBATICAL. If a faculty member must change the purpose, place, or time of the sabbatical leave, or needs to cancel their leave, the faculty member he or she must submit a revised cover sheet indicating the type of change along with an updated a written request, with recommendation from the dean and unit administrator, to the SLEC ~~for approval.~~ The SLEC will review the change and make a recommendation to the provost for final approval. ~~This~~ request must state the rationale for the changes ~~and update and document how the sabbatical leave plan to will~~ reflect these changes. ~~Upon approval by the SLEC, any changes will be sent to the provost. [ed. 8-11]~~

IG. RETURN. ~~The f~~Faculty members ~~are~~^{is} expected either to return to the active service of UI for at least one academic year after completion of the leave or to repay the money received from UI while on leave, unless the president approves a waiver of this requirement. Results of the sabbatical should be detailed on the annual performance evaluation and will serve as the official record of return and accomplishment. ~~Within six weeks after returning, the faculty member must submit to the provost's office and to the faculty member's dean and unit administrator, a complete report in PDF format of his or her activities while on leave. This report will be available to the faculty member's dean and unit administrator.~~ [rev. 7-97, 7-02, 7-13, 7-16, ed. 8-11]

SABBATICAL LEAVE EVALUATION FORM [rev. 7-97]

APPLICANT'S NAME _____

SEMESTER(S) APPLIED FOR _____

PURPOSE OF LEAVE _____

I--VALUE OF PLAN (Maximum 60 points)

A. Preparation, Thought, and Documentation (where appropriate) (30 points)

(For preparation and thought, consider the following: organization of the ~~proposal~~application, originality of the idea, thoroughness, specificity, feasibility, and preliminary work begun on project beyond planning; for documentation consider the following: itinerary, letters of appointment, letters of acceptance, and other supportive documentation if applicable.)

Excellent 27-30; Good 22-26; Average 16-21; Poor 8-15; Unacceptable 0-7 Points ____

B. Benefit to University and Individual (30 points)

(Consider the following: contribution to applicant's knowledge and understanding, contribution to teaching or other assigned duties at university, publications or other scholarly works resulting from project, enhancement of professional status, recognition for university, contribution to special projects or programs within university.)

Excellent 27-30; Good 22-26; Average 16-21; Poor 8-15; Unacceptable 0-7 Points ____

II. APPLICANT'S RECORD OR POTENTIAL FOR RESEARCH, TEACHING, SERVICE AND/OR OTHER PERTINENT ACTIVITY (Maximum 25 points) (25 points)

(Consider the following: publications, performances, grants, post-doctoral fellowships, leaves, participation in relevant organizations, record of achievement of previous grants and leaves, evaluation by unit administrator and dean, including their assessment of the ~~proposed sabbatical plan proposal~~ and annual evaluation forms, evidence of excellence in teaching, service, or other evidence of contributions to the university, as required by the applicant's position description.) [ed. 8-11]

Excellent 23-25; Good 19-22; Average 13-18; Poor 8-12; Unacceptable 0-7 Points ____

III--SERVICE (Maximum 15 points)

(One point awarded for each year of service to university since the last sabbatical leave to a maximum of 15 points.) Points ____

EVALUATOR _____

DATE _____

Total Points ____



POLICY COVER SHEET

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

www.webs.uidaho.edu/uipolicy)

[3/09]

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

Emergency

Minor Amendment

Chapter & Title: 1620 University Level Committees

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

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

Originator(s):

(Please see FSH 1460 C)

Telephone & Email:

Faculty Secretary, Liz Brandt

Name _____ Date _____

208-885-6151/ebrandt@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Name _____ Date _____

Reviewed by General Counsel ___ Yes ___ X ___ No Name & Date: _____

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

This change simplifies the process of staff and student appointments to senate committees and appointments will be informational only to ConC and Senate. This empowers staff and students with the decision-making ability over their respective bodies to choose who they appoint to senate committees.

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

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

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

If not a minor amendment forward to: _____

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

<p style="text-align: center;"><i>FSH</i></p> Appr. _____ FC _____ GFM _____ Pres./Prov. _____ <p style="text-align: center;">[Office Use Only]</p>

Track # _____ Date Rec.: _____ Posted: t-sheet _____ h/c _____ web _____ Register: _____ <p style="text-align: center;">(Office Use Only)</p>

<p style="text-align: center;"><i>APM</i></p> F&A Appr.: _____ [Office Use Only]

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

July 2017

1620

UNIVERSITY-LEVEL COMMITTEES

PREAMBLE: This section outlines the regulations governing university-level committees (Part B). It also includes a section on guidelines for committee chairs (Part C). In 2007 this section was substantially revised to reflect current process, in 2008 minor changes were made to B-2, 13 and C-13, and in 2010 Faculty Council was changed to Faculty Senate and B-7 was revised to address chair appointments. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 1-07, 7-08, 7-10]

CONTENTS:

- A. Function, Structure, and Membership of Committees
- B. Regulations Governing Committees
- C. Guidelines for Committee Chairs

A. FUNCTION, STRUCTURE, AND MEMBERSHIP OF COMMITTEES. See 1640 for the function and structure of each university-level standing committee. The list of members appointed to serve on these committees is published on the Faculty Senate website at <http://www.webpages.uidaho.edu/facultycouncil/committees.htm>, after the beginning of the academic year by the Committee on Committees. [rev. 1-07, ed. 7-10, 12-13, 1-17]

B. REGULATIONS GOVERNING COMMITTEES. The following is a codification of the general regulations governing committees:

B-1. As used here, “committee” is a general term denoting any standing or special committee, subcommittee, council, board, senate or similar body. [ed. 7-10]

B-2. The establishment, discontinuance, or restructuring of, and the assignment of responsibilities to, standing committees of the university faculty are policy actions that require approval by the Faculty Senate. [rev. 1-07, 7-08, 7-15, ed. 7-10]

B-3. *Ad hoc* committees to advise the president and university-level standing committees that are composed primarily of administrators (e.g., Publications Board) are appointed by the president.

B-4. The Committee on Committees appoints, subject to confirmation by the Faculty Senate, members of standing committees of the university faculty. The chair of Faculty Senate establishes special Faculty Senate committees and appoints their members. [ed. 7-10]

B-5. In selecting staff members to serve, the Committee on Committees ~~seeks-receives names of those approved by the~~ ~~nominations from~~ Staff Council, which considers expressions of interest ~~and qualifications of employees by employees~~ to serve on various committees ~~and the qualifications of employees with reference to existing committee vacancies~~. Approved service by staff members on university committees is considered a valuable service to UI, within the scope and course of employment. Provided the staff employee can be released from regular duties, time spent in

committee service is not charged against the employee's annual leave or compensatory time balances, and the employee is not expected to make up time away from normal duties for committee service. (In cases where staff employees are elected to serve, e.g., on Staff Council itself, it is expected that the employee will first secure the consent of his or her supervisor before becoming a candidate.) *[ed. 7-17]*

B-6. Ordinarily, no faculty committee will be chaired by an officer who is substantially responsible for implementing the policies or recommendations developed by the committee.

B-7. Unless otherwise noted within the structure of a committee in FSH 1640, chairs are selected by the Committee on Committees. The chairs of faculty standing committees generally are rotated so that no committee comes to be identified with one person. *[rev. 7-10]*

B-8. The president of the university, or the president's designee, is a member ex officio of all UI committees, regardless of how the committees may have been established or appointed. On committees under the jurisdiction of the university faculty or of the Faculty Senate, the president or the president's designee serves without vote. *[ed. 7-10]*

B-9. The chair of the Faculty Senate is a member ex officio without vote of all committees under the jurisdiction of the university faculty or of the Senate. *[ed. 7-10]*

B-10. Students are to be represented, if they so desire, on faculty committees that deal with matters affecting them. Except for student members of the Faculty Senate, the Committee on Committees receives ~~names of those approved by nominations from~~ the ASUI, GPSA and SBA to fill positions established for student members of faculty committees. [See 1640.] If, 21 days after the first day of classes of the fall semester, nominations have not been submitted to fill student positions, the committees on which the vacancies exist are authorized to disregard the vacant student positions in determining a quorum. *[rev. 1-07, 1-14, 7-14, ed. 7-10]*

B-11. The membership of individual members of standing committees of the university faculty may not be terminated involuntarily except for cause and with the concurrence of the Committee on Committees with the possibility of appeal by the faculty member to the Faculty Senate. *[ed. 7-10, rev. 7-17]*

B-12. UI committees meet on the call of the chair. Committees under the jurisdiction of the university faculty or any of its constituencies may be convened by at least 35 percent of the members of the committee with a three-day written notice to all members. *[rev. 1-07],*

B-13. A quorum for any committee under the jurisdiction of the university faculty or any of its constituencies consists of at least 50% of its voting members, unless otherwise stated in the committee structure. *[add. 1-07, rev. 7-08]*

B-14. Voting:

- Proxy votes are not permitted in committees under the jurisdiction of the university faculty or of the Faculty Senate. *[ren. 1-07, ed. 7-10]*
- Email voting under some circumstances is allowable. However, it must be agreed to by all members at the meeting. There must be an explicit

understanding that anyone can ask that voting be delayed until the next meeting as a group. Examples of email voting include: committee is nearing the end of a meeting and discussion has been sufficient for the secretary/chair to draft a recommendation, confirming nominees/appointments, etc. *[add. 1-17]*

B-15. Unless otherwise provided, assignments to faculty committees begin on the official opening date of the academic year, whichever is earlier. *[ren. and rev. 1-07]*

B-16. Open Committee Meetings. *[ren. 1-07]*

a. Meetings of university-level committees, committees of the colleges, divisions, subdivisions, and other UI units, and *ad hoc* committees, however created, are open to the public with the exception of those meetings, or those parts of meetings, that deal with confidential employee or student matters, [see B-16-d]. *[ed. 7-00, rev. 1-07]*

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

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

d. An exception to the exception stated in B-16-a is permitted in hearings on appeals when the appellant demands in writing before the hearing board's first meeting that the hearing be open to the public; nevertheless, the chair of the hearing board has the power to close the hearing to the public if, in the chair's opinion, the atmosphere becomes detrimental to the orderly conduct of the proceeding. Moreover, the chair has the power to exclude prospective witnesses from the hearing until they have testified. *[ed. 1-07]*

B-17. Standing committees are to keep minutes and to distribute them as provided in C-7. *[ren. 1-07]*

B-18. Smoking is prohibited in official meetings and hearings of UI committees. *[ren. 1-07]*

B-19. Rules of Order. [See 1520 VI.] *[ren. 1-07]*

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

C-1. At the beginning of each semester, contact committee members about times they would be available for a set meeting (for committees that do not have set meeting times already established) so that the times that the committee members will be available to meet can be ascertained. *[rev. 1-07]*

C-2. Hold an organizational meeting as early as possible in September to discuss and review the charge of the committee (see FSH 1640), its procedures, and possible agenda items, and if desirable select a secretary. *[rev. 1-07]*

C-3. To ensure that committee business is not delayed when the semester begins, committee chairs are encouraged to recommend and submit names of faculty, staff and students for any vacant position to the Faculty Secretary's Office for consideration and confirmation. All names that are recommended will be handled following the normal approval process. *[add. 1-17]*

C-4. Establish the best means of getting in touch with each student member. *[ren. 1-17]*

C-5. Issue a standing invitation to members to submit appropriate agenda items. Call a meeting when enough agenda items have accumulated to warrant it or when a particular agenda item warrants immediate attention. Alternatively, contact committee members periodically to ask if there are problems that need to be considered. *[rev. 1-07, ren. 1-17]*

C-6. Send an agenda with the call of a meeting to all members at least one day (24 hours) in advance of the meeting, if possible. *[rev. 1-07, 7-17, ren. 1-17]*

C-7. Read the minutes of each meeting carefully to make certain that the intent of the committee is accurately represented. *[ren. 1-17]*

C-8. Send agenda and approved minutes of each meeting of the committee to the Faculty Secretary's Office at facsec@uidaho.edu and send copies to members of the committee. Committees that address matters with confidential employee or student matters, shall keep such minutes confidential. All materials for these committees will be forwarded to the Office of the Faculty Secretary for filing and archiving. Also, inform other officers who are directly concerned with the work of the committee. To assist with record keeping, number meetings of the committee consecutively; e.g., "minutes#1_mmddyy." *[rev. 1-07, 7-17, ren. & rev. 1-17]*

C-9. Hold hearings when substantive policy changes are proposed. When feasible, invite those who will be affected by the committee's action to present their views to the committee. *[ren. 1-07, 1-17]*

C-10. Inform those who are affected by the committee's actions of such actions. *[ren. 1-07, 1-17]*

C-11. Promptly submit reports of actions requiring approval by the Faculty Senate in care of the Office of the Faculty Secretary for placement on the Faculty Senate agenda. Be prepared to attend the Faculty Senate meeting to answer any questions that arise. *[ren. & rev. 1-07, ed. 7-10, ren. 1-17]*

C-12. Inform the Office of the Faculty Secretary of any resignations from the committee and any excessive absences. Excessive absences will be referred to Committee on Committees to determine whether cause exists to replace the member. *[ren. & rev. 1-07, ren. 1-17]*

C-13. Prepare a brief year-end report for submission to the Faculty Senate in care of the Office of the Faculty Secretary for distribution as needed. *[ren. & rev. 1-07, ed. 7-10, ren. 1-17, rev. 7-17]*

C-14. Prepare a transition file for next year's chair highlighting past issues (year-end report could be used), issues that are in progress, or issues that still need to be addressed. Plan to attend one or two meetings of the new committee to ease transitioning. *[ren. & rev. 1-07, rev. 7-08, ren. 1-17]*

C-15. Call on the Office of the Faculty Secretary for information and assistance concerning points not fully covered in these guidelines. *[ren. 1-07, 1-17]*



POLICY COVER SHEET

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

www.webs.uidaho.edu/uipolicy)

[3/09]

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

Emergency

Minor Amendment

Chapter & Title: 1640.41 Faculty-Staff Policy Group

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

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

Originator(s):

(Please see FSH 1460 C)

Telephone & Email:

Faculty Secretary, Liz Brandt

Name Date

208-885-6151/ebrandt@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Faculty/Staff Policy Group

Name Date

Reviewed by General Counsel ___ Yes ___ X ___ No Name & Date: _____

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

Most issues coming to the committee will come from the Faculty Secretary/ Policy Coordinator's Office (Faculty Secretary) and it makes sense that the Faculty Secretary/Policy Coordinator who oversees/tracks policy changes be chair of this body. The change also clarifies an ambiguity in the policy that the Faculty Secretary is a non-voting member.

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

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

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

If not a minor amendment forward to:

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

July 2017

FSH 1640.41

FACULTY AND STAFF POLICY GROUP (FSPG)

[created July 2017]

A. FUNCTION.

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

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

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

B. STRUCTURE. Three faculty, three staff, and the Faculty Secretary/Policy Coordinator, or his/her designee. A broad representation of faculty and staff across the university is expected and who are seen as leaders among their peers. A current member of Faculty Affairs and Staff Council is desirable, if possible.

The chair of this committee will be the Faculty Secretary/Policy Coordinator (w/o vote), ~~selected from one of the six voting members.~~



POLICY COVER SHEET

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

www.webs.uidaho.edu/uipolicy)

[3/09]

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

Emergency

Minor Amendment

Chapter & Title: 1640.86 Teacher Education Coordinating
Committee _____

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

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

Originator(s):

(Please see FSH 1460 C)

Telephone & Email:

Taylor Raney 9/12/17
 Name Date
5-1027 tcraney@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Reviewed by General Counsel ___Yes ___X___No Name & Date: _____

 Name Date

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

1. adding "programs leading to" under A-2: The University of Idaho does not certify teachers. Rather, we recommend certification to the state. This is a relatively innocuous change of verbiage.
 2. meeting dates under A-4: This change in specificity will allow for flexibility in scheduling as the UCC deadlines change. The committee found no reason for that level of specificity.
 3. Department of Leadership and Counseling: This group is not represented on the committee, though three L&C programs fall under the purview of the TECC (principal, superintendent, special education director)
 4. Director of Teacher Education: The Director of Teacher Education is a relatively new position at the University of Idaho. This places the Director on the committee and designates him/her chair.
 5. Dean: This removes the dean from the chair role.
- Note that the "Summary of TECC Membership" which is included on this document is for reference only; not to be included in the policy.

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

none

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

none

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

1640.86

Teacher Education Coordinating Committee

A. FUNCTION. [See also 4300.] [ed. 7-06]

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

A-2. To act on and submit to the respective college committees proposed changes in programs leading to teacher education certifications and endorsements. [rev. 3-14]

Commented [TCR1]: A relatively innocuous semantics shift; we don't certify (the state does) completers. We *recommend* individuals for certification.

A-3. To provide updates on state and national issues pertaining to the preparation of educators. [rev. 3-14]

A-4. ~~TECC will~~ meet in September, January and March, three times per year prior to UCC deadlines, in order to facilitate curriculum changes. Meeting dates/times will be posted annually by the first week of September. [add. 3-14]

Commented [TCR2]: To allow for flexibility in scheduling TECC meetings, given the changing deadlines by UCC

B. STRUCTURE AND MEMBERSHIP. ~~Faculty members~~ The members of the committee are ~~nominated~~ appointed by the College of Education, Health & Human Sciences (CEHHS) ~~as follows~~ from each of the following groups:

- Four faculty members from the ~~four from programs within the~~ Department of Curriculum and Instruction with, including representation from ~~the elementary program, the secondary program, the career and technical education program, and the special education programs;~~
- One faculty member from the Department of Movement Science physical education teacher education program;
- One faculty member from the Department of Leadership and Counseling educational leadership program;
- One faculty member from each of the following ~~groups: programs --~~ early childhood, agricultural education, music education, English education, mathematics education, social sciences, natural sciences and business;
- Two junior or senior level students (one from ~~the CEHHS College of Education~~ and the second annually rotating between early childhood education, agricultural education and music education);
- Three P-12 school personnel; ~~to include~~ including, including a superintendent, ~~a principal and a teacher~~ from multiple districts to, representing both elementary and secondary education ~~as well as from multiple districts;~~
- The Director of Teacher Education, who serves as chair; and
- The CEHHS Director of Assessment ~~(w/o vote)~~ and the Dean of CEHHS ~~the College of Education,~~ or designee, both without vote (w/o vote), who serves as chair. [rev. 7-08, 7-10, 3-14]

Summary of TECC Membership:

Elementary program faculty faculty	Social sciences program
Secondary program faculty faculty	Natural sciences program
CTE program faculty	Business program faculty
Special education program faculty student (junior or senior)	College of Education
PETE program faculty	One student from E.C., Ag.Ed., or Music
Educational leadership program faculty*	Superintendent
Early childhood program faculty	Principal
Agricultural education program faculty	Elementary teacher**
Music education program faculty	Secondary teacher**
English education program faculty Education*	Director of Teacher
Mathematics program faculty	Director of
Assessment***	Dean***

*proposed

**must be from different districts

***without vote



POLICY COVER SHEET

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

www.webs.uidaho.edu/uipolicy)

[3/09]

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

Emergency

Minor Amendment

Chapter & Title: 1640.87/Teaching and Advising Committee

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

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

Originator(s):

10/19/17

(Please see FSH 1460 C)

Telephone & Email:

Stephan Flores, Chair TeAC,

Name

Date

208-885-6156/sflores@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Name

Date

Reviewed by General Counsel ___ Yes ___ X ___ No Name & Date: _____

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

The revisions to the committee's Functions and Structure are (1) to update to reflect changes to administrative and unit lines of reporting, oversight, and nomenclature; (2) to revise A-5 to state more clearly and to amend the committee's role as not actually 'hands on' in its oversight of orientation activities but instead as parallel in function to the language of A-3; (3) to delete Function A-7 because this function has now been 'centralized' at the university with the advent of the Center for Excellence in Teaching and Learning (CETL) and by University Advising Services (4) to revise A-9 to reflect current unit names/titles, and to re-number it now to A-8; and (5) to delete A-10 because the committee in current and recent practice has arranged to meet at a time that best suits its members.

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

None.

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

Only the overlap in 'functions' that prompted deleting Functions A-7 and A-8, as explained above.

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

If not a minor amendment forward to: _____

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

July 2017

1640.87**TEACHING AND ADVISING COMMITTEE***[Substantially revised in 7-05, 7-06, [11-17](#)]*

A. FUNCTION. This committee will serve in an advisory capacity to the Vice Provost of Academic [Affairs](#)[Initiatives](#). The specific functions of this committee are: *[rev. [711-1708](#)]*

A-1. To promote a faculty and administrative culture dedicated to the enhancement of teaching and advising.

A-2. To advise and assist in organizing university-wide forums, seminars, and capacity building programs that introduce new innovations or share proven ways to promote the enhancement of teaching and advising.

A-3. To review and make recommendations concerning policies and procedures, which affect teaching, advising, and the assessment of student learning outcomes.

A-4. To monitor the processes and content of Student Teaching Evaluations and Student Learning Outcomes, and to advise on the design/content of reports to the Vice Provost, Faculty Senate, Deans, Unit Leaders, and Faculty. *[ed. 7-09]*

A-5. To ~~oversee~~ review and make recommendations concerning the annual orientation activities for new faculty, which sets out among other things the role of, and expectations for, faculty and staff that teach, advise, and mentor students.

A-6. To publicize awards, review proposals, and select recipients for the Teaching and Advising Excellence Awards.

~~**A-7.** To maintain a Web presence dedicated to the enhancement of teaching, advising, and other student mentoring activities.~~

~~**A-78.** To serve as an advisory resource for the Registrar to address the prioritization of ~~the~~ classroom use, maintenance, and improvements.~~

~~**A-89.** To work in conjunction with Faculty Senate's Information Technology Committee ([FSH 1640.55](#)) to advise ~~the director of CTF~~ [CETL](#) and the Director of [ITS](#) on electronic hardware and software needs to support teaching, advising, and mentoring. *[ed. 7-08, 7-09]*~~

~~**A-10.** This committee traditionally meets on Thursdays at 3:30 p.m. *[add. 7-08]*~~

B. STRUCTURE. Six faculty members, some of whom have received university-level teaching and advising awards, an associate dean or college level advisor, a departmental staff advisor, the director of general education, an undergraduate or graduate student, and non-voting members from the Office of Instructional ~~Research~~ [Assessment Effectiveness and Accreditation](#), ~~Academic Advising Center~~ [University Advising Services](#), and the [Director of the Center for Excellence in Teaching & Learning](#) ~~VP for Academic Affairs~~, or designee. *[rev. 7-08, ed. 8-12]*



POLICY COVER SHEET

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

www.webs.uidaho.edu/uipolicy)

[3/09]

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

Emergency

Minor Amendment

Chapter & Title: FSH 2700 Student Evaluations

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

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

Originator(s):

(Please see FSH 1460 C)

Stephan Flores, Chair, Teaching & Advising

Name Date 11-9-17

Telephone & Email:

sflores@uidaho.edu

Policy Sponsor: (If different than originator.)

Name

Date

Telephone & Email:

Reviewed by General Counsel Yes No Name & Date:

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

TEAC approved to move ahead to implementing the intended 'final' form approved back in 2016. The transitional form is no longer needed and thus will be removed.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have? None
Institutional testing and assessment will redesign the website.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
None

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

February 2016 – transitional student feedback form used alongside ‘current form’ in consideration of, and to minimally impact, faculty in the middle of the P&T process.

Student feedback on an academic course and learning environment

1. How often did you attend class or online learning environment? (Circle one)

- Less than 60%
- 60%+
- 70%+
- 80%+
- 90%+

2. How many hours per week (outside of class) did you do work for this course? (Circle one)

- Less than 2 hrs.
- 2+ hrs.
- 4+ hrs.
- 6+ hrs.
- 8+ hrs.

Please use the following scale to answer questions 3, 4 and 5.

SD – strongly disagree; D – disagree; N – neutral; A – agree; SA – strongly agree

3. The instructor expressed clear expectations for learning outcomes in this course.

4. Overall, the content and organization of this course contributed to your understanding of this subject.

5. Overall, the instructor’s delivery and efforts contributed to your understanding of the course material.

6. The instructor was helpful to me outside of class or online learning environment. (Circle one)

- No
- Yes
- N/A (I did not seek help from the instructor outside of class)

Comments:

7. What were some positive aspects of the course that supported learning?

Comments:

8. What aspects and/or content of the course could be improved to better support learning?

Comments:

The items below ask for your evaluation of your experience in [Course Number] this semester. In each case the scale is 0 to 4, with 4 being the highest rating and 0 the lowest rating.

9. Clarity of instructor's explanations.
10. Likelihood you would recommend this instructor to others.
11. Instructor's ability to stimulate interest in the course topics.
12. Presentation of course material by the instructor.
13. Course's value in gaining an understanding of the subject matter.
14. Appropriateness of level at which course material is covered.
15. Relevance of written assignments to course materials.
16. Overall, how would you rate the quality of this course?
17. Overall, how would you rate the instructor's performance in teaching this course?.

**Office of the Registrar
Proposed Catalog Changes
Effective Summer 2018**

1. Make the following changes to **Regulation F**:

F-1. A grade of "Incomplete" is assigned only when the student has been in attendance and has done passing work up to a time within three weeks of the close of the semester, or within one week of the close of the summer session. It may be assigned only upon agreement of the student and course instructor when extenuating circumstances make it impossible for the student to complete course requirements on time (Extenuating circumstances include serious illness, car accidents, death of a family member, etc. It does not include lateness due to procrastination, the student's desire to do extra work to raise his/her grade, allowing a student to retake the course, etc.). Graduate students on probation, see College of Graduate Studies section on Probation, Disqualification, and Reinstatement. If a grade of "Incomplete" is submitted, the instructor will assign a reversion grade in the event the missing work is not completed. The instructor must also specify to the student the conditions and requirements for completing the deficient work, ~~as well as any deadline shorter than the maximum time period allowed in F-2. At the end of each semester, the Registrar's Office will send an Incomplete Grade Report (IGR) to departmental administrators detailing every I grade submitted by their faculty that semester and the conditions for student completion.~~

F-2. Completion of "Incomplete" Grades. Final grades for incompletes received in the Fall semester or Intersession, must be assigned by the last day of the following Summer semester. Final grades for incompletes received in the Spring semester or Summer Session, must be assigned by the last day of the following Fall semester. When a student has completed the deficient work, the instructor will assign a final grade. An incomplete that is not completed within the time limit specified above would automatically be changed to the reversion grade assigned by the instructor at the time the incomplete was submitted. Instructors may assign a final grade anytime within the time period specified above. In the event the instructor leaves the university, the departmental administrator may assign the final grade. An incomplete remains on the student's permanent record and is accompanied by the final grade (i.e. I/A, I/B, I/C).

F-3. "Incomplete" Grades on Record at End of Final Term. A student cannot graduate with a grade of "Incomplete" on his or her record. At the end of the term in which the student will graduate, a grade of "Incomplete" in any UI course on that degree level (undergraduate, graduate, law, etc.) reverts to the grade that the instructor had specified on the on-line grade roster (see F-1). Reverted grades are included in the computation of the student's cumulative grade-point average at graduation. ~~Nonetheless, a student who has graduated may make up the incomplete work within the usual time limit in an effort to raise the grade on the permanent record.~~

**Office of the Registrar
Proposed Catalog Changes
Effective Summer 2018**

1. Make the following changes to **Regulation J**:

J-7. Second-Concurrent and Subsequent Baccalaureate Degrees.

J-7-a. Concurrent Degrees. ~~Students may concurrently pursue two different majors leading to two different baccalaureate degrees (e.g., B.A. and B.S.Ed.) from UI by working to fulfill the general university requirements for one degree and the departmental and college subject-matter requirements for each. For exceptions to this regulation, see general studies part 4. Students who plan to pursue two degrees concurrently should develop a schedule of studies that combines the degree requirements and present it to the dean(s) of the college(s) concerned as early as possible, preferably before the end of the junior year. A student may concurrently pursue degrees in one or more colleges. For exceptions to this rule, see general studies in part 4. In addition to the university requirements students must fulfill the departmental and college requirements for all degrees.~~

J-7-b. Subsequent Degrees. ~~Students who have earned a baccalaureate degree at UI and who wish to complete the requirements for a subsequent degree different major and receive a second baccalaureate degree must earn at least 16 credits as an undergraduate student after completion of the previous baccalaureate degree, in UI courses other than those offered by independent study after the receipt of the first degree and fulfill the university, departmental and college subject-matter requirements for the second degree. (See B-9.) Students may return to UI and earn a second degree carrying the same name as one previously granted by UI so long as the requirements for a different major are satisfied and the students earn at least 16 credits as an undergraduate student in UI courses other than those offered by independent study after the receipt of the first degree. For exceptions to this regulation, see general studies in part 4. This regulation does not apply to students who were concurrently pursuing two different degrees under regulation J-7-a or to students who were concurrently pursuing two different majors under regulation J-8.~~

~~**J-7-c.** Students who have a baccalaureate degree from another recognized institution and who wish to earn another baccalaureate degree at UI, must earn a minimum of 32 credits as an undergraduate student in upper-division UI courses other than those offered by independent study after the receipt of the first degree and fulfill the departmental and college subject-matter requirements for the degree.~~

J-8. Degree with Double Major. Students may complete two different majors (curricula) offered under a particular baccalaureate degree and have both majors shown on their academic records and diplomas, e.g., Bachelor of Arts with majors in history and political science. In addition to the university requirements, students must fulfill the departmental and college requirements for all majors. Each of the majors must lead to the same degree. When majors leading to different degrees are involved, see the requirements applicable to the awarding of a second-concurrent baccalaureate degree (J-7-a).

**Office of the Registrar
Proposed Catalog Changes
Effective Summer 2018**

1. Make the following changes to **Regulation O**:

O-3. Application for ~~Degrees~~ Graduation. ~~In the semester prior to the completion of degree requirements, candidates for degrees must pay the graduation fee (graduate students may also need to pay a binding and microfilming fee) and file an application with the dean of the college through which the degree is offered. Degree candidates must submit an Application for Graduation to their college. Students should submit applications no later than the semester in which they will be completing their degree requirements. If two degrees are to be received concurrently, separate applications must be filed with the dean(s) of the college(s) concerned. The application must be filed with the dean after the graduation, binding, and microfilming fees have been paid at the Student Accounts/Cashiers Office will be posted on the student's account once the graduation application has been approved (See "Fees and Expenses"). The deadline for filing applications for degree Applications for Graduation without a late service charge, is the final day of the Fall semester for degrees to be awarded in May, and the final day of the Spring semester for degrees to be awarded in August or December 10th day of the semester in which the student will be graduating.~~

Fall Final Examination Schedule December 10-14, 2018

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

First Regular Class Meeting Day of the Week	Class Start Time	Final Exam Day	Final Exam Time	
			From	To
Monday	7:30 AM	Wednesday	8:00 AM	10:00 AM
Monday	8:30 AM	Thursday	8:00 AM	10:00 AM
Monday	9:30 AM	Friday	8:00 AM	10:00 AM
Monday	10:30 AM	Monday	10:15 AM	12:15 PM
Monday	11:30 AM	Tuesday	10:15 AM	12:15 PM
Monday	12:30 PM	Wednesday	12:45 PM	2:45 PM
Monday	1:30 PM	Thursday	12:45 PM	2:45 PM
Monday	2:30 PM	Monday	3:00 PM	5:00 PM
Monday	3:30 PM	Thursday	3:00 PM	5:00 PM
Monday	4:30 PM	Tuesday	3:00 PM	5:00 PM
Tuesday	8:00 AM	Tuesday	8:00 AM	10:00 AM
Tuesday	9:30 AM	Monday	8:00 AM	10:00 AM
Tuesday	11:00 AM	Wednesday	10:15 AM	12:15 PM
Tuesday	12:30 PM	Friday	10:15 AM	12:15 PM
Tuesday	2:00 PM	Tuesday	12:45 PM	2:45 PM
Tuesday	3:30 PM	Wednesday	3:00 PM	5:00 PM
Wednesday	7:30 AM	Friday	8:00 AM	10:00 AM
Wednesday	8:30 AM	Monday	8:00 AM	10:00 AM
Wednesday	9:30 AM	Tuesday	8:00 AM	10:00 AM
Wednesday	10:30 AM	Thursday	10:15 AM	12:15 PM
Wednesday	11:30 AM	Friday	10:15 AM	12:15 PM
Wednesday	12:30 PM	Monday	12:45 PM	2:45 PM
Wednesday	1:30 PM	Tuesday	12:45 PM	2:45 PM
Wednesday	2:30 PM	Wednesday	12:45 PM	2:45 PM
Wednesday	3:30 PM	Friday	3:00 PM	5:00 PM
Wednesday	4:30 PM	Friday	3:00 PM	5:00 PM
Thursday	8:00 AM	Wednesday	8:00 AM	10:00 AM
Thursday	9:30 AM	Thursday	8:00 AM	10:00 AM
Thursday	11:00 AM	Thursday	10:15 AM	12:15 PM
Thursday	12:30 PM	Monday	12:45 PM	2:45 PM
Thursday	2:00 PM	Monday	12:45 PM	2:45 PM
Thursday	3:30 PM	Tuesday	3:00 PM	5:00 PM
Friday	7:30 AM	Monday	8:00 AM	10:00 AM
Friday	8:30 AM	Tuesday	8:00 AM	10:00 AM
Friday	9:30 AM	Wednesday	8:00 AM	10:00 AM
Friday	10:30 AM	Tuesday	10:15 AM	12:15 PM
Friday	11:30 AM	Friday	10:15 AM	12:15 PM
Friday	12:30 PM	Thursday	12:45 PM	2:45 PM
Friday	1:30 PM	Friday	12:45 PM	2:45 PM
Friday	2:30 PM	Wednesday	3:00 PM	5:00 PM
Friday	3:30 PM	Thursday	3:00 PM	5:00 PM
Friday	4:30 PM	Monday	3:00 PM	5:00 PM

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

Spring Final Examination Schedule May 6-10, 2019

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

First Regular Class Meeting Day of the Week	Class Start Time	Final Exam Day	Final Exam Time	
			From	To
Monday	7:30 AM	Thursday	8:00 AM	10:00 AM
Monday	8:30 AM	Friday	8:00 AM	10:00 AM
Monday	9:30 AM	Monday	8:00 AM	10:00 AM
Monday	10:30 AM	Tuesday	10:15 AM	12:15 PM
Monday	11:30 AM	Wednesday	10:15 AM	12:15 PM
Monday	12:30 PM	Thursday	12:45 PM	2:45 PM
Monday	1:30 PM	Friday	12:45 PM	2:45 PM
Monday	2:30 PM	Tuesday	3:00 PM	5:00 PM
Monday	3:30 PM	Friday	3:00 PM	5:00 PM
Monday	4:30 PM	Wednesday	3:00 PM	5:00 PM
Tuesday	8:00 AM	Wednesday	8:00 AM	10:00 AM
Tuesday	9:30 AM	Tuesday	8:00 AM	10:00 AM
Tuesday	11:00 AM	Thursday	10:15 AM	12:15 PM
Tuesday	12:30 PM	Monday	10:15 AM	12:15 PM
Tuesday	2:00 PM	Wednesday	12:45 PM	2:45 PM
Tuesday	3:30 PM	Thursday	3:00 PM	5:00 PM
Wednesday	7:30 AM	Monday	8:00 AM	10:00 AM
Wednesday	8:30 AM	Tuesday	8:00 AM	10:00 AM
Wednesday	9:30 AM	Wednesday	8:00 AM	10:00 AM
Wednesday	10:30 AM	Friday	10:15 AM	12:15 PM
Wednesday	11:30 AM	Monday	10:15 AM	12:15 PM
Wednesday	12:30 PM	Tuesday	12:45 PM	2:45 PM
Wednesday	1:30 PM	Wednesday	12:45 PM	2:45 PM
Wednesday	2:30 PM	Thursday	12:45 PM	2:45 PM
Wednesday	3:30 PM	Monday	3:00 PM	5:00 PM
Wednesday	4:30 PM	Monday	3:00 PM	5:00 PM
Thursday	8:00 AM	Thursday	8:00 AM	10:00 AM
Thursday	9:30 AM	Friday	8:00 AM	10:00 AM
Thursday	11:00 AM	Friday	10:15 AM	12:15 PM
Thursday	12:30 PM	Tuesday	12:45 PM	2:45 PM
Thursday	2:00 PM	Tuesday	12:45 PM	2:45 PM
Thursday	3:30 PM	Wednesday	3:00 PM	5:00 PM
Friday	7:30 AM	Tuesday	8:00 AM	10:00 AM
Friday	8:30 AM	Wednesday	8:00 AM	10:00 AM
Friday	9:30 AM	Thursday	8:00 AM	10:00 AM
Friday	10:30 AM	Wednesday	10:15 AM	12:15 PM
Friday	11:30 AM	Monday	10:15 AM	12:15 PM
Friday	12:30 PM	Friday	12:45 PM	2:45 PM
Friday	1:30 PM	Monday	12:45 PM	2:45 PM
Friday	2:30 PM	Thursday	3:00 PM	5:00 PM
Friday	3:30 PM	Friday	3:00 PM	5:00 PM
Friday	4:30 PM	Tuesday	3:00 PM	5:00 PM

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