

University of Idaho
2024 – 2025 University Faculty Meeting Agenda

Meeting #2

Wednesday, May 7, 2025, at 2:30pm (PT) / 3:30pm (MT)
Zoom only

President Scott Green Presiding

- I. Call to Order – President Green
- II. In Memoriam – President Green – Attach. #1
- III. Meeting Logistics – Faculty Secretary Francesca Sammarruca
- IV. Quorum – Faculty Secretary Francesca Sammarruca
- V. Approval of Minutes (vote) – President Green
 - Minutes of the 2024-2025 University Faculty Meeting #1 (September 4, 2024) – Attach. #2
- VI. Special Orders–Faculty Senate Chair Kristin Haltinner
 - Consent Agenda (vote)
 - University Committee Appointments for AY 2025-26 – Attach. #3
 - AY 2025-26 and 2026-27 Sabbatical Approvals – Attach. #4
 - Proposed Changes/Additions to Faculty-Staff Handbook (vote)
 - FSH 1520 (V-2 Clause B, V-3,4) Constitution of the University Faculty – Attach. #5
 - FSH 1580 (II-3, III-2, IV-1,2) Bylaws of Faculty Senate – Attach. #6
 - FSH 1520 (V-7 Clause A and V-8) Constitution of the University Faculty – Attach. #7
 - FSH 3780 Dependent Educational Tuition and Fee Reduction – Attach. #8
 - FSH 1580 (V-11) Bylaws of Faculty Senate – Attach. #9
 - FSH 1640.82 Faculty Compensation Committee – Attach. #10
 - FSH 3130 Disruption of University Operations – Attach. #11
 - FSH 4000 Academic Freedom and Responsibilities – Attach. #12
 - FSH 4310 Academic Advising and Counseling – Attach. #13
 - FSH 4120 Catalog Change Procedures – Attach. #14
 - FSH 1640.94 University Committee on Intercollege Curriculum – Attach. #15
 - FSH 1640.93 University Committee for Academic Certificates in Sustainability (Deletion) – Attach. #16
 - FSH 1640 Committee Directory – Attach. #17
 - FSH 1620 (D-17) University Level Committees – Attach. #18
 - FSH 4250 Continuing Education and Correspondence Study – Attach. #19
 - FSH 4800 Language Skills (Deletion) – Attach. #20

- Faculty Senate Resolutions (not a voting item))
 - Resolution to Continue the Publication of the University of Idaho Class Schedule – Attach. #21
 - Resolution in Support of Equity and Inclusion – Attach. #22
 - Resolution on Freedom of Inquiry in Higher Education (Idaho Code Section 67-5909D) – Attach. #23
- Administrative Procedures Manual (Informational Items – no vote)
 - APM 45.21 Responsible Conduct of Research Training – Attach. #24
 - APM 45.06 Allowable and Unallowable Sponsored Project Expenditures – Attach. #25
 - APM 35.67 Laboratory Safety Program – Attach. #26

VII. Announcements and Remarks – President Green

VIII. Adjournments – President Green

IN MEMORIAM - SPRING 2025

K.D. Hatheway-Dial

Senior Instructor
Business and Economics
October 2024

Howard Peavy

Associate Dean and Professor Emeritus
Engineering
December 2024

Monte Steiger

Associate Dean and Professor Emeritus
Library
October 2024

Edmund Tylutki

Professor Emeritus
College of Science
March 2025

Fred Rabe

Professor Emeritus
College of Science
February 2025

Richard C. Bull

Professor Emeritus
College of Agricultural and Life Sciences
January 2025

Roger Reynoldson

Professor Emeritus
College of Education, Health and Human Sciences
September 2024

Mary Wood

Extension Professor Emerita
College of Agricultural and Life Sciences
January 2025

List compiled as of April 29, 2025

University of Idaho

2024 – 2025 University Faculty Meeting Minutes – Pending Approval

Meeting #1

Wednesday, September 4, 2024, at 2:30pm (PT) / 3:30pm (MT)
via Zoom

President Scott Green Presiding

- President Green called the meeting to order at 2:30pm (PT).
- President Green read the names of faculty who passed, as from information received by the Provost Office since the previous University Faculty Meeting. Faculty omitted will be recognized at the next University Faculty Meeting.
- President Green requested a moment of silence in honor of the colleagues who passed away.
- Meeting Logistics – Faculty Secretary Francesca Sammarruca
Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1.) and the meeting protocol.
- Quorum count: Faculty Secretary Francesca Sammarruca
 - 97 voting members of the faculty were required for a quorum. 135 eligible voters were counted and thus a quorum was present.
- Approval of minutes – President Green
 - The minutes of the 2023-2024 University Faculty Meeting #3 (April 29, 2024) were approved as distributed.
- Special Orders – Faculty Senate Vice Chair Tim Murphy (in place of Faculty Senate Chair Kristin Haltinner)
Vice Chair Murphy introduced the next presenters.
 - The provost read the names of the new members of the university leadership.
 - The provost read internal changes in the administration.
 - College Deans, the Dean of Student Affairs and the WWAMI Director read the names of new faculty and recognized those who were awarded promotion and/or tenure.
 - Faculty Senate Vice Chair Tim Murphy recognized the faculty senators who completed their terms in 2023-24.
 - Consent Agenda
The faculty approved the spring graduates by unanimous consent.
- President's Remarks and Announcements:

Good afternoon. I hope you were able to attend the State of the University address last month. If you missed it, it is available on our website. We covered a lot of the highlights from another excellent year for our university and looked ahead to some of our goals for the coming year.

As you know I always like to begin with enrollment, and we've got some excellent news to share.

Our numbers aren't official until census day in October, but we are anticipating our largest freshman class in history this fall, with an increase of more than 4.5%. It looks like every college will see an increase in total enrollment, which is great news. We may be down a bit in dual enrollment – NIC started a new program to rebuild their pipeline of students and that has affected our numbers. But we're thrilled to have our seventh straight semester of enrollment growth, and we appreciate the key role our faculty play in recruiting and retaining students.

This fall our Strategic Planning process will kick off. Our current strategic plan is 10 years old, so we're excited to begin mapping out a new plan, that will guide our university through the next five years.

The voice of our faculty is very important to our strategic planning process – both the creation and the execution phases. Our vision is that the new plan will include three or four clear pillars that will be easy to understand and will ensure we are aligned as colleges and units. Torrey will be leading this project, and you will see more communication from him over the next few months. We have retained Huron Consulting to help facilitate the strategic planning process.

As Torrey stated at the State of the University address, a lot has changed since 2015. We're looking forward to creating a new plan that will provide a roadmap for our future and a plan for execution.

We've had many conversations across the state recently about our pending affiliation with the University of Phoenix.

In June, we extended the Asset Purchase Agreement for the University of Phoenix transaction to June 10, 2025. We're working hard to help our legislators and other stakeholders understand the many benefits of this affiliation.

There is no commitment to closing at this time and any amended transaction will go to the Regents for consideration and approval in a public meeting. Full details about the extension are available in the memo sent out to the Vandal community in June, and on our website.

We have already benefited from our relationship with the University of Phoenix in many ways. We've gained insights from their retention metrics, their customer relationship management tools and their badge and certification programs. We've also learned much about the pace of change in education and how to adapt quickly.

We look forward to furthering this partnership so that we can reach more of our citizens with world class education at a great value.

Finally, I want to thank everyone who came out to celebrate the opening of the Vandal Healing Garden and Memorial last month. If you haven't visited it yet, I encourage you to visit at night –

it is a sight to behold. We had an amazing turnout for the opening, and it was great to recognize and honor the students who put so much time and effort into this project. And our faculty in the College of Art and Architecture did a remarkable job coordinating and guiding this project. It's a beautiful place that will be very meaningful for generations of Vandals.

I wish all our faculty members the best for this semester. We appreciate all you do to elevate students and boost our university. Go Vandals!

I'm happy to address any questions you may have.

Discussion:

A faculty member asked whether new metrics are being contemplated for this year's budget. The provost took the question and said that the metrics in the budget model seem to be working as intended and no major changes are expected. Follow up comment from the faculty: units that meet enrollment and retention goals need more faculty to sustain that growth. The provost replied that colleges where enrollment is growing have been rewarded. Within a college, units may perform differently.

There was a question about program prioritization timeline and process. The provost responded that we must do program prioritization per State Board (SB) policy 3F, but it will be done differently than in the past. The timeline is this fall to early next spring, because most of the spring we'll focus on the strategic plans. The SB policy is not meant to cut programs but to review them in a positive and constructive way. This year we must review both instructional and non-instructional programs. The SB policy is very broad and leaves ample room to design the process or even define programs. We'll design a system that's simple and positive.

A faculty asked for updates on the "deferred pay" system, which is to replace the legacy system known as "spread pay." The provost confirmed that it will be implemented in summer 2025. Communication will go out soon. The university can assist people with managing the transition. It was a large effort from many people, with Vice Provost Kelly-Riley and Human Resources taking the lead. Faculty will be able to opt in or opt out the deferred pay option. If they opt in, they can just stay in. Faculty on deferred pay can still earn summer salary.

The next question was on the status of benefits for J-1 scholars. Vice President Brian Foisy took the question and explained that the university benefit package does not carry the extra insurance coverage required for J-1 scholars. Last year, they allowed a provision where a department could make a one-time payment or reimbursement to J-1 employees, but the university will not change the benefit package. The responsibility for the additional coverage remains with the J-1 scholars.

In response to a question, the provost confirmed that faculty gatherings will continue this academic year.

A faculty brought up that transgender health care is no longer covered. They emphasized that the problem is much more serious than just a change in insurance. The law that came into place criminalizes transgender health care under certain conditions. There is no clarity about the law and impacted people are receiving conflicting messages. President Green was grateful for the comment and said that the university is trying to find a solution.

- Adjournments
The agenda being completed, President Green adjourned the meeting at 3:40pm.

Respectfully Submitted

Francesca Sammarruca
Secretary of the University Faculty

IN MEMORIAM

George Canney

Professor Emeritus

Education, Health and Human Sciences

July 2024

Ronald Force

Dean Emeritus

General Library

October 2023

Hugh Homan

Extension Professor Emeritus

Agricultural and Life Sciences

June 2024

Denny Naylor

Professor Emeritus

Agricultural and Life Sciences

May 2024

Rauhn Panting

Extension Professor Emeritus

Agricultural and Life Sciences

August 2024

William Wharton

Professor Emeritus

Letters, Arts and Social Sciences

June 2024

Martha Yopp

Professor Emerita

Education, Health and Human Sciences

April 2024

D. Craig Lewis

Professor Emeritus

Law

August 2024

List compiled as of August 29, 2024



University
of Idaho

RECOGNITION



ADMINISTRATION

Presented by
Provost/EVP Torrey Lawrence



ADMINISTRATION CHANGES

I Aviva Abramovsky | Dean | LAW

I Julie Amador | Associate Dean of Research and Faculty Development | EHHS

I Ann Brown | Associate Dean for Graduate Education | EHHS

I Daniel Conte de Leon | Acting Department Chair of Computer Science | ENGR

I Mya Groza | Associate Dean | CBE

I Keith Hansen | Interim Director CMHC | Student Affairs

I Grant Harley | Associate Dean | COS

I Dylan Hedden-Nicely | Associate Dean for Faculty, Community and Belonging | LAW

I Robert Heinse | Department Head of Soil and Water Systems | CALS

I Timothy Johnson | Department Chair Math and Statistical Sciences | COS

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ADMINISTRATION CHANGES CONT.



I Florian Justwan | Department Chair of Politics and Philosophy | CLASS

I Madison Powell | Interim Associate Dean of Research | CALS

I Richard Neilsen | Acting Department Chair Civil and Environmental Engineering | ENGR

I Taylor Raney | Associate Dean of Undergraduate Education | EHHS

I Greg Sergienko | Assistant Dean of Student Affairs | LAW

I Nancy Shelstad | Acting Director 4-H | CALS

I Sanjay Sisodiya | Interim Department Head of Business | CBE

I Lee Vierling | Associate Dean of Research | CNR

I Frank Wilhelm | Department Head Fish and Wildlife Sciences | CNR



AGRICULTURAL AND LIFE SCIENCES

Presented by
Dean Michael Parrella



NEW FACULTY

I Brandon Brackenbury | Central District | Assistant Professor

I Nora Cespedes Martinez | Entomology, Plant Pathology and Nematology | Assistant Professor

I Jemila Chellappa | Southern District | Assistant Professor

I Selena Davila | Central District | Assistant Professor

I Don Edgar | Agricultural Education, Leadership and Communications | Professor with Tenure

I Armando Falcon-Brindis | Entomology, Plant Pathology and Nematology | Assistant Professor

I Colburn Field | Agricultural Economics and Rural Sociology | Assistant Professor

I Keith Frost | Agricultural Education, Leadership and Communications | Assistant Professor

I Madeline Goebel | Extension Forestry | Senior Instructor

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NEW FACULTY CONT.

- I Tami Goetz** | Extension, 4-H Youth Development | Assistant Professor
 - I Kendra Kaiser** | Soil and Water Systems | Assistant Professor
 - I Lauren King** | Northern District | Assistant Professor
 - I Meetpal Kukal** | Soil and Water Systems | Assistant Professor
- I Timothy Nadreau** | Agricultural Economics and Rural Sociology | Assistant Professor
 - I Klæe O'Brien** | Northern District | Assistant Professor
 - I Deanna Poulsen** | Eastern District | Assistant Professor
 - I Anthony Simerlink** | Central District | Assistant Professor
 - I Senay Ugur** | Plant Sciences | Assistant Professor
- I Jessica Windh** | Agricultural Economics and Rural Sociology | Assistant Professor

PROMOTION AND / OR TENURE



I Hydee Becker | Margaret Ritchie School of Family and Consumer Sciences | Associate Professor

I Erin Chapman | Margaret Ritchie School of Family and Consumer Sciences | Full Professor

I Patrick Hatzenbuehler | Agricultural Economics and Rural Sociology | Associate Professor with Tenure

I Robert Heinse | Soil and Water Systems | Full Professor

I Annie Roe | Margaret Ritchie School of Family and Consumer Sciences | Associate Professor with Tenure

I Jae Ryu | Soil and Water Systems | Full Professor

I Amy Skibiel | Animal, Veterinary and Food Sciences | Associate Professor with Tenure

EXTENSION PROMOTION AND / OR TENURE



- I Andrew Bingham** | Southern Extension District | Associate Professor with Tenure
- I Justin Hatch** | Eastern Extension District | Associate Professor with Tenure
- I Bracken Henderson** | Eastern Extension District | Associate Professor with Tenure
- I Jason Thomas** | Central Extension District | Associate Professor with Tenure
- I Andres West** | Central Extension District | Associate Professor with Tenure



ART AND ARCHITECTURE

Presented by
Dean Shauna Corry

NEW FACULTY



I Megan Davis | Art and Design | Assistant Professor

I Arianna Maki | Art and Design | Assistant Professor

I David Seamon | Virtual Technology and Design | Assistant Professor

PROMOTION AND / OR TENURE



I Dwaine Carver | Architecture | Associate Professor with Tenure

I Stacy Isenbarger | Art and Design | Full Professor

I Lindsay Damon Woods | Architecture | Associate Professor



BUSINESS AND ECONOMICS

Presented by
Dean Lisa Victoravich

NEW FACULTY



I Oleksandr Tsaruk | Business | Assistant Professor

I Casey Wilhelm | Distance Education | Instructor



PROMOTION AND / OR TENURE

I Mark Groza | Business | Full Professor

I Erick Larson | Business | Associate Professor

I Todd Martin | Business | Senior Instructor

I Magdy Noguera | Business | Full Professor



EDUCATION, HEALTH AND HUMAN SCIENCES

Presented by
Dean Brooke Blevins



NEW FACULTY

I TJ Bliss | Leadership and Counseling | Assistant Professor

I Sydney Leverett | Movement Sciences | Assistant Professor

I Chris Merica | Movement Sciences | Assistant Professor

PROMOTION AND / OR TENURE



I Joshua Bailey | Movement Sciences | Associate Professor with Tenure

I Janine Darragh | Curriculum and Instruction | Full Professor

I Krista Soria | Leadership and Counseling | Associate Professor with Tenure

I Elizabeth Wargo | Leadership and Counseling | Associate Professor with Tenure



ENGINEERING

Presented by
Dean Suzie Long

NEW FACULTY



- I Erik Arnson** | Civil and Environmental Engineering | Associate Professor
- I Christopher Bitikofer** | Mechanical Engineering | Associate Professor
- I Steven Gardner** | Chemical and Biological Engineering | Professor with Tenure
- I Angel Monsalve** | Civil and Environmental Engineering | Assistant Professor
- I Clifford Swanson** | Civil and Environmental Engineering | Assistant Professor

PROMOTION AND / OR TENURE



I Ibrahim Ahmed | Civil and Environmental Engineering | Full Professor

I Kostas Konstantinos | Nuclear Engineering and Industrial Management | Associate Professor with Tenure

I Michael Lowry | Civil and Environmental Engineering | Full Professor

I Andrew Tranmer | Civil and Environmental Engineering | Associate Professor



GENERAL LIBRARY

Presented by
Dean Ben Hunter

NEW FACULTY



- I Rebecca Hastings** | Special Collections and Archives | Assistant Professor
- I Norman Lee** | Research and Experiential Learning | Assistant Professor
- I Leesa Love** | Digital Scholarship and Open Strategies | Assistant Professor
- I Pamela Martin** | Access and Engagement | Associate Professor with Tenure
- I Kelley Moulton** | Special Collections and Archives | Assistant Professor

PROMOTION AND / OR TENURE



I **Marco Seiferle-Valencia** | Digital Scholarship and Open Strategies | Associate Professor with Tenure



COLLEGE OF LAW

Presented by Dean Aviva Abramovsky

NEW FACULTY



 Jessica Gunder | Law | Assistant Professor

 Marie Callaway Kellner | Law | Assistant Professor

 Greg Sergienko | Law | Instructor

PROMOTION AND / OR TENURE

 Dylan Hedden-Nicely | College of Law | Full Professor

 Geoffrey Heeren | College of Law | Full Professor

 Ryan Lincoln | College of Law | Associate Professor

 Samuel Newton | College of Law | Associate Professor with Tenure



LETTERS, ARTS AND SOCIAL SCIENCES

Presented by
Dean Sean Quinlan

NEW FACULTY

I Renae Campbell | Culture, Society and Justice | Assistant Professor

I Ayca Cetin | Lionel Hampton School of Music | Assistant Professor

I Abigail Coleman | Theatre Arts | Assistant Professor

I Thomas Dai | English | Assistant Professor

I Carly Densmore | Psychology and Communication | Assistant Professor

I Christopher Drangle | English | Instructor

I Stephen Fairbanks | Lionel Hampton School of Music | Assistant Professor

I Jessica Hirsh | Theatre Arts | Assistant Professor

I Jenny Kellogg | Lionel Hampton School of Music | Senior Instructor

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NEW FACULTY

I Asma Khanom | Journalism and Mass Media | Assistant Professor

I Alyssa Kreikemeier | History | Assistant Professor

I Jianna Maarten Saada | Journalism and Mass Media | Assistant Professor

I Gita Neupane | Culture, Society and Justice | Assistant Professor

I Kelly Stout | Culture, Society and Justice | Assistant Professor

I Max Wolpert | Lionel Hampton School of Music | Assistant Professor

I Colin Xu | Psychology and Communication | Assistant Professor

I Stephen Yoder II | Culture, Society and Justice | Assistant Professor

PROMOTION AND / OR TENURE



I Michael Brandt | Theatre Arts | Associate Professor

I Rajal Cohen | Psychology and Communication | Full Professor

I Jesse Dreikosen | Theatre Arts | Full Professor

I Matthew Grindal | Culture, Society and Justice | Associate Professor with Tenure

I Kristin Haltinner | Culture, Society and Justice | Full Professor

I Joshua Howerton | Journalism and Mass Media | Associate Professor

I Tara MacDonald | English | Full Professor

I Spencer Martin | Lionel Hampton School of Music | Full Professor

I Craig Miller | Theatre Arts | Associate Professor with Tenure



NATURAL RESOURCES

Presented by Jaap Vos, Department Head of Natural
Resources & Society
On behalf of
Dean Dennis Becker

NEW FACULTY



I Kristina Bartowitz | Forest, Rangeland and Fire Science | Assistant Professor

I Jessica Miesel | Forest, Rangeland and Fire Science | Associate Professor with Tenure

I Nathan Moody | Natural Resources and Society | Instructor

I Chelsea Pennick | Natural Resources and Society | Assistant Professor

I David Smith | Natural Resources and Society | Assistant Professor

I Eric Winford | Forest, Rangeland and Fire Science | Assistant Professor

PROMOTION AND / OR TENURE



- I Jocelyn Aycrigg** | Fish and Wildlife Sciences | Associate Professor
- I Christopher Caudill** | Fish and Wildlife Sciences | Full Professor
- I Karla Eitel** | Natural Resources and Society | Tenure
- I Tara Hudiburg** | Forest, Rangeland and Fire Sciences | Full Professor
- I Leda Kobziar** | Forest, Rangeland and Fire Sciences | Full Professor
- I Travis Paveglio** | Natural Resources and Society | Full Professor



SCIENCE

Presented by
Dean Ginger Carney

NEW FACULTY



I Annelise Nielsen | Mathematics and Statistical Science | Instructor

I Molly Sutter | Mathematics and Statistical Science | Instructor

PROMOTION AND / OR TENURE



- I Jennifer Johnson-Leung** | Mathematics and Statistical Science | Full Professor
- I Erika Rader** | Earth and Spatial Sciences | Associate Professor with Tenure
- I Alexander Woo** | Mathematics and Statistical Science | Full Professor



STUDENT AFFAIRS

Presented by
Dean Blaine Eckles

NEW FACULTY



I Leticia Ribeiro | Counseling and Mental Health Center | Assistant Professor

PROMOTION AND / OR TENURE



 **Nhu Mai** | Counseling and Mental Health Center | Associate Professor



WWAMI

Presented by
Director Jeff Seegmiller

NEW FACULTY



I Sue Anderson | WWAMI Medical Education | Associate Professor with Tenure

I Shaleah Jones | WWAMI Medical Education | Assistant Professor

Committee	Employee Type	Committee Designation	Last name	First Name	Last Yr. of Term	Department/Unit	College
Academic Hearing Board	Faculty		Maki	Ariana	2025-26	Art & Design	CAA
Academic Hearing Board	Faculty	Chair	Nielson	Mark	2025-26	Mathematics	COS
Academic Hearing Board	Faculty		Turpin	Zachary	2026-27	English	CLASS
Academic Hearing Board	Faculty		Liang	Xi	2025-26	Plant Sciences	CALS
Academic Hearing Board	Faculty/Administrator		Long	Jessica	2027-28	Law	Law
Academic Petitions Committee	Faculty/Associate Dean	Associate Dean	Powell	Matt	2026-27	Animal, Veterinary, and Food Science	CALS
Academic Petitions Committee	Faculty/Associate Dean	Associate Dean	Cover	Aliza	2027-28	Law	Law
Academic Petitions Committee	Faculty		Baggs	Belle	2026-27	Movement Science	EHHS
Academic Petitions Committee	Registrar or Designee	w/o vote					
Academic Petitions Committee	Faculty/CTC	Chair	Kitzrow	Martha	2025-26	Counseling & Testing Center	DOS
Academic Petitions Committee	Faculty		Abdel-Rahim	Ahmed	2025-26	Civil & Environmental Engineering	COE
Academic Petitions Committee	Faculty/Alternate/Associate Dean	Alternate - Committee Appoints			2026-27		
Academic Petitions Committee	Faculty/Alternate/Associate Dean	Alternate - Committee Appoints			2026-27		
Academic Petitions Committee	Faculty/Alternate	Alternate - Committee Appoints			2026-27		
Academic Petitions Committee	Faculty/Alternate	Alternate - Committee Appoints	Attebury	Ramirose	2024-25	Library	LIB
Academic Petitions Committee	Faculty/Alternate/CTC	Alternate - Committee Appoints			2026-27		
Administrative Hearing Board	Faculty	Chair	Thorne	Deborah	2026-27	Culture, Society, and Justice	CLASS
Administrative Hearing Board	Registrar or Designee	Ex Officio					
Administrative Hearing Board	Student Accounts Manager or Designee	Ex Officio					
Administrative Hearing Board	Faculty		McBrayer	Markie	2027-28	Politics and Philosophy	CLASS
Administrative Hearing Board	Staff		Severson	Jess	2026-27	Facilities Admin	
Administrative Hearing Board	Student	ASUI to fill					
Administrative Hearing Board	Faculty/Law		Williams	Sam	2027-28	Law	LAW
Administrative Hearing Board	Faculty		Gordon	Stefan	2025-26	Music	CLASS
Admissions Committee	Director Counseling & Testing Center or Designee						
Admissions Committee	Director of Admissions or Designee	w/o vote					
Admissions Committee	Faculty		Scheef	Andrew	2025-26	Curriculum & Instruction	EHHS
Admissions Committee	Faculty		Lincoln	Ryan	2027-28	Law	Law
Admissions Committee	Faculty		Hong	Zonglie	2025-26	Plant Sciences	CALS
Admissions Committee	Faculty	Chair	Omodt	Kelly	2025-26	Library	LIB
Admissions Committee	Faculty		Nelson	Sarah	2027-28	Global Studies	CLASS
Admissions Committee	Faculty/American Language & Culture Program (ALCP)		Hussein	Ibtesam	2025-26	Modern Languages and Cultures	School of Global Studies

Admissions Committee	Faculty/Alternate	Alternate Appt by Chair	Haltinner	Kristin		Culture, Society, and Justice	CLASS
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair	Gilbert	Laurel		American Language and Culture	School of Global Studies
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair					
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair					
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair	Li	Feng		Electrical & Computer Engineering	COE
Admissions Committee	Professional Advisor						
Admissions Committee	Student Support Services designee	w/o vote					
Admissions Committee	Student Support Programs (optional)	w/o vote					
Admissions Committee	Office of Multicultural Affairs	w/o vote					
Admissions Committee	Director of Vandal Gateway Program	w/o vote					
Admissions Committee	Ubuntu Chair or Designee						
Americans with Disabilities Act Advisory Committee	Director of Center for Disability Access and Resources or Designee						
Americans with Disabilities Act Advisory Committee	Director Counseling & Testing or Designee						
Americans with Disabilities Act Advisory Committee	Director of the OCRI or Designee						
Americans with Disabilities Act Advisory Committee	Staff	Staff Council Assigns					
Americans with Disabilities Act Advisory Committee	Faculty/Library		Godfrey	Bruce	2027-28	Library	LIB
Americans with Disabilities Act Advisory Committee	OIT Director or Designee						
Americans with Disabilities Act Advisory Committee	Faculty/Disability experience knowledge	Chair	Luvaas	Erik	2025-26	CDHD	EHHS
Americans with Disabilities Act Advisory Committee	Student/Graduate	GPSA to fill					
Americans with Disabilities Act Advisory Committee	Faculty		Perrett	Anya	2027-28	Law	Law
Americans with Disabilities Act Advisory Committee	Director of Housing and Residence Life						
Americans with Disabilities Act Advisory Committee	Staff	Staff Council Assigns					
Americans with Disabilities Act Advisory Committee	Public Safety & Security or Designee	w/o vote					
Americans with Disabilities Act Advisory Committee	Center on Disabilities and Human Development	w/o vote					
Americans with Disabilities Act Advisory Committee	Facilities Director or Designee						
Americans with Disabilities Act Advisory Committee	Parking & Transportation Services	w/o vote					

Americans with Disabilities Act Advisory Committee	Executive Director for Human Resources or Designee						
Americans with Disabilities Act Advisory Committee	General Counsel Representative	w/o vote					
Americans with Disabilities Act Advisory Committee	Student/Undergraduate	ASUI to fill			2024-25	ASUI	ASUI
Institutional Animal Care and Use Committee	Members placed by ORED; post roster online (Names are kept confidential with the exception of the chair and attending veterinarian)		Rachlow	Janet	2025	Department of Fish and Wildlife Sciences	CNR
Institutional Animal Care and Use Committee	Members placed by ORED; post roster online (Names are kept confidential with the exception of the chair and attending veterinarian)		Russell	Steven	N/A		
Institutional Biosafety Committee	Members placed by ORED; post roster online		Rowley	Paul	2024-25	Department of Biological Sciences	COS
Institutional Biosafety Committee	Members placed by ORED; post roster online		McClanahan	Russell	N/A	Interim Biosafety Officer	
Institutional Biosafety Committee	Members placed by ORED; post roster online		Russell	Steven	N/A	Attending Veterinarian	
Institutional Biosafety Committee	Members placed by ORED; post roster online				2026-27	Entomology, Plant Pathology and Nematology	CALS
Institutional Biosafety Committee	Members placed by ORED; post roster online				2026-27	Entomology, Plant Pathology and Nematology	CALS
Institutional Biosafety Committee	Members placed by ORED; post roster online		Schiele	Nathan	2024-25	Biological Engineering	ENGR
Institutional Biosafety Committee	Members placed by ORED; post roster online		Skibiell	Amy	2024-25	Animal, Veterinary and Food Science	CALS
Institutional Biosafety Committee	Members placed by ORED; post roster online				2026-27	Community Member	
Institutional Biosafety Committee	Members placed by ORED; post roster online		Boyer	Josephine	2024-25	Community Member	
Institutional Biosafety Committee	Members placed by ORED; post roster online	w/o vote	Harner	Arch	N/A	Assistant VP for Research Administration	ORED
Institutional Biosafety Committee	Members placed by ORED; post roster online	w/o vote	Shahat	Samir	N/A	Director	Environmental Health and Safety
Borah Foundation Committee	Associate Director of the Martin Institute	w/o vote					
Borah Foundation Committee	Faculty		Nelson	Andrew	2025-26	Forest, Rangeland, and Fire Sciences	CNR
Borah Foundation Committee	Faculty		Luckhart	Shirley	2025-26	Biological Sciences	COS
Borah Foundation Committee	Faculty		Wang	Chen	2025-26	Politics and Philosophy	CLASS
Borah Foundation Committee	Student	ASUI to fill					

Borah Foundation Committee	Student	ASUI to fill					
Borah Foundation Committee	Faculty		Fox-Amato	Matthew	2026-27	History	CLASS
Borah Foundation Committee	Student	ASUI to fill					
Borah Foundation Committee	Faculty		Sharma	Bal	2025-26	English	CLASS
Borah Foundation Committee	Staff	Staff Council Assigns					
Borah Foundation Committee	Staff	Staff Council Assigns					
Borah Foundation Committee	Student	ASUI to fill					
Borah Foundation Committee	Faculty						
University Budget & Finance Committee	Budget Office Representative	Ex Officio/Non-voting					
University Budget & Finance Committee	Faculty/At-Large		Kersting-Lark	Dulce	2025-26	Special Collections	LIB
University Budget & Finance Committee	Faculty/CAA		Seamon	Erich	2026-27	Dept. of Design and Environments	CAA
University Budget & Finance Committee	Faculty/CALS		Becker	Hydee	2026-27	Family and Consumer Sciences	CALS
University Budget & Finance Committee	Faculty/CBE		Groza	Mya	2025-26	Business	CBE
University Budget & Finance Committee	Faculty/CEHHS		Kim	Juhee	2025-26	Leadership & Counseling	EHHS
University Budget & Finance Committee	Faculty/CLASS		Lange	Michelle	2025-26	Music	CLASS
University Budget & Finance Committee	Faculty/CNR		Latta	Greg	2025-26	Natural Resources and Society	CNR
University Budget & Finance Committee	Faculty/COS		Ridenhour	Benjamin	2025-26	Mathematics	COS
University Budget & Finance Committee	Faculty/ENGR		Li	Feng	2025-26	Electrical & Computer Engineering	ENGR
University Budget & Finance Committee	Faculty/LAW		Gerwick Couture	Wendy	2026-27	Law	LAW
University Budget & Finance Committee	Faculty/Senate Member		Shook	Steven	2025-26	Forest, Rangeland and Fire Sciences	CNR
University Budget & Finance Committee	Provost & Executive Vice President	Ex Officio/Non-voting					
University Budget & Finance Committee	Staff/Academic Affairs	Staff Council Assigns	Buchert	Charity	2024-25		CALS
University Budget & Finance Committee	Staff/Advancement	Staff Council Assigns	Doering	Zachary	2025-26	Advancement	
University Budget & Finance Committee	Staff/Finance & Administration	Staff Council Assigns	Richards	Kenwyn	2025-26	Provost Office	
University Budget & Finance Committee	Staff/ITS	Staff Council Assigns					
University Budget & Finance Committee	Staff/ORED		Franklin	Chelsea	2025-26	Office of Sponsored Programs	
University Budget & Finance Committee	Student/ASUI	ASUI to fill					
University Budget & Finance Committee	Student/Graduate/GPSA	GSPA to fill					
University Budget & Finance Committee	Student/Law/SBA	SBA to fill					
University Budget & Finance Committee	Vice President for Finance and Administration or Designee	Ex Officio/Non-voting					
Campus Planning Advisory Committee	Faculty		Hirsh	Jess	2027-28	Theatre Arts	CLASS
Campus Planning Advisory Committee	Student	ASUI to fill					

Campus Planning Advisory Committee	Vice President for Information Technology (CIO)						
Campus Planning Advisory Committee	Vice President for Finance and Administration or Designee						
Campus Planning Advisory Committee	Assistant Vice President for Facilities						
Campus Planning Advisory Committee	Faculty Senate						
Campus Planning Advisory Committee	Faculty Senate						
Campus Planning Advisory Committee	Faculty		Murdoch	Brenda	2027-28	Animal, Veterinary & Food Sciences	CALS
Campus Planning Advisory Committee	Faculty		Fehrenkamp	Bethaney	2025-26	WWAMI	WWAMI
Campus Planning Advisory Committee	Coordinator for CDAR or designee						
Campus Planning Advisory Committee	Staff		Matson	Eric	2024-25	CDAR	
Campus Planning Advisory Committee	Faculty	Chair	Kennedy	Brian	2025-26	Fish and Wildlife Sciences	CNR
Classified Position Appeal Board	Classified Staff	Not ConC Appointed					
Classified Position Appeal Board	Faculty/Administrat or	Not ConC Appointed					
Classified Position Appeal Board	Classified Staff	Not ConC Appointed					
Classified Position Appeal Board	Classified Staff/Supervisor	Not ConC Appointed					
Classified Position Appeal Board	Faculty/Administrat or	Not ConC Appointed					
Classified Position Appeal Board	Classified Staff/Supervisor	Not ConC Appointed					
Classified Position Appeal Board	Director of Employment Services	Not ConC Appointed - w/o vote					
Commencement Committee	Faculty	Chair	Kenyon	Jylisa	2025-26	Program Director	LIB
Commencement Committee	Registrar						
Commencement Committee	Faculty		Wilson	Miranda	2025-26	Music	CLASS
Commencement Committee	Faculty		Chen	Linda	2027-28	Accounting	CBE
Commencement Committee	Faculty		Chen	Yimin	2027-28	Family and Consumer Sciences	CALS
Commencement Committee	Faculty		Moritz	Cleave	2026-27	JAMM	CLASS
Commencement Committee	Honors Student	ASUI to fill					
Committee on Committees	Vice Chair/Fac Senate	Chair			2025-26		
Committee on Committees	Staff Council Elections Chair	Staff Council Assigns	Callahan	Crystal	2026-27		
Committee on Committees	Student/ASUI President or Designee	ASUI to fill					
Committee on Committees	Faculty		Seamon	Richard	2026-27	Law	LAW
Committee on Committees	Faculty		Chen	Linda	2026-27	Accounting and MIS	CBE
Committee on Committees	Faculty		Shrestha	Manoj	2027-28	Politics and Philosophy	CLASS
Committee on Committees	Faculty		Vella	Chantal	2027-28	Movement Sciences	EHHS
Committee on Committees	Faculty Secretary	w/o vote					
Committee on Committees	Faculty		Tsruk	Alex	2027-28	Business Management	CBE
Committee on Committees	Faculty		Lee	Katherine	2025-26	Ag Econ and Rural Sociology	CALS
Dismissal Hearings Committee	Faculty/Administrat or/Alternate		Butterfield	Sean	2026-27	Music	CLASS

Dismissal Hearings Committee	Faculty		Rodrigues	Tyler	2027-28	Library	LIB
Dismissal Hearings Committee	Faculty		Qiang	You	2027-28	Physics	COS
Dismissal Hearings Committee	Faculty/Alternate		Johnston	Jason	2026-27	Music	CLASS
Dismissal Hearings Committee	Faculty/Alternate		Zhao	Meng	2025-26	Earth and Spacial Sciences	COS
Dismissal Hearings Committee	Faculty/Administrat or/Alternate		Hollingshead	Aleksandra	2027-28	Curriculum and Instruction	EHHS
Dismissal Hearings Committee	Faculty/Alternate		Brehm	Matthew	2025-26	Architecture	CAA
Dismissal Hearings Committee	Faculty/Alternate	Chair	Hampton	Leah	2025-26	English	CLASS
Dismissal Hearings Committee	Faculty/Administrat or		Strand	Eva	2025-26	Associate Dean	CNR
Dismissal Hearings Committee	Faculty/Alternate		VACANT				
Dismissal Hearings Committee	Faculty		Devezer	Berna	2026-27	Marketing	CBE
Dismissal Hearings Committee	Faculty		Schab	Aaron	2027-28	English	CLASS
Dismissal Hearings Committee	Faculty/Alternate		Dainoff	Charles	2026-27	Politics and Philosophy	CLASS
Dismissal Hearings Committee	Faculty/Alternate		Loiacono	Catherine	2026-27	Movement Sciences	EHHS
Instructional Space Committee	Registrar or Designee	Chair					
Instructional Space Committee	Faculty		Sheldon	Frederick	2027-28	Computer Science	COE
Instructional Space Committee	Facilities	Facilities Assigns					
Instructional Space Committee	Center for Excellence Teaching & Learning Representative						
Instructional Space Committee	Student/ASUI Representative	ASUI to fill					ASUI
Instructional Space Committee	Purchasing Representative						
Instructional Space Committee	Registrar Office Representative						
Instructional Space Committee	Faculty		Langman	Jeff	2027-28	Earth and Spatial Sciences	COS
Instructional Space Committee	Director of General Education	Ex Officio/Non-voting					
Instructional Space Committee	Faculty		Hanley	Kalynn	2027-28	Global Studies	CLASS
Instructional Space Committee	Student/ASUI Representative	ASUI to fill				ASUI	ASUI
Instructional Space Committee	Information Technology Representative						ITS
Instructional Space Committee	Facilities						
Faculty and Staff Policy Group	Staff/Council Member	Staff Council Assigns	Keim	Elissa	2026-27	EEOC	
Faculty and Staff Policy Group	Faculty		Perrigue	Anne	2025-26	Global Studies	CLASS
Faculty and Staff Policy Group	Staff	Staff Council Assigns	Amos	Teresa	2025-26	OIT	
Faculty and Staff Policy Group	Faculty Secretary	Ex Officio					
Faculty and Staff Policy Group	Faculty		Pennick	Chelsea	2027-28	Natural Resources and Society	CNR
Faculty and Staff Policy Group	Policy Coordinator or Designee	Ex Officio					
Faculty and Staff Policy Group	Faculty		Smith	Nick	2027-28	Law	Law
Faculty and Staff Policy Group	Staff/Council Member	Staff Council Assigns					
Faculty Affairs Committee	Faculty		Mahdavi	Sara	2026-27	Plant Sciences	CALS
Faculty Affairs Committee	Faculty		McGriff	Michael	2026-27	English	CLASS
Faculty Affairs Committee	Faculty		Chapman	Erin	2026-27	FCS	CALS

Faculty Affairs Committee	Faculty		Pennick	Chelsea	2027-28	NRS	CNR
Faculty Affairs Committee	Vice Provost for Faculty	Ex Officio/Non-voting					
Faculty Affairs Committee	Faculty		Hormel	Leontina	2025-26	Culture, Society, and Justice	CLASS
Faculty Affairs Committee	Faculty/Department Chair		Holyoke	Laura	2027-28	Leadership and Counseling	EHHS
Faculty Affairs Committee	Faculty	Chair	Borrelli	Bob	2025-26	Nuclear Engineering and Industrial Management	COE
Faculty Affairs Committee	Faculty Secretary	Ex Officio/Non-voting					
Faculty Affairs Committee	Faculty		Dandurand	Louise-Marie	2027-28	Entomology, Plant Pathology, and Nematology	CALS
Faculty Affairs Committee	Faculty		Johnson-Leung	Jennifer	2026-27	Mathematics	CoS
Faculty Appeals Hearing Board	Faculty		Kerr	Ashley	2025-26	School of Global Studies	CLASS
Faculty Appeals Hearing Board	Faculty		Turpin	Zachary	2025-26	English	CLASS
Faculty Appeals Hearing Board	Faculty		Skinner	Kate	2025-26	Music	CLASS
Faculty Appeals Hearing Board	Faculty		Overton	Michael	2027-28	Politics and Philosophy	CLASS
Faculty Appeals Hearing Board	Faculty		Barannyk	Lyudmyla	2025-26	Mathematics and Statistical Science	COS
Faculty Appeals Hearing Board	Faculty/Alternate		Scofield	Rebecca	2025-26		
Faculty Appeals Hearing Board	Faculty/Alternate		Schwarzlaender	Mark	2026-27	Entomology	CALS
Faculty Appeals Hearing Board	Faculty/Alternate		Pimentel	David	2025-26	Law	LAW
Faculty Appeals Hearing Board	Faculty/Alternate		Schab	Aaron	2025-26	English	CLASS
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Idaho Falls	Vaughan	Chandra	2027-28	Extension	CALS
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Boise	Qiang	You	2026-27	Physics	COS
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Idaho Falls	Zhao	Haiyan	2025-26	Chemical & Biological Engineering	COE
Faculty Appeals Hearing Board	Faculty/Department Chair		Goebel	Charles	2026-27	Forest, Rangeland, and Fire	CNR
Faculty Appeals Hearing Board	Faculty/Department Chair/Alternate		Scruggs	Philip	2025-26	Movement Sciences	EHHS
Faculty Appeals Hearing Board	Faculty/Department Chair/Alternate		Butterfield	Sean	2025-26	Music	CLASS
Arts Committee	Faculty		Yumna	Kurdi	2026-27	VTD	CAA
Arts Committee	Moscow Arts Commission Art Director or Designee	Ex Officio/Non-voting					
Arts Committee	Faculty		Sielert	Vanessa	2025-26	Music	CLASS
Arts Committee	Administrator/Designated by the President	Ex Officio/Non-voting			N/A		
Arts Committee	Administrator/Designated by the President	Ex Officio/Non-voting			N/A		
Arts Committee	Administrator in the Arts	Ex Officio/Non-voting					
Arts Committee	Staff		Huck	Amy	2025-26		
Arts Committee	Faculty	Chair	Smith	Rochelle	2025-26	Library	LIB
Arts Committee	Student/ASUI Fine Arts Committee when possible	ASUI to fill				ASUI	ASUI
Arts Committee	Facilities Management	Ex Officio/Non-voting					
Arts Committee	Faculty		Hampton	Leah	2026-27	English	CLASS
Arts Committee	Faculty		Johnson	Aaron	2025-26	Art & Design	CAA
Arts Committee	Student	ASUI to fill				ASUI	ASUI

Arts Committee	UI Foundation or Designee	Ex Officio/Non-voting					
Arts Committee	Library Special Collections	Ex Officio/Non-voting					
Grievance Committee for Student Employees	Student	ASUI to fill			2024-25	ASUI	ASUI
Grievance Committee for Student Employees	Staff/Council Member	Staff Council Assigns	Noble	Tami	2024-25	EPSCoR	
Grievance Committee for Student Employees	Student	ASUI to fill			2024-25	ASUI	ASUI
Grievance Committee for Student Employees	Faculty/Senate Member		Kenyon	Jylisa	2025-26	Library	
Grievance Committee for Student Employees	Student	ASUI to fill			2024-25	ASUI	ASUI
Honors Program Committee	Director of University Honors Program	w/o vote					
Honors Program Committee	Faculty		Zajchowski	Chris	2025-26	Natural Resources & Society	CNR
Honors Program Committee	Faculty		Egan Loiacono	Cate	2027-28	Movement Sciences	EHHS
Honors Program Committee	Faculty		Ely	Rob	2027-28	Mathematics and Statistical Science	COS
Honors Program Committee	Faculty	Chair	Thompson-Franklin	Samantha	2025-26	Library	LIB
Honors Program Committee	Faculty		Frost	Keith	2026-27	Agricultural Education, Leadership, and Communications	CALS
Honors Program Committee	Faculty		McDunn	Benjamin	2025-26	Psychology & Communication	CLASS
Honors Program Committee	Academic Dean (annual appointment)						
Honors Program Committee	program advisor of the UHP (currently "Honors Program Specialist")						
Honors Program Committee	President of Honors Student Advisory Board or Designee				2024-25	HSAB Student Club President	
Institutional Review Board	Members placed by ORED; post roster online	N/A					
Information Technology Committee	Faculty	Fort Hall Reservation	Gunn	Danielle	2025-26	Central District	CALS
Information Technology Committee	Vice President for Research or Designee						
Information Technology Committee	Registrar or Designee						
Information Technology Committee	Vice President for Finance and Administration or Designee	w/o vote					
Information Technology Committee	Vice Provost for Digital Learning or Designee	w/o vote					
Information Technology Committee	Vice President for Information Technology or Designee	w/o vote					
Information Technology Committee	Director of CETL or Designee						
Information Technology Committee	Faculty		Barnes	Jason	2025-26	Physics	COS
Information Technology Committee	Faculty		Woolley	Darryl	2025-26	CBE	CBE
Information Technology Committee	Faculty	Chair	Zadehgo	Ata	2025-26	Electrical & Computer Engineering	COE
Information Technology Committee	Faculty		Graden	Dale	2027-28	History	CLASS

Information Technology Committee	Faculty/Library		Dong	Hanwen	2025-26	Library	LIB
Information Technology Committee	Faculty/Off Campus	Idaho Falls	Adjesiwor	Albert	2027-28	Plant Sciences	CALS
Information Technology Committee	Student Computing Advisory Committee or Designee	ASUI to fill					
Ubuntu	Student Affairs Representatives	Ex Officio/Non-voting					
Ubuntu	Director CDAR or Designee						
Ubuntu	Director of International Programs or Designee						
Ubuntu	Equity, Diversity and Inclusion Appointee						
Ubuntu	Faculty	Canyon County	Howard	Tasha	2025-26	Southern District	CALS
Ubuntu	Faculty		Cieslik-Miskmen	Caitlin	2026-27	School of Journalism and Mass Media	CLASS
Ubuntu	Faculty		Meenan	Melanie	2027-28	Movement Sciences	EHHS
Ubuntu	Faculty		Ritcher	Jamaica	2025-26	English	CLASS
Ubuntu	Human Resources Representative	Ex Officio/Non-voting					
Ubuntu	Director of OCRI	Ex Officio/Non-voting					
Ubuntu	Staff	Staff Council Assigns					
Ubuntu	Staff/Council Member	Staff Council Assigns					
Ubuntu	ASUI Director of Diversity Affairs or Designee	ASUI to fill					
Ubuntu	Student/Graduate	GPSA to fill					
Ubuntu	Student/ Undergraduate	ASUI to fill				ASUI	ASUI
Library Affairs Committee	Faculty/Library		Love	Leesa	2027-28	Library	LIB
Library Affairs Committee	Faculty/Humanities		Klement	David	2025-26	Music	CLASS
Library Affairs Committee	Student/ Undergraduate	ASUI to fill				ASUI	ASUI
Library Affairs Committee	Dean Library Services	w/o vote					
Library Affairs Committee	Faculty/Sciences		Ytreberg	Marty	2027-28	Physics	COS
Library Affairs Committee	Faculty	Kimberly	Olsen Nelson	Nora	2025-26	Plant Sciences	CALS
Library Affairs Committee	Faculty/CLASS		Larti	Eneida	2027-28	Music	CLASS
Library Affairs Committee	Student/Graduate	GPSA to fill					
Officer Education Committee	Faculty		Awwad-Rafferty	Rula	2025-26	Interior Architecture & Design	CAA
Officer Education Committee	Head of Aerospace Studies (WSU)						
Officer Education Committee	Faculty	Chair	Smith	Bill	2026-27	Global Studies	CLASS
Officer Education Committee	Vice Provost for Academic Affairs or or Designee	Ex Officio					
Officer Education Committee	Head of Naval Science						
Officer Education Committee	Faculty		Yoder	Steve	2027-28	Culture, Society and Justice	CLASS
Officer Education Committee	Head of Military Science						
Officer Education Committee	Student	ASUI to fill				ASUI	ASUI
Officer Education Committee	Student/ROTC	ASUI to fill					
Parking Committee	Staff	Staff Council Assigns	Smith	Randy	2025-26	Director of Mtce & ops	Facilities

Parking Committee	Staff	Staff Council Assigns					
Parking Committee	Parking Coordinator	w/o vote					
Parking Committee	Staff	Staff Council Assigns	Gorham	Claire	2026-27	Academic Advising	
Parking Committee	Student	ASUI to fill				ASUI	
Parking Committee	Student	ASUI to fill				ASUI	
Parking Committee	Faculty		Ibrahim	Ahmed	2027-28	Civil & Environmental Engineering	COE
Parking Committee	Faculty		Ugur	Senay	2027-28	Plant Sciences	CALS
Parking Committee	Faculty		Wilson	Miranda	2027-28	Music	CLASS
Sabbatical Leave Evaluation Committee	Faculty/Natural Science		Bartholomaus	Tim	2026-27	Earth and Spatial Sciences	CNR
Sabbatical Leave Evaluation Committee	Faculty	Chair	Hickman	Dan	2025-26	Business	CBE
Sabbatical Leave Evaluation Committee	Faculty		Gunder	Jessica	2027-28	Law	Law
Sabbatical Leave Evaluation Committee	Vice Provost of Academic Affairs or Designee	w/o vote					
Sabbatical Leave Evaluation Committee	Faculty/Humanities		Rodriguez	Javier	2026-27	Music	CLASS
Sabbatical Leave Evaluation Committee	Faculty/Social Sciences		DeAngelis	Joseph	2026-27	Culture, Society & Justice	CLASS
Safety and Loss-Control Committee	Asstistant VP of Facilities or Designee	*Committee chooses its own chair*				Facilities	
Safety and Loss-Control Committee	Commander, Moscow Police Department	Ex Officio/Non-voting				City of Moscow	
Safety and Loss-Control Committee	Director of Environmental Health & Safety	Ex Officio/Non-voting				Environmental Health & Safety	
Safety and Loss-Control Committee	Director of Student Health Services or Designee				N/A		Student Affairs
Safety and Loss-Control Committee	Director of University Residences or Designee					University Housing	
Safety and Loss-Control Committee	Event Support Services						
Safety and Loss-Control Committee	Faculty/CAA		Maki	Ariana	2027-28	Art & Design Programs	CAA
Safety and Loss-Control Committee	Faculty/CALS		Lynch	Laurel	2025-26	Soil & Water Systems	CALS
Safety and Loss-Control Committee	Faculty/CBE		Stone	Robert	2026-27	Accounting	CBE
Safety and Loss-Control Committee	Faculty/CEHHS		Kitchel	Allen	2027-28	Curriculum and Instruction	EHHS
Safety and Loss-Control Committee	Faculty/CLASS		Cohen	Rajal	2025-26	Psychology/Communications	CLASS
Safety and Loss-Control Committee	Faculty/CNR		Cheng	Ming-Hsun	2027-28	Natural Resources and Society	CNR
Safety and Loss-Control Committee	Faculty/COS		Hernandez Vargas	Esteban Abelardo	2025-26	Mathematics	COS
Safety and Loss-Control Committee	Faculty/ENGR		Swanson	Clifford	2027-28	Civil & Environmental Engineering	COE
Safety and Loss-Control Committee	Faculty/LAW		Williams	Sam	2027-28	Law	LAW
Safety and Loss-Control Committee	Faculty/Library		Weymouth	Andrew	2026-27	Library	Library
Safety and Loss-Control Committee	OIT Represetative						
Safety and Loss-Control Committee	Occupational Safety Specialist	Ex Officio/Non-voting					
Safety and Loss-Control Committee	Research & Economic Development						OSP
Safety and Loss-Control Committee	Risk Manager or Designee						

Safety and Loss-Control Committee	Senior Human Resources Executive or Designee						
Safety and Loss-Control Committee	Staff Council Representative	Staff Council Assigns					
Safety and Loss-Control Committee	Student/Graduate	GPSA to fill			2024-25	GPSA	
Safety and Loss-Control Committee	Student/Undergraduate	ASUI to fill				ASUI	ASUI
Scientific Misconduct Committee	Faculty/Tenured		Prather	Tim	2025-26	Plant Sciences	CALS
Scientific Misconduct Committee	Faculty/Tenured						
Scientific Misconduct Committee	Faculty/Tenured		Kassem	Emad	2026-27		
Scientific Misconduct Committee	Faculty/Tenured						
Scientific Misconduct Committee	Faculty/Tenured		Chen	Lide	2026-27	Soil & Water Systems	CALS
Scientific Misconduct Committee	Faculty/Tenured						
Scientific Misconduct Committee	Faculty/Tenured - Alternate		Boris Tarre	Marta	2025-26	School of Global Studies	CLASS
Scientific Misconduct Committee	Faculty/Tenured - Alternate						
Scientific Misconduct Committee	Faculty/Tenured - Alternate		Borrelli	R.A.	2025-26	Nuclear Engineering	COE (Idaho Falls)
University Staff Compensation Committee	Vice President for Finance and Administration or Designee	Ex Officio/Non-voting					
University Staff Compensation Committee	Senior Executive of Human Resources	Ex Officio/Non-voting					
University Staff Compensation Committee	Staff/Off-Campus	Staff Council Assigns - CDA	St. John	Tammy	2026-27	Computer Science	COE
University Staff Compensation Committee	Staff/Off-Campus	Staff Council Assigns - Boise	Stribling	Aubrey	2026-27	CLASS	
University Staff Compensation Committee	Staff	Staff Council Assigns	Taff	Heather	2026-27	Business Officer	CLASS
University Staff Compensation Committee	Staff/Staff Council	Staff Council assigns					
University Staff Compensation Committee	Staff	Staff Council Assigns					
University Staff Compensation Committee	Staff	Staff Council Assigns	Brown	Lindsey	2025-26	Registrar's Office	
University Staff Compensation Committee	Staff	Staff Council Assigns	Bunney	Cretia	2025-26	Payroll Services	
University Staff Compensation Committee	Staff	Staff Council Assigns	Huck	Amy	2026-27	CNR Dean's Office	
University Staff Compensation Committee	Staff	Staff Council Assigns	Osborne	Kimberly	2025-26	CAA Dean's Office	CAA
Student Conduct Board	Faculty		Heimgartner	Candi	2025-26	Biological Sciences	COS
Student Conduct Board	Staff		Hofmaister	Emma	2026-27	University Housing	
Student Conduct Board	Student/Graduate	GPSA to fill				GPSA	
Student Conduct Board	Faculty		Poulsen	Deanna	2027-28	Extension	CALS
Student Conduct Board	Staff						
Student Conduct Board	Student	ASUI to fill					
Student Conduct Board	Faculty	Chair	Udekwu	Klas	2025-26	Biological Sciences	COS
Student Conduct Board	Faculty		Johnson	Jan	2027-28	English	CLASS
Student Conduct Board	Student	ASUI to fill				ASUI	
Student Conduct Board	Staff						
Student Conduct Board	Faculty		Martin	Todd	2025-26	Business	CBE
Student Conduct Board	Staff		Cook	Christopher	2025-26	Admissions & Recruitment	
Student Conduct Board	Student	ASUI to fill					
Student Conduct Board	Student	ASUI to fill					
Student Conduct Board	Faculty		Sweet	Dawn	2026-27	Psychology & Communication	CLASS
Student Conduct Board	Faculty		Smith	Kasee	2025-26	Agricultural Education, Leadership, and Communications	CALS

Student Conduct Board	Staff	Staff Council Assigns	Asplund	Stacy	2026-27	Athletics	
Student Conduct Board	Staff	Staff Council Assigns					
Student Conduct Board	Staff	Staff Council Assigns	Goodwin	Jen	2026-27	Career Services	
Student Conduct Board	Student/Law	SBA to fill				Law	
Student Conduct Board	Student	ASUI to fill				ASUI	ASUI
Student Financial Aid Committee	Faculty	Chair	Billing	Carol	2025-26	Curriculum & Instruction	EHHS
Student Financial Aid Committee	Staff Designated by Director of Student Financial Aid						
Student Financial Aid Committee	Director of Student Financial Aid	w/o vote					
Student Financial Aid Committee	Faculty		Becker	Hydee	2025-26	Family and Consumer Scienes	CALS
Student Financial Aid Committee	Student	ASUI to fill				ASUI	ASUI
Student Financial Aid Committee	Faculty		Sarathchandra	Dilshani	2026-27	Culture, Society and Justice	CTC
Student Financial Aid Committee	Faculty		Alcocer	Ani	2027-28	Global Studies	CLASS
Student Financial Aid Committee	Student	ASUI to fill			2024-25	ASUI	ASUI
Student Financial Aid Committee	Student Support Staff Representative	w/o vote					
Student Financial Aid Committee	Faculty	Idaho Falls	Vakanski	Alex	2025-26	Nuclear Engineering and Industrial Management	ENGR
University Teaching Committee	Faculty		Halverson	Rachel	2026-27	Global Studies	CLASS
University Teaching Committee	Faculty		Strickland	Michael	2025-26	Soil and Water Systems	CALS
University Teaching Committee	Faculty		Miller	Brant	2025-26	Curriculum & Instruction	EHHS
University Teaching Committee	Faculty		Chapman	Erin	2027-28	Family and Consumer Sciences	CALS
University Teaching Committee	Associate Dean		Raney	Taylor	2026-27	Curriculum & Instruction	EHHS
University Teaching Committee	Institutional Effectiveness and Accreditation Representative	w/o vote					
University Teaching Committee	Director of General Education						
University Teaching Committee	Director of CETL or Designee	w/o vote				CETL	
University Teaching Committee	Student/Graduate or Undergraduate	ASUI/GPSA to fill				ASUI	
University Teaching Committee	Faculty		Edgar	Don	2026-27	Ag Education	CALS
University Teaching Committee	Faculty	Chair	Launchbaugh	Karen	2026-27	Forest, Rangeland and Fire Sciences	CNR
University Advising Committee	Faculty		Swenson	Matthew	2025-26	Mechanical Engineering	COE
University Advising Committee	Executive Director of Student Success Initiatives or Designee						
University Advising Committee	"a professional academic advisor"						CBE
University Advising Committee	Associate Dean		Strand	Eva	2026-27	Rangeland Ecology and Management	CNR
University Advising Committee	Faculty		Kittell	Ellen	2025-26	History	CLASS

University Advising Committee	Faculty	Chair	Vella	Chantal	2025-26	Movement Sciences	EHHS
University Advising Committee	Faculty	Boise	Vos	Jaap	2025-26	Natural Resources and Society	CNR
University Advising Committee	Faculty		McDunn	Benjamin	2026-27	Psychology	CLASS
University Advising Committee	Student/Undergraduate	ASUI to fill			2024-25	ASUI	ASUI
University Advising Committee	Student/Undergraduate	ASUI to fill			2024-25	ASUI	ASUI
University Advising Committee	University Advising Services Director						
University Committee for General Education	Asst. Director of Institutional Research and Assess. or Designee	w/o vote					
University Committee for General Education	CLASS Dean or Designee	w/o vote				History	CLASS
University Committee for General Education	COS Dean or Designee	w/o vote					COS
University Committee for General Education	Director of Academic Advising or Designee	w/o vote				Academic Support Programs	
University Committee for General Education	Director of General Education	w/o vote					
University Committee for General Education	Faculty/CAA		McCleary	Lauren	2025-26	Art & Design	CAA
University Committee for General Education	Faculty/CALS		Glaze	Benton	2025-26	Animal, Vet., and Food Sciences	CALS
University Committee for General Education	Faculty/CBE		Martin	Todd	2027-28	Management	CBE
University Committee for General Education	Faculty/CEHHS		Billing	Carol	2027-28	Curriculum and Instruction	EHHS
University Committee for General Education	Faculty/CNR		Miesel	Jessica	2026-27	Department of Forest, Rangeland, and Fire Sciences	CNR
University Committee for General Education	Faculty/ENGR		Aston	D. Eric	2027-28	Chemical and Biological Engineering	COE
University Committee for General Education	Faculty/Library		Martin	Pamela	2027-28	Library	LIB
University Committee for General Education	Faculty/SBOE GEM - Humanistic & Artistic	Talk to Director of Gen Ed in Appointing	Oswald	Oscar	2025-26	English	CLASS
University Committee for General Education	Faculty/SBOE GEM - Humanistic & Artistic	Talk to Director of Gen Ed in Appointing	Slater	Christine	2026-27	School of Global Studies	CLASS
University Committee for General Education	Faculty/SBOE GEM - Mathematical	Talk to Director of Gen Ed in Appointing	Boester	Tim	2025-26	Mathematics & Statistical Science	COS
University Committee for General Education	Faculty/SBOE GEM - Mathematical	Talk to Director of Gen Ed in Appointing	Welhan	Manuel	2027-28	Mathematics & Statistical Science	COS
University Committee for General Education	Faculty/SBOE GEM - Oral Comm.	Talk to Director of Gen Ed in Appointing	Carter	Diane	2027-28	Psychology & Communication	CLASS
University Committee for General Education	Faculty/SBOE GEM - Oral Comm.	Talk to Director of Gen Ed in Appointing	Folwell	Annette	2027-28	Associate Dean	CLASS
University Committee for General Education	Faculty/SBOE GEM - Scientific	Talk to Director of Gen Ed in Appointing	Heinse	Robert	2024-25	Soil & Water Systems	COS
University Committee for General Education	Faculty/SBOE GEM - Scientific	Talk to Director of Gen Ed in Appointing	Cross	Jeff	2025-26	Chemistry	COS
University Committee for General Education	Faculty/SBOE GEM - Social & Behavioral	Chair, Talk to Director of Gen Ed in Appointing	Kolpan	Katharine	2025-26	Culture, Society and Justice	CLASS
University Committee for General Education	Faculty/SBOE GEM - Social & Behavioral	Talk to Director of Gen Ed in Appointing	Pula	Kacy	2027-28	Psychology & Communication	CLASS
University Committee for General Education	Faculty/SBOE GEM - Written Comm.	Talk to Director of Gen Ed in Appointing	Perry	Emma	2026-27	English	CLASS

University Committee for General Education	Faculty/SBOE GEM - Written Comm.	Talk to Director of Gen Ed in Appointing	Easterbrook	Tyler	2027-28	English	CLASS
University Committee for General Education	Registrar or Designee	w/o vote	Frost	Rebecca	N/A	Registrar's Office	
University Committee for General Education	Student/Undergraduate	ASUI to fill					
University Committee for General Education	Student/Undergraduate	ASUI to fill					
University Assessment and Accreditation Committee	Associate Director of Assessment and Accreditation	ex officio/Non-voting					
University Assessment and Accreditation Committee	Office of Equity, Diversity, and Inclusion Representative	ex officio/Non-voting					
University Assessment and Accreditation Committee	Faculty/CAA						
University Assessment and Accreditation Committee	Faculty/CALS		Hamilton	Melissa	2026-27	Extension	
University Assessment and Accreditation Committee	Faculty/CBE	Chair	Sisodiya	Sanjay	2025-26	Business	
University Assessment and Accreditation Committee	Faculty/CLASS		Johnson	Robin	2025-26	Journalism & Mass Media	CLASS
University Assessment and Accreditation Committee	Faculty/CNR		Strand	Eva	2026-27	Forest, Rangeland and Fire Sciences	CNR
University Assessment and Accreditation Committee	Faculty/COS		Ytreberg	Marty	2025-26	Physics	COS
University Assessment and Accreditation Committee	Faculty/EHHS		Merica	Christopher	2027-28	Movement Sciences	EHHS
University Assessment and Accreditation Committee	Faculty/Engineering		Raja	Krishnan	2026-27	Mechanical Engineering	ENGR
University Assessment and Accreditation Committee	Faculty/Graduate Studies (named by Dean)		Soria	Krista	2026-27	Adult, Organization Learning & Leadership	EHHS
University Assessment and Accreditation Committee	Faculty/Law		Wellman	Karen	2026-27	Law	LAW
University Assessment and Accreditation Committee	Faculty/Library		Kenyon	Jeremy	2026-27	Library	LIB
University Assessment and Accreditation Committee	Recorder, Office of Assessment and Accreditation				N/A		
University Assessment and Accreditation Committee	Strategic Enrollment Managemnt Representative	ex officio/Non-voting					
University Assessment and Accreditation Committee	Student Affairs Representative	ex officio/Non-voting - Blaine to Appoint			N/A		
University Assessment and Accreditation Committee	Vice Provost of Academic Initiatives or Designee	ex officio/Non-voting					
University Curriculum Committee	Director of General Education	w/o vote					
University Curriculum Committee	Faculty Secretary or Designee	w/o vote					
University Curriculum Committee	Faculty/At-Large		Phillips	Derrick	2025-26	WWAMI	
University Curriculum Committee	Faculty/CAA		Isenberger	Stacy	2026-27	Art & Design	CAA
University Curriculum Committee	Faculty/CALS		Doumit	Stacey	2027-28	Animal & Veterinary Sciences	CALS
University Curriculum Committee	Faculty/CBE		Park	Young	2025-26	Business	CBE
University Curriculum Committee	Faculty/CEHHS		Anthony-Stevens	Vanessa	2027-28	Curriculum & Instruction	EHHS
University Curriculum Committee	Faculty/CLASS	Chair	James	Erin	2027-28	English	CLASS
University Curriculum Committee	Faculty/CNR		Shook	Steven	2027-28	Forest, Rangeland and Fire Sciences	CNR
University Curriculum Committee	Faculty/COS		Buzbas	Erkan	2025-26	Mathematics & Statistical Sciences	COS

University Curriculum Committee	Faculty/ENGR		Corden	Dan	2026-27	Civil & Environmental Engr.	ENGR
University Curriculum Committee	Faculty/LAW		Long	Jerry	2027-28	Law	LAW
University Curriculum Committee	Faculty/Library		Lee	Norman	2026-27	Library	LIB
University Curriculum Committee	Registrar or Designee	w/o vote					
University Curriculum Committee	Student/Graduate	GPSA to fill					
University Curriculum Committee	Student/Undergraduate/Upper Division	ASUI to fill					ASUI
University Curriculum Committee	Student/Undergraduate/Upper Division	ASUI to fill					ASUI
University Curriculum Committee	Vice Provost Academic Initiatives or Designee	w/o vote					
University Security & Compliance Committee	Executive Director Public Safety & Security	Chair					
University Security & Compliance Committee	Title IX Coordinator						OCRI
University Security & Compliance Committee	Faculty		Callister	David	2025-26	Eastern District	CALS (Butte County)
University Security & Compliance Committee	Moscow Police Department Representative						
University Security & Compliance Committee	General Counsel Representative	w/o vote					
University Security & Compliance Committee	EHS Safety Specialist						
University Security & Compliance Committee	Dean of Students						
University Security & Compliance Committee	Faculty		Kitchel	Allen	2025-26	Curriculum & Instruction	EHHS
University Security & Compliance Committee	Student/Undergraduate	ASUI to fill					
University Security & Compliance Committee	Faculty/Staff Off-site Representative	Kimberly	Spear	Rhett	2027-28	Plant Sciences	CALS (Aberdeen)
University Security & Compliance Committee	Staff/Staff Council	Staff Affairs to Appoint	Stanton	Mark	2024-25	Auxiliary Services	
University Security & Compliance Committee	Student/Undergraduate	ASUI to fill					
University Security & Compliance Committee	Student/Graduate	GPSA to fill					
University Committee for Academic Certificates in Sustainability	Student	ASUI to fill				ASUI	
University Committee for Academic Certificates in Sustainability	Student/Graduate	GPSA to fill				GPSA	
University Committee for Academic Certificates in Sustainability	Sustainability Director	ex-officio					
University Committee for Academic Certificates in Sustainability	Vice Provost for Academic Initiatives	ex-officio					
University Committee for Academic Certificates in Sustainability	Faculty/CAA		Sonnichsen	Michael	2027-28	Art & Design	CAA
University Committee for Academic Certificates in Sustainability	Faculty/CALS		Lewallen	Chelsey	2026-27		CALS
University Committee for Academic Certificates in Sustainability	Faculty/CBE	Chair	Chung	Yun	2025-26	Business	CBE
University Committee for Academic Certificates in Sustainability	Faculty/CLASS		Ladino	Jenn	2025-26	English	CLASS
University Committee for Academic Certificates in Sustainability	Faculty/CNR		Coleman	Mark	2026-27	Forest, Rangeland and Fire Sciences	CNR

University Committee for Academic Certificates in Sustainability	Faculty/COS		Humes	Karen	2026-27	Earth and Spatial Sciences	COS
University Committee for Academic Certificates in Sustainability	Faculty/EHHS		Cheah	Yin Hong	2027-28	Curriculum and Instruction	EHHS
University Committee for Academic Certificates in Sustainability	Faculty/Engineering		Shrestha	Dev	2025-26	Chemical and Biological Engineering	ENGR
University Committee for Academic Certificates in Sustainability	Faculty/Graduate Studies		James	Erin	2026-27	English	CLASS
University Committee for Academic Certificates in Sustainability	Faculty/Law		Callaway Kellner	Marie	2027-28	Law	LAW
University Committee for Academic Certificates in Sustainability	Faculty/At-Large		Hastings	Rebecca	2025-26	Library	LIB


**OFFICE OF THE PROVOST
AND EXECUTIVE VICE PRESIDENT**

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MEMORANDUM

TO: Kristin Haltinner, Chair, Faculty Senate
Tim Murphy, Vice Chair, Faculty Senate

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

DATE: November 21, 2024

SUBJECT: Items for Faculty Senate

Please see the below table with the faculty members who were approved for a sabbatical in the 2025-26 Academic Year.

NAME	COLLEGE	DEPARTMENT	SABBATICAL TERM
Sarah Campbell	College of Letters, Arts and Social Sciences	Theatre Arts	Spring 2026
Rajal Cohen	College of Letters, Arts and Social Sciences	Psychology and Communication	Spring 2026
Raymond Dixon	College of Education, Health and Human Sciences	Curriculum and Instruction	Spring 2026
Catherine Egan Loiacono	College of Education, Health and Human Sciences	Movement Sciences	Spring 2026
Fritz Fiedler	College of Engineering	Civil and Environmental Engineering	AY 2025-26
Scott Grieshaber	College of Science	Biological Sciences	Spring 2026
Matthew Hedman	College of Science	Physics	Spring 2026
Adam Jones	College of Science	Biological Sciences	Spring 2026
Leda Kobziar	College of Natural Resources	Forest, Rangeland and Fire Sciences	Spring 2026
Katherine Lee	College of Agricultural and Life Sciences	Agricultural Economics and Rural Sociology	AY 2025-26
Kristine Levan	College of Letters, Arts and Social Sciences	Culture, Society and Justice	Spring 2026
Michael McCollough	College of Business and Economics	Business	Fall 2025

Gregory Möller	College of Agricultural and Life Sciences	Soil and Water Systems	Fall 2025
Youngkyun Park	College of Business and Economics	Business	AY 2025-26
Erika Rader	College of Science	Earth and Spatial Sciences	AY 2025-26
Stefanie Ramirez	College of Business and Economics	Business	Spring 2026
Jae Ryu	College of Agricultural and Life Sciences	Soil and Water Systems	Fall 2025
Deborah Stenkamp	College of Science	Biological Sciences	Fall 2025
Kenneth Wallen	College of Natural Resources	Natural Resources and Society	Spring 2026
Alexander Woo	College of Science	Mathematics and Statistical Sciences	AY 2025-26
Sarah Wu	College of Engineering	Chemical and Biological Engineering	Fall 2025
Ata Zadehgo	College of Engineering	Electrical and Computer Engineering	AY 2025-26



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MEMORANDUM

TO: Kristen Haltinner, Chair, Faculty Senate
Tim Murphy, Vice Chair, Faculty Senate

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

DATE: April 21, 2025

SUBJECT: Items for Faculty Senate

Please see the below table with the faculty members who were approved for a sabbatical in the 2026-27 Academic Year.

NAME	COLLEGE	DEPARTMENT	SABBATICAL TERM
Yunhyung Chung	College of Business and Economics	Business	S2027
Kenneth Locke	College of Letters, Arts and Social Sciences	Psychology & Communication	F2026
Tae-Hyung Pyo	College of Business and Economics	Business	AY206-27
Kelly Quinnett	College of Letters, Arts and Social Sciences	Theatre Arts	S2027
Andreas Vasdekis	College of Science	Physics	AY2026-27



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 1520 Constitution of the University Faculty**

Administrative Procedures Manual (APM)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

Policy originator: Kristin Haltinner

Policy sponsor, if different from originator:

Reviewed by General Counsel: __Yes __x_No Name & Date: n/a

Comprehensive review? __Yes __x_No

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

Revised to clarify the past chair terms of office and to highlight the expected continued service of the vice chair (except in special circumstances). These changes are based on proposed revision to FSH 1580 Bylaws of Faculty Senate.

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

None

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

1580 is also being edited. There are two changes: 1) to make it clear that it is expected that a vice chair will continue on as chair except in special circumstances (resignation or a vote of no confidence) and 2) create the position of past chair. This would be an advisory role that would support the chair and vice chair and serve on the executive council.

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

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1520

CONSTITUTION OF THE UNIVERSITY FACULTY

LAST REVISION: September 2022

CONTENTS:

Preamble

Article I. General Provisions

Article II. Faculty Classifications

Article III. Faculty Meetings

Article IV. Responsibilities of the University Faculty

Article V. Faculty Senate

Article VI. Rules of Order

Article VII. Amendments

PREAMBLE. The faculty of the University of Idaho, designated “university faculty,” as defined in article II, section 1, in acknowledgement of the responsibilities entrusted to it for the immediate government of the university by article IX, section 10, of the constitution of the state of Idaho, has adopted and declared this constitution to be the basic document under which to discharge its responsibilities.

ARTICLE I--GENERAL PROVISIONS.

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

Section 2. President. The president of the university is both a member of and the president of the university faculty and is also the president of the other faculties referred to in section 4, below, and in article II. The president is the representative of the regents, the institution’s chief executive officer, and the official leader and voice of the university.

UI FACULTY-STAFF HANDBOOK

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

Section 1520: Constitution of the University Faculty

Section 3. Faculty Senate. This senate is empowered to act for the university faculty in all matters pertaining to the immediate government of the university. The senate is responsible to and reports to the university faculty and, through the president, to the regents. The university faculty, president, and regents retain the authority to review policy actions taken by the senate.

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

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

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

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

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

ARTICLE II--FACULTY CLASSIFICATIONS.

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

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

Section 3. Associated Faculties.

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

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

UI FACULTY-STAFF HANDBOOK
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constituent faculty's representation on the Faculty Senate.

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

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

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

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

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

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

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

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

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

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

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

Section 9. Faculty Welfare. The university faculty recommends general policies and procedures concerning the welfare of faculty members, including, but not limited to, appointment, reappointment, nonreappointment, academic freedom, tenure, working conditions, promotions, salaries, leaves, fringe benefits, periodic evaluations, performance reviews, reassignment, layoff, and dismissal or termination.

UI FACULTY-STAFF HANDBOOK

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

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Section 10. The Budget. Members of the university faculty participate in budgetary deliberations, and it is expected that the president will seek faculty advice and counsel on budgetary priorities that could significantly affect existing units of the university. [See 1640.20, University Budget and Finance Committee.]

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

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

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

ARTICLE V--FACULTY SENATE.

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

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

Clause A. Elected Members.

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

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

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

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

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

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

(6) Students. Two undergraduate students, one graduate student, and one law student serve as voting members of the senate, and the senate provides regulations governing the qualifications, terms of office, and

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election of student members, and procedures for filling vacancies in the student membership. [See 1580 VI.]

Clause B. Members *Ex Officiis*. The president or the president's designated representative and the secretary of the faculty are members *ex officio* of the senate, with voice but without vote. The past chair is a member ex officio of the senate, with voice but without vote, unless the past chair is also a member of the senate pursuant to Clause A above, in which case the past chair is a voting member pursuant to their appointment under Clause A.

Section 3. Officers. Each year the senate elects ~~a chair and~~ a vice chair from among the elected faculty members of the senate. In the event that a sitting vice chair does not wish to become chair or the senate votes not to approve the sitting vice chair to become chair, a chair will also be elected.

Section 4. Terms of Office. Elected faculty members of the senate serve for three years. The academic dean shall serve one year, the staff representatives shall serve for staggered two year terms. The terms of office for student members are as established by the senate. [See 1580 VI.] Newly elected members take office each year on September 1 or on the official opening date of the academic year, whichever is earlier. To carry out the requirement that approximately one-third of the elected faculty members are to take office each year, the senate may shorten the initial term of office of faculty senators elected to fill new positions in the senate to conform to a balanced rotation plan. When members are elected to fill a vacancy, they take office at the first meeting after the election and serve for the unexpired term of the vacancy. A faculty member elected to the senate may serve two consecutive terms. After serving two consecutive terms the faculty senate member must wait one full year before they are again eligible for election [see also FSH 1580 III-3]. The past chair can serve a fourth year (in other words, for one additional year after the expiration of their membership pursuant to Section 2, Clause A) in an ex officio capacity as set forth in Section 2, Clause B.

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

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

Section 7. Vacancies.

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

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

Section 8. Recall. The recall of a member of the senate may be initiated by a petition bearing the signatures of at least 10 percent, or five members, whichever is greater, of the membership of the particular constituency represented. The petition must be delivered to the chair of the senate. On the receipt of a valid petition, the chair calls a meeting of the faculty of the college or other unit and appoints a chair. Charges against the member are presented in writing and the member is given adequate opportunity for his or her defense. A two-thirds majority vote by secret ballot of the members of the college or other unit present at the meeting is necessary for recall, providing the members present constitute a quorum as defined in the bylaws of the college or other unit. In the event that the vote is to recall the senator, the member may appeal the case to the senate within 10 days. If the case is appealed and the senate affirms

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the recall, or if the recall stands for 10 days without appeal, the members of the college or other unit elect another senator. Regular procedures are followed in replacing the recalled person, except that the chair of the senate appoints the chair of the election committee of the college or other unit. During the interval between recall and the election of a replacement, the candidate who received the next highest number of votes in the most recent election acts as the alternate in the senate with full vote.

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

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

Version History

Amended January 2024. Article II, Section 1 revised to clarify that voting rights arise from faculty rank, so that non-faculty in administrative roles do not have voting rights; and to resolve conflict with FSH 1565 regarding the terms on which visiting faculty and lecturers are granted voting rights.

Amended September 2022. Clerical edit to correct cross-reference.

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

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

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

Amended July 2014. Editorial changes.

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

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

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

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

Amended July 2006. Editorial changes.

Amended July 2005. Editorial changes.

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Amended July 2001. Editorial changes.

Amended July 2000. Editorial changes

Amended July 1999. Editorial changes.

Amended July 1997. Editorial changes.

Amended 1986. Content of revision unknown.

Adopted 1968.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 1580 Bylaws of Faculty Senate**

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

Policy originator: Kristin Haltinner

Policy sponsor, if different from originator:

Reviewed by General Counsel: __Yes ☒ __No Name & Date: n/a

Comprehensive review? __Yes __No

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

The recommendations here are intended to improve the strength and continuity of faculty senate/faculty senate leadership. They include two changes: 1) to make it clear that it is expected that a vice chair will continue on as chair except in special circumstances (resignation or a vote of no confidence) and 2) create the position of past chair. This would be an advisory role that would support the chair and vice chair and serve on the executive council.

There is also a change to Article IV, Section 2. At present the policy indicates that the chair/vice chair will be elected three days after the nominating meeting. In practice, we do this 1 week later. The policy was edited to mirror the practice.

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

None

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

1520 will need to be edited to clarify the past chair terms of office and to highlight the expected continued service of the vice chair (except in special circumstances)

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

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CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1580

BYLAWS OF FACULTY SENATE

OWNER:

Faculty Secretary
Francesca Sammarucca
facsec@uidaho.edu

LAST REVISION: July 2019

CONTENTS:

Article I.	Function and Membership
Article II.	Duties of Officers
Article III.	Terms of Office
Article IV.	Election of Officers
Article V.	Meetings
Article VI.	Student Members
Article VII.	Executive Committee
Article VIII.	Other Committees

ARTICLE I--FUNCTION AND MEMBERSHIP. The function and membership of the Faculty Senate are as provided in the constitution of the university faculty. [See 1520 I-3 and V.]

ARTICLE II--DUTIES OF OFFICERS.

Section 1. Chair. The chair shall: preside at meetings of the senate; appoint the secretary, subject to confirmation by the senate; appoint special or *ad hoc* committees in consultation with the senate; maintain lines of communication between the senate and the president, between the senate and the university faculty, and between the senate and the Staff Affairs Committee; serve as a member ex officio without vote of all committees and similar bodies under the jurisdiction of the university faculty; and perform all other duties pertaining to the office of chair. Given the nature of leadership responsibilities and time requirements of this position, it is UI administrative policy that the chair is given the opportunity for release time of up to one course per semester, or equivalent.

Section 2. Vice Chair. The vice chair shall: assume the duties and responsibilities of the chair in the temporary absence or disability of the chair; serve as chair of the Committee on Committees; and perform such other duties as may be assigned by the chair or by the senate.

Section 3. Past Chair. The past chair shall: serve in an advisory capacity to the chair and vice chair and may be responsible for continuing initiatives started during their term as vice chair and chair. The past chair will attend all regular and special meetings. This is a non-voting role unless the past chair is also a senator representing a unit of the University, in which case, all votes by the past chair will be their capacity as a senator.

Section 4. Secretary. The faculty secretary shall be the secretary to the faculty senate and shall maintain minutes and assume other responsibilities set forth in FSH 1570.

ARTICLE III--TERMS OF OFFICE.

Section 1. Members. The terms of office for members of the senate are as provided in the constitution of the university faculty [1520 V-4] and in accordance with these bylaws.

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Section 2. Officers. The term of office for officers of the senate is one year in each role, beginning on September 1 or on the official opening date of the academic year, whichever is earlier. No member may serve as chair more than two consecutive one-year terms. At the end of their term as vice chair, the vice chair will automatically become the chair for the following year unless the senate votes to prohibit this transition as set forth in Article IV below or the vice chair rejects the chair position. At the end of their term as chair, the chair will automatically become the past chair for the following year. the of in the vice chairs

Section 3. Members Completing Unexpired Terms. A member who has been elected or appointed to complete the unexpired term of another member and has served more than half of that term will be considered to have served one full term.[see FSH 1520 V-4 – Terms of Office.

ARTICLE IV--ELECTION OF OFFICERS.

Section 1. Nomination and Confirmation. Each spring, as soon as practicable following the appointment and election of new members of the senate, the president of the university or the president's designated representative calls and presides at a meeting of those who will be members during the ensuing year for the purpose of confirming or rejecting the vice chair transition to chair and nominating candidates for the offices of ~~chair and~~ vice chair, and, if the vice chair is not confirmed to the chair position at this meeting or the vice chair rejects the chair position, the chair, the of Nominations and votes for confirmation are by secret ballot, and no other official business is transacted at this meeting.- The vice chair will be confirmed to the chair position if a majority of all votes cast are in favor of confirmation.

Section 2. Election. At the subsequent meeting, to occur no longer than one week after ~~Not less than three days following~~ the nominating and confirming meeting referred to in section 1, above, the president or the president's designated representative calls and presides at a second meeting of the same group for the purpose of electing ~~the chair and~~ the vice chair, and if the previous vice chair is not confirmed to or rejects the chair position, the chair for the ensuing term. No other official business is transacted at this meeting. The requirement that there be no less than ~~three days~~ one week between the two meetings may be suspended only by the unanimous consent of the members in attendance. The procedures for the election are as follows:

Clause A. Additional Nominations. Before balloting begins for each office, additional nominations may be made for that office.

Clause B. Procedure for Balloting. Elections for officers of the senate are by secret ballot, and a majority of all votes cast is necessary for election, a quorum being present [see V-3]. In the event that more than two candidates are nominated for either office and none receives a majority of the votes cast on the first ballot, balloting continues with the name of the candidate receiving the fewest votes being dropped from the ballot after each vote. In the event that there is no candidate with the fewest votes, balloting continues with all names included until such time as a candidate receives a majority of votes (in which case he or she is declared elected) or until a candidate receives the fewest votes (in which case his or her name is dropped from the ballot and the balloting continues).

ARTICLE V--MEETINGS.

Section 1. Regular Meetings. The senate determines the time and place for its regular meetings.

Section 2. Special Meetings. Special meetings of the senate may be called at any time by the chair. Such meetings must be called upon the request of the president of the university or the president's designated representative. Meetings may be convened by 35 percent of the voting membership with a three-day written notice to all members.

Section 3. Quorum. A quorum is half of the voting members of the senate, including half of the elected membership.

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Section 4. Agenda. The chair is responsible for the agenda and causes it to be issued at least one day before each regular meeting. Notice of special meetings may be given orally, provided each member so notified is informed of the purpose of the special meeting.

Section 5. Order of Business. The usual order of business for regular meetings is: (a) approval of the minutes of the previous meeting; (b) communications; (c) committee reports; (d) special orders; (e) unfinished business and general orders; and (f) new business.

Section 6. Communications. Communications that require action by the senate should be furnished in sufficient quantity to provide one copy for each member of the senate and five copies for the secretary.

Section 7. Alternates. Alternates participate in meetings of the senate only as permitted by the constitution of the university faculty [see 1520 V-7]. This rule does not preclude a member from having another person attend the meeting in his or her stead as an auditor.

Section 8. Policy Actions. Before each regular meeting of the senate, the agenda for that meeting is to be published on the Faculty Senate website. The website shall include the number, if any, and the title of each agenda item involving the formulation or substantive change of policy and also a link to the proposed redline document. Final action may not be taken on any such item unless it has been included in an agenda previously published on the website and distributed electronically to all senators (preferably the Friday before the meeting, but no later than 24 hours prior to the meeting, see Section 4 above); this requirement for prior notice may be suspended only in emergencies and with approval by a two-thirds vote of the senate members in attendance at a meeting, a quorum being present.

Section 9. Motions. Motions involving the formulation or change of policy should be in writing and handed to the secretary. The minutes are to show the names of the person making a motion and of the seconder.

Section 10. Record of Attendance. The minutes are to show the names of members attending and of those absent from meetings.

Section 11. Voting. Voting on motions is by raising a hand. Proxy votes are not allowed. (According to a standing rule of the senate, the chair does not ask how many members abstained from voting on a particular motion, and abstentions are not recorded in the minutes unless a member requests that his or her abstention be recorded.)

Section 12. Open Meetings. The university faculty's general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in FSH 1620.

Section 13. Publication of Minutes. The complete text or a summary of the approved minutes of meetings of the senate is published on the Faculty Senate website and sent electronically to senate members at least one day before the meeting at which they will be ratified.

ARTICLE VI--STUDENT MEMBERS.

Section 1. Qualifications. The two undergraduate-student representatives must have completed at least 26 credits at UI before taking office and must be full-time students as defined in the catalog (regulation O-1). The graduate-student representative must be regularly enrolled in a program leading to an advanced degree.

Section 2. Terms of Office. Student members are elected for one-year terms and are eligible for reelection for a second term.

Section 3. Election. The election of the two undergraduate-student representatives to serve on the senate is entrusted to the ASUI Senate. The election of one graduate-student representative is entrusted to the Graduate and Professional Student Association. The election of one law-student representative is entrusted to the Student Bar Association.

Section 4. Vacancies. Vacancies occurring in student positions are filled by the ASUI and GPSA as appropriate.

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ARTICLE VII--EXECUTIVE COMMITTEE.

Section 1. Function. The function of the Executive Committee is to act for the senate on emergency matters when the senate will not be in regular session for a period of more than two weeks and a quorum cannot easily be convened. The Executive Committee reports to and is subject to the orders of the senate, and the senate retains the authority to review actions of the Executive Committee.

Section 2. Structure and Quorum. The Executive Committee is made up of such members of the senate as are present at a meeting called upon 36 hours' written or oral notice. Seven voting members of the senate constitute a quorum for meetings of the Executive Committee.

Section 3. Officers. The officers of the senate also serve as the officers of the Executive Committee. In the absence or incapacity of both the chair and the vice chair, the members of the Executive Committee attending the meeting designate a chair *pro tempore*.

Section 4. Call of Meetings. Meetings of the Executive Committee may be called on 36 hours' notice by the chair or vice chair or by the president of the university or the president's designee.

ARTICLE VIII--OTHER COMMITTEES.

Section 1. Authority of the Faculty Senate. Under the authority of the constitution of the university faculty, the senate has the responsibility to establish and maintain all university-wide and interdivisional standing and special committees, except those specifically reserved to the president. [See 1420 A-1-c and 1520 IV-11.]

Section 2. General Regulations. The general regulations governing committees, as adopted by the senate and the university faculty, are contained in 1620.

ARTICLE IX--RULES OF ORDER. [See 1520 VI.]

ARTICLE X--AMENDMENTS. These bylaws may be amended by a majority vote of the university faculty, as defined in the constitution of the university faculty [see 1520 II-1], in attendance at a regular meeting, a quorum being present. Amendments that conflict with any provision of the constitution of the university faculty or with regents' policies are without effect. Proposed amendments must have been published in full in the agenda at least one week before the meeting of the university faculty or presented in writing at a meeting previous to the one at which the vote is to be taken.

Version History

Amended July 2019. Changes were made to reflect the restructure of the Faculty Secretary position.

Amended July 2015. Faculty Senate members' Term was expanded allowing an additional term.

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

Amended July 2012. The election process for the graduate student representative on Senate was clarified.

Amended July 2011. The requirements for publishing senate meeting minutes were revised to reflect changes in publishing processes across the university.

Amended July 2010. Editorial changes.

Amended January 2010. The Faculty Council changed its name to Faculty Senate.

Amended July 2000. Editorial changes.

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Amended July 1997. Editorial changes.

Adopted 1979.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment

Policy Number & Title: **FSH 1520 CONSTITUTION OF THE UNIVERSITY FACULTY**

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment

Policy Number & Title:

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

Originator: Francesca Sammarruca, Faculty Secretary

Policy Sponsor, if different from Originator: Torrey Lawrence, Provost

Reviewed by General Counsel ☒ Yes ☐ No

Name & Date: Karl Klein 4/8/25

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
Revisions (mostly in Article V Section 7 Clause A and Section 8) are needed to provide missing information in the selection process of alternate senators in case of a senator's absence or recall.
2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None.
3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
FSH 1580 Bylaws of Faculty Senate.
4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1520

CONSTITUTION OF THE UNIVERSITY FACULTY

LAST REVISION: September 2022

CONTENTS:

Preamble

Article I. General Provisions

Article II. Faculty Classifications

Article III. Faculty Meetings

Article IV. Responsibilities of the University Faculty

Article V. Faculty Senate

Article VI. Rules of Order

Article VII. Amendments

PREAMBLE. The faculty of the University of Idaho, designated “university faculty,” as defined in article II, section 1, in acknowledgement of the responsibilities entrusted to it for the immediate government of the university by article IX, section 10, of the constitution of the state of Idaho, has adopted and declared this constitution to be the basic document under which to discharge its responsibilities.

ARTICLE I--GENERAL PROVISIONS.

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

Section 2. President. The president of the university is both a member of and the president of the university faculty and is also the president of the other faculties referred to in section 4, below, and in article II. The president is the representative of the regents, the institution’s chief executive officer, and the official leader and voice of the university.

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Section 3. Faculty Senate. This senate is empowered to act for the university faculty in all matters pertaining to the immediate government of the university. The senate is responsible to and reports to the university faculty and, through the president, to the regents. The university faculty, president, and regents retain the authority to review policy actions taken by the senate.

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

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

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

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

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

ARTICLE II--FACULTY CLASSIFICATIONS.

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

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

Section 3. Associated Faculties.

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

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

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constituent faculty's representation on the Faculty Senate.

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

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

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

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

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

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

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

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

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

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

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

Section 9. Faculty Welfare. The university faculty recommends general policies and procedures concerning the welfare of faculty members, including, but not limited to, appointment, reappointment, nonreappointment, academic freedom, tenure, working conditions, promotions, salaries, leaves, fringe benefits, periodic evaluations, performance reviews, reassignment, layoff, and dismissal or termination.

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Section 10. The Budget. Members of the university faculty participate in budgetary deliberations, and it is expected that the president will seek faculty advice and counsel on budgetary priorities that could significantly affect existing units of the university. [See 1640.20, University Budget and Finance Committee.]

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

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

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

ARTICLE V--FACULTY SENATE.

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

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

Clause A. Elected Members.

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

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

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

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

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

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

(6) Students. Two undergraduate students, one graduate student, and one law student serve as voting members of the senate, and the senate provides regulations governing the qualifications, terms of office, and

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election of student members, and procedures for filling vacancies in the student membership. [See 1580 VI.]

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

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

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

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

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

Section 7. Vacancies.

Clause A. If it is necessary for a member of the senate to be absent temporarily (more than a month, but less than four months), the candidate who received the next highest number of votes in the most recent election in ~~the college or unit~~ constituency group acts as ~~the member's~~~~his or her~~ alternate in the senate with full vote. In the event that no such candidate is available, the senate chair shall ask the college or unit constituency group to appoint an alternate by a specified date, to serve as a voting member of the senate for the duration of the principal member's absence. If it is necessary for a member to be absent for more than four months, but less than one year, ~~the college or unit constituency group shall hold~~ a special election ~~is held~~ to fill the temporary vacancy. When the senate member returns, ~~they~~~~he or she~~ resumes the position in the senate. If it is necessary for a member to be absent for more than one year, or if the member is unable to complete the term of office for any reason, ~~the college or unit constituency group shall hold~~ a special election ~~is held~~ to fill the unexpired term. [See 1580 VI for procedures covering student vacancies.]

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

Section 8. Recall. The recall of a member of the senate may be initiated by a petition bearing the signatures of at least 10 percent, or five members, whichever is greater, of the membership of the particular constituency represented. The petition must be delivered to the chair of the senate. On the receipt of a valid petition, the senate chair calls a meeting of the faculty of the college or other unit and appoints a chair. Charges against the member are presented in writing and the member is given adequate opportunity for ~~their~~~~his or her~~ defense. A two-thirds majority vote by secret ballot of the members of the college or other unit present at the meeting is necessary for recall, providing the members present constitute a quorum as defined in the bylaws of the college or other unit. In the event that the vote is to recall the senator, the member may appeal the case to the senate within 10 days. If the case is appealed and the senate affirms the recall, or if the recall stands for 10 days without appeal, the members of the college or other unit

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elect another senator. Regular procedures are followed in replacing the recalled person, ~~except that the chair of the senate appoints the chair of the election committee of the college or other unit.~~ During the interval between recall and the election of a replacement, the candidate who received the next highest number of votes in the most recent election acts as the alternate in the senate with full vote. In the event that no such candidate is available, the senate chair shall ask the college or other unit constituency group to appoint an alternate to serve as a voting member of the senate during that interval.

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

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

Version History

Amended January 2024. Article II, Section 1 revised to clarify that voting rights arise from faculty rank, so that non faculty in administrative roles do not have voting rights; and to resolve conflict with FSH 1565 regarding the terms on which visiting faculty and lecturers are granted voting rights.

Amended September 2022. Clerical edit to correct cross-reference.

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

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

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

Amended July 2014. Editorial changes.

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

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

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

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

Amended July 2006. Editorial changes.

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Amended July 2005. Editorial changes.

Amended July 2001. Editorial changes.

Amended July 2000. Editorial changes

Amended July 1999. Editorial changes.

Amended July 1997. Editorial changes.

Amended 1986. Content of revision unknown.

Adopted 1968.



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Faculty Staff Handbook (FSH)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 3780 – Dependent Educational Tuition and Fee Reduction**

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

Policy originator: Faculty Senate

Policy sponsor, if different from originator: Brian Foisy, VPFA

Reviewed by General Counsel: __ Yes Name & Date: Karl Klein, 2/20/25

Comprehensive review? __ No

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

In 2024 Faculty Senate created an ad hoc committee to examine the possibility of expanding the dependent tuition benefit to include more than one child/dependent at a time. This committee worked with the DFA and President’s Office to develop the changes herein. These changes include the addition of a second eligible dependent at a rate of 25% off tuition. (The first child will continue to receive the 50% reduction).

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

<\$55,000 (estimated)

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

N/A

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

July 1

DEPENDENT EDUCATIONAL TUITION AND FEE REDUCTION

LAST REVISION: January 1, 2012.

A. General: The dependent educational tuition and fee reduction benefit (benefit) is a ~~50%~~ reduction in residential (in-state) ~~student~~ tuition and fees for ~~dependents of~~ eligible employees for up to two eligible dependents enrolled in University of Idaho ~~undergraduate or graduate academic credit courses in the same semester. The benefit is a 50% reduction of resident tuition and fees for a first dependent and a 25% reduction of resident tuition and fees for a second dependent.~~ No other fees are waived by this benefit; for example, the benefit does not include additional fees associated with specific courses (e.g., web-based courses or special course and lab fees), specific academic programs (e.g., professional fees), or specific services (e.g., insurance or student activities). The benefit does not apply to noncredit courses, winter intersession or summer session courses, continuing education courses, professional development courses, or courses offered through ~~but not limited to, Independent Study in Idaho, Institutional Online Programs, Self-Support Programs, the College of Law, the Executive MBA Program, the Doctorate of Athletic Training, Professional Practices Doctorate, the McCall Outdoor Science School~~ or the WWAMI Medical Program. There is no limitation on the number of credits that may be taken per semester.

B. Employee: ~~A:~~ A board-appointed University employee on regular appointment who works at least half-time (including those on official leave) is eligible for the dependent educational tuition reduction benefit. A dependent may receive the benefit if the employee is eligible on the first day of the academic term. Only ~~a single two~~ dependents per household, per semester, are at a time is eligible for this benefit.

C. Dependent: A dependent of a University employee is eligible as defined by the Federal income tax code, Section 152. The University reserves the right to request copies of tax returns or other supporting documentation.

C-1. An eligible dependent:

- (a) must be an admitted, degree-seeking student who has met all normal academic requirements for the course(s) taken;
- (b) may receive only one ~~50%~~ dependent educational tuition and fee reduction per semester, and may use the tuition and fee reduction benefit for a maximum of eight semesters (applies to both full and part time students);
- (c) of an employee whose employment terminates due to death or permanent disability shall continue to be eligible for this program until the dependent meets one of the below, whichever comes first:
 - completes a degree
 - reaches the maximum number of eight semesters

D. Application: Applications require ~~approvals/signatures signed approvals~~ of the employee, and the dependent(s), and Human Resources. Applications must be filed before tuition is paid for the semester in which the benefit will be applied. The benefit is not automatically renewed; it must be applied for each semester. Fraudulent certification of dependent eligibility by an employee is grounds for discharge and the employee shall be required to repay all costs associated with the benefit.

E. Termination: If an employee's appointment is terminated during a semester for which the employee's dependent(s) is/are registered for academic work under this policy, the academic work must be terminated unless the applicable tuition is paid, except in the case where employment is terminated due to death or permanent disability.

Version History

Adopted January 2012.



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Faculty Staff Handbook (FSH)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 1580 BYLAWS OF THE FACULTY SENATE**

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

Policy originator: Kristin Haltinner, Faculty Senate Chair

Policy sponsor, if different from originator:

Reviewed by General Counsel: ☒ Yes ☐ No Name & Date: Karl Klein 9/18/24

Comprehensive review? ☐ Yes ☒ No

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

Edited the format for which votes are taken from a raise of hand to a ballot as raising hands is not practical on Zoom.

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

None.

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

None.

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

FSH 1580

Found online at: <https://www.uidaho.edu/governance/policy/policies/fsh/1/1580>

Bylaws of Faculty Senate

Owner:

- **Position:** Faculty Secretary
- **Email:** facsec@uidaho.edu

Last updated: July 01, 2019

PREAMBLE: This section contains the bylaws of Faculty Senate which serve to expand on Article V of the Faculty Constitution ([1520](#)). This section first appeared in the 1979 edition of the Handbook and has remained substantially the same, minor title changes aside, ever since. In January 2010 the Faculty Council changed its name to Faculty Senate. In 2011 the requirements for publishing senate meeting minutes were revised to reflect changes in publishing processes across the university. In July 2012 the election process for the graduate student representative on Senate was clarified. In July 2013 the Faculty Senate's membership was increased again by one member to represent the Student Bar Association. In July 2015 Faculty Senate member's term was expanded allowing an additional term. In July 2019 changes were made to reflect the restructure of the Faculty Secretary position. For further information, contact the Office of the Faculty Secretary (208-885-6151). (ed. 7-11, rev. 7-10, 7-11, 7-12, 7-13, 7-15, 7-19)

CONTENTS:

Article I. Function and Membership
Article II. Duties of Officers
Article III. Terms of Office
Article IV. Election of Officers
Article V. Meetings
Article VI. Student Members
Article VII. Executive Committee
Article VIII. Other Committees

ARTICLE I--FUNCTION AND MEMBERSHIP. The function and membership of the Faculty Senate are as provided in the constitution of the university faculty. (See [1520](#) I-3 and V.) (ed. 7-10)

ARTICLE II--DUTIES OF OFFICERS.

Section 1. Chair. The chair shall: preside at meetings of the senate; appoint the secretary, subject to confirmation by the senate; appoint special or ad hoc committees in consultation with the senate; maintain lines of communication between the senate and the president, between the senate and the university faculty, and between the senate and the Staff Affairs Committee; serve as a member ex officio without vote of all committees and similar bodies under the jurisdiction of the university faculty; and perform all other duties pertaining to the office of chair. Given the nature of leadership responsibilities and time requirements of this position, it is UI administrative policy that the chair is given the opportunity for release time of up to one course per semester, or equivalent. (ed. 7-10)

Section 2. Vice Chair. The vice chair shall: assume the duties and responsibilities of the chair in the temporary absence or disability of the chair; serve as chair of the Committee on Committees; and perform such other duties as may be assigned by the chair or by the senate. (ed. 7-10)

Section 3. Secretary. The faculty secretary shall be the secretary to the faculty senate and shall maintain minutes and assume other responsibilities as set forth in FSH [1570](#). (ed. 7-97, 7-10, rev. 7-11, 7-19)

ARTICLE III--TERMS OF OFFICE.

Section 1. Members. The terms of office for members of the senate are as provided in the constitution of the university faculty ([1520](#) V-4) and in accordance with these bylaws. (ed. 7-10)

Section 2. Officers. The term of office for officers of the senate is one year, beginning on September 1 or on the official opening date of the academic year, whichever is earlier. No member may serve as chair more than two consecutive one-year terms. (ed. 7-10)

Section 3. Members Completing Unexpired Terms. A member who has been elected or appointed to complete the unexpired term of another member and has served more than half of that term will be considered to have served one full term (see FSH [1520](#) V-4 - Terms of Office). (ed. 7-10, rev. 7-15)

ARTICLE IV--ELECTION OF OFFICERS.

Section 1. Nomination. Each spring, as soon as practicable following the appointment and election of new members of the senate, the president of the university or the president's designated representative calls and presides at a meeting of those who will be members during the ensuing year for the purpose of nominating candidates for the offices

of chair and vice chair. Nominations are by secret ballot, and no other official business is transacted at this meeting. (ed. 7-10)

Section 2. Election. Not less than three days following the nominating meeting referred to in section 1, above, the president or the president's designated representative calls and presides at a second meeting of the same group for the purpose of electing the chair and the vice chair for the ensuing term. No other official business is transacted at this meeting. The requirement that there be no less than three days between the two meetings may be suspended only by the unanimous consent of the members in attendance. The procedures for the election are as follows:

Clause A. Additional Nominations. Before balloting begins for each office, additional nominations may be made for that office.

Clause B. Procedure for Balloting. Elections for officers of the senate are by secret ballot, and a majority of all votes cast is necessary for election, a quorum being present (see V-3). In the event that more than two candidates are nominated for either office and none receives a majority of the votes cast on the first ballot, balloting continues with the name of the candidate receiving the fewest votes being dropped from the ballot after each vote. In the event that there is no candidate with the fewest votes, balloting continues with all names included until such time as a candidate receives a majority of votes (in which case he or she is declared elected) or until a candidate receives the fewest votes (in which case his or her name is dropped from the ballot and the balloting continues). (ed. 7-97, 7-10)

ARTICLE V--MEETINGS.

Section 1. Regular Meetings. The senate determines the time and place for its regular meetings. (ed. 7-10)

Section 2. Special Meetings. Special meetings of the senate may be called at any time by the chair. Such meetings must be called upon the request of the president of the university or the president's designated representative. Meetings may be convened by 35 percent of the voting membership with a three-day written notice to all members. (ed. 7-10)

Section 3. Quorum. A quorum is half of the voting members of the senate, including half of the elected membership. (ed. 7-10)

Section 4. Agenda. The chair is responsible for the agenda and causes it to be issued at least one day before each regular meeting. Notice of special meetings may be given orally, provided each member so notified is informed of the purpose of the special meeting.

Section 5. Order of Business. The usual order of business for regular meetings is: (a) approval of the minutes of the previous meeting; (b) communications; (c) committee

reports; (d) special orders; (e) unfinished business and general orders; and (f) new business.

Section 6. Communications. Communications that require action by the senate should be furnished in sufficient quantity to provide one copy for each member of the senate and five copies for the secretary. (ed. 7-10)

Section 7. Alternates. Alternates participate in meetings of the senate only as permitted by the constitution of the university faculty (see [1520 V-7](#)). This rule does not preclude a member from having another person attend the meeting in his or her stead as an auditor. (ed. 7-10)

Section 8. Policy Actions. Before each regular meeting of the senate, the agenda for that meeting is to be published on the Faculty Senate website. The website shall include the number, if any, and the title of each agenda item involving the formulation or substantive change of policy and also include a link to the proposed redline document. Final action may not be taken on any such item unless it has been included in an agenda previously published on the website and distributed electronically to all senators (preferably the Friday before the meeting, but no later than 24 hours prior to the meeting, see Section 4 above); this requirement for prior notice may be suspended only in emergencies and with approval by a two-thirds vote of the senate members in attendance at a meeting, a quorum being present. (ed. 7-97, 7-10, rev. 7-11)

Section 9. Motions. Motions involving the formulation or change of policy should be in writing and handed to the secretary. The minutes are to show the names of the person making a motion and of the seconder.

Section 10. Record of Attendance. The minutes are to show the names of members attending and of those absent from meetings.

Section 11. Voting. Voting on motions is by raising a hand (if the meeting is in person) or electronic polling (if the meeting is online).~~raising a hand.~~ Proxy votes are not allowed. (According to a standing rule of the senate, the chair does not ask how many members abstained from voting on a particular motion, and abstentions are not recorded in the minutes unless a member requests that his or her abstention be recorded.) (ed. 7-10)

Section 12. Open Meetings. The university faculty's general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in FSH [1620](#). (ed. 7-10)

Section 13. Publication of Minutes. The complete text or a summary of the approved minutes of meetings of the senate is published on the Faculty Senate website and sent

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electronically to senate members at least one day before the meeting at which they will be ratified. (ed. 7-97, 7-10, rev. 7-11)

ARTICLE VI--STUDENT MEMBERS.

Section 1. Qualifications. The two undergraduate-student representatives must have completed at least 26 credits at UI before taking office and must be full-time students as defined in the catalog (regulation O-1). The graduate-student representative must be regularly enrolled in a program leading to an advanced degree.

Section 2. Terms of Office. Student members are elected for one-year terms and are eligible for reelection for a second term.

Section 3. Election. The election of the two undergraduate-student representatives to serve on the senate is entrusted to the ASUI Senate. The election of one graduate-student representative is entrusted to the Graduate and Professional Student Association. The election of one law-student representative is entrusted to the Student Bar Association. (ed. 7-10, rev. 7-12, 7-13)

Section 4. Vacancies. Vacancies occurring in student positions are filled by the ASUI and GPSA as appropriate. (rev. 7-12)

ARTICLE VII--EXECUTIVE COMMITTEE.

Section 1. Function. The function of the Executive Committee is to act for the senate on emergency matters when the senate will not be in regular session for a period of more than two weeks and a quorum cannot easily be convened. The Executive Committee reports to and is subject to the orders of the senate, and the senate retains the authority to review actions of the Executive Committee. (ed. 7-10)

Section 2. Structure and Quorum. The Executive Committee is made up of such members of the senate as are present at a meeting called upon 36 hours' written or oral notice. Seven voting members of the senate constitute a quorum for meetings of the Executive Committee. (ed. 7-1)

Section 3. Officers. The officers of the senate also serve as the officers of the Executive Committee. In the absence or incapacity of both the chair and the vice chair, the members of the Executive Committee attending the meeting designate a chair pro tempore. (ed. 7-10)

Section 4. Call of Meetings. Meetings of the Executive Committee may be called on 36 hours' notice by the chair or vice chair or by the president of the university or the president's designee.

ARTICLE VIII--OTHER COMMITTEES.

Section 1. Authority of the Faculty Senate. Under the authority of the constitution of the university faculty, the senate has the responsibility to establish and maintain all university-wide and interdivisional standing and special committees, except those specifically reserved to the president. (See [1420](#) A-1-c and [1520](#) IV-11.) (ed. 7-00, 7-10)

Section 2. General Regulations. The general regulations governing committees, as adopted by the senate and the university faculty, are contained in [1620](#). (ed. 7-10)

ARTICLE IX--RULES OF ORDER. (See [1520](#) VI.)

ARTICLE X--AMENDMENTS. These bylaws may be amended by a majority vote of the university faculty, as defined in the constitution of the university faculty (see [1520](#) II-1), in attendance at a regular meeting, a quorum being present. Amendments that conflict with any provision of the constitution of the university faculty or with regents' policies are without effect. Proposed amendments must have been published in full in the agenda at least one week before the meeting of the university faculty or presented in writing at a meeting previous to the one at which the vote is to be taken.



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Faculty Staff Handbook (FSH)

X Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **1640.82 FACULTY COMPENSATION COMMITTEE**

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

Policy originator: Tim Murphy, Chair of Committee on Committees

Policy sponsor, if different from originator:

Reviewed by General Counsel: __X Yes __No Name & Date: Karl Klein 3/24/25

Comprehensive review? __Yes __No

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

This change will create the Faculty Compensation Committee as decided by Faculty Affairs Committee, based upon a charge from Faculty Senate to review the issue.

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

No financial impact is expected.

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

None.

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

UNIVERSITY FACULTY COMPENSATION COMMITTEE

A. FUNCTION. The function of the University Faculty Compensation Committee (UFCC) is:

A-1. To prepare advice and recommendations for the president, provost and the vice president for finance and administration on matters pertaining to faculty compensation and to submit such advice and recommendations for consideration and approval at Faculty Senate;

A-2. To be involved strategically in the university annual Change in Employee Compensation (CEC) process. The committee will advise on the CEC process and faculty compensation goals, and participate in University hearings and meetings related to such process;

A-3. To investigate, initiate, and/or respond to policy proposals and other issues related to faculty compensation. In particular, the committee will investigate and initiate policy changes and practical proposals for establishing and maintaining adherence to the goal of the market-based compensation scheme of raising actual faculty salaries to 100% of target on average;

A-4. To provide periodic reports to Faculty Senate on matters pertaining to faculty compensation; and

A-5. To diligently pursue any further charges made to the committee by Faculty Senate.

B. INFORMATION GATHERING. The committee is empowered to directly seek any information relevant to its function from the appropriate offices within the University. Further, the provost (or their designee) is the point of contact for the committee to the administration and is responsible for notifying the committee of relevant matters pertaining to faculty compensation and assisting the committee in obtaining relevant information.

C. STRUCTURE AND MEMBERSHIP. The committee is composed of twelve members as follows: the voting members will consist of nine University faculty members; the ex officio (w/o vote) members include the vice president for finance and administration (or designee), the director of human resources (or designee), and the provost (or designee). The committee's chair will be selected by the Committee on Committees and approved by Faculty Senate. The membership is appointed by the Committee on Committees and approved by Faculty Senate and will consist of a broad representation of the university faculty community, including consideration of work location outside of Moscow, tenure status, faculty classification, primary academic home, and years of service at the University.



POLICY COVER SHEET

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

Faculty Staff Handbook (FSH)

X Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 3130 Disruptions of University Operations**

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

Policy originator: Sarah Nelson, FSPG Chair

Policy sponsor, if different from originator: Torrey Lawrence, Provost

Reviewed by General Counsel: ☒ Yes ☐ No Name & Date: Karl Klein, 4/16/25

Comprehensive review? ☐ Yes ☐ No

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

New policy FSH 3130 Disruptions of University Operations has been developed jointly by the Faculty Affairs Committee, Staff Council, and the Faculty Staff Policy Group. It gives all employees the opportunity to make recommendations to their supervisors regarding temporary adjustments to their responsibilities during a disruption to University operations such as a natural disaster or public health emergency. It also gives employees the right to submit a description of the disruption's impact on their work, to be used in the evaluative process.

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

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

FSH 6990 Contagious or Infectious Disease Emergency Response
FSH 3500 Promotion and Tenure

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

FSH 3130
Disruptions of University Operations

- A. Purpose.** The purpose of this policy is to address impacts to employee work in the event of a disruption to University operations.
- B. Scope.** This policy applies to all University employees.
- C. Definition of Disruption.** For the purpose of this policy, a disruption is an unusual event that interrupts or interferes with the normal execution of any University operations at any of its locations and that is of sufficient duration or severity as to materially impact employee work.
- C-1. Large-scale disruptions.** Large-scale disruptions are significant enough to impact the work of all or most employees (e.g., natural disasters or public health emergencies) are addressed in Section E.
- C-2. Limited-scale disruptions.** Limited-scale disruptions are events that affect a small number of employees (e.g., fires, floods, or other disasters that may damage or destroy a building or a laboratory) and are addressed in Section F.
- D. Policy.** This policy applies only to employees experiencing impacts to their work because of disruptions as defined herein. Employees whose work is impacted by personal circumstances should contact their supervisor for guidance. See FSH 3710. If Emergency Actions are taken in accordance with the provisions of FSH 6990 Contagious or Infectious Disease Emergency Response, the provisions of this policy shall also apply.
- E. Large-Scale Disruption Procedure**
- E-1. Determination of disruption.** Whether an event meets the section C definition of a “large-scale disruption” shall be determined in the sole discretion of the president. The determination may be initiated by the president or by an employee.
- a. Initiated by president.** The president may determine whether an event rises to the level of a large-scale disruption and which employees are affected. The president shall communicate the decision and rationale to the affected employees and their supervisors.
- b. Initiated by employee.** Employees may request a declaration of large-scale disruption using the following procedure:
1. The request should address:
 - a. A description of the disruption and how it affects normal execution of University operations;

- b. Employees potentially impacted, if known to the initiator;
- c. Expected material impact to the work of employees; and
- d. Expected duration of the disruption, if known.

2. The request must be submitted to the employee's direct supervisor and shall be routed through the employee's supervisory chain. The administrator at each level may add additional information, insight, and context to aid the president in analyzing the request.

4. The president shall render a decision as soon as reasonably practicable as to whether the event rises to the level of a large-scale disruption and which employees are affected and shall communicate the decision and rationale to the requesting employee(s) and their supervisors.

c. Appeal. The president's decision shall be considered an administrative decision within the meaning of FSH 3840, for faculty. Classified employees may appeal under FSH 3860 C Due Process Procedure.

F. Limited-Scale Disruption Procedure

F-1. Determination of disruption. Affected employees may request a determination of limited-scale disruption using the below procedure; however, in the interest of efficiency, a supervisor may make a request for a determination of disruption for a group of employees, as appropriate, rather than processing multiple individual requests.

a. The request should address:

- 1. A description of the disruption and how it affects normal execution of University operations;
- 2. Employees potentially impacted, if known to the initiator;
- 3. Expected material impact to the work of employees; and
- 4. Expected duration of the disruption, if known.

b. The request must be submitted to the employee's direct supervisor and shall be routed through the employee's supervisory chain. The determination shall be made by the dean or designee (for faculty) or the employee's second-level manager (for staff).

c. Appeal. The dean's or second-level manager's decision shall be considered an administrative decision which can be appealed under FSH 3840, for faculty. Classified employees may appeal under FSH 3860 C Due Process Procedure.

G. Temporary Adjustments to Employee Responsibilities

G-1. In general. Following administrative determination of a disruption under either Section E or Section F above, the following procedure shall be used in determining temporary adjustments to employee responsibilities. In the interest of efficiency, a supervisor may make adjustments to the responsibilities of a group of employees, as appropriate.

a. Staff. An affected staff member may make recommendations to their direct supervisor regarding their responsibilities during the disruption, such as changes in location, schedule, or mode of delivery, to maximize safety and best preserve the effectiveness of the employee's work. If a mutually agreeable arrangement cannot be found, the employee's second-level manager shall make the final decision.

b. Faculty

1. Teaching

An affected faculty member may make recommendations to their direct supervisor regarding their responsibilities during the disruption, such as changes in mode of delivery, method, location, class size, course load, or schedule, so as to maximize safety and best preserve teaching effectiveness. If a mutually agreeable arrangement cannot be found, the dean or designee shall make the final decision.

2. Scholarship and Creative Activity

An affected faculty member may make recommendations to their direct supervisor regarding their responsibilities during the disruption. It is recognized that a disruption can have long-term impact on a faculty's productivity. Faculty should work with their supervisor to develop a recovery plan to be incorporated into the articulation of goals in their annual evaluation. If a mutually agreeable arrangement cannot be found, the dean or designee shall make the final decision.

3. Outreach and Extension

An affected faculty member may make recommendations to their direct supervisor regarding their responsibilities during the disruption, such as changes in mode of delivery, method, location, or schedule, to maximize safety and best preserve the effectiveness of the

extension/outreach program. If a mutually agreeable arrangement cannot be found, the dean or designee shall make the final decision.

4. Service and Leadership

An affected faculty member may make recommendations to their direct supervisor regarding their responsibilities during the disruption so as to maximize safety and best preserve effectiveness of service and leadership. If a mutually agreeable arrangement cannot be found, the dean or designee shall make the final decision.

H. Evaluation of Employee Performance

H-1. Disruption impact statement in evaluation of faculty performance.

Following administrative determination of a disruption under either Section E or Section F above, faculty shall have the option of providing a disruption impact statement. The statement will constitute a part of any current or future performance evaluations, including annual performance evaluation, third-year review, tenure, and promotion, as applicable. The statement may describe how the disruption has affected the exercise of their official duties. Once submitted, the statement cannot be withdrawn. The Office of the Provost and Executive Vice President shall notify employees that they have the option of providing the statement and provide guidance regarding the statement. In the case of tenure and promotion, the statement addressed in this section is additional to the Candidate Statement described in FSH 3500 D-1.b.

H-2. Disruption impact statement in evaluation of staff performance. Following administrative determination of a disruption under either Section E or Section F above, staff employees shall have the option of providing a disruption impact statement. The statement will constitute a part of any current or future performance evaluations, including annual performance evaluation as applicable. The statement may describe how the disruption has affected the exercise of their official duties. Once submitted, the statement cannot be withdrawn. Human Resources shall notify employees that they have the option of providing the statement and provide guidance regarding the statement.

I. Termination. The president may terminate determinations of large-scale disruptions, and the deciding dean or second-level manager may terminate determinations of limited-scale disruptions, if deemed no longer necessary. Temporary adjustments to employee responsibilities enacted under section G of this policy will remain in effect only for so long as the determination of disruption remains in effect, or for 180 days, whichever is longer.



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Faculty Staff Handbook (FSH)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 4000 Academic Freedom and Responsibilities**

Administrative Procedures Manual (APM)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

Policy originator: Kristin Haltinner

Policy sponsor, if different from originator: Torrey Lawrence, Provost

Reviewed by General Counsel: __xYes Name & Date: Kim Rytter, 2/25/25

Comprehensive review? __ No

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

FSH 4000 as it currently stands refers directly to the board policy. We propose taking the language directly from the state board and placing it in FSH. Doing so will ensure that faculty are aware of and engaged with any future changes to the policy made by the board rather than automatically having our policy change (as a result of their change).

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

None

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

None

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

July 1

UI FACULTY-STAFF HANDBOOK
CHAPTER FOUR:
GENERAL ACADEMIC POLICIES

4000

ACADEMIC FREEDOM AND RESPONSIBILITY

LAST REVISION: January 2023

- A. Purpose
- B. Scope
- C. Definitions
- D. Students
- E. Faculty
- F. Institutions

A. PURPOSE. It is the policy of the University of Idaho to protect the academic freedom and promote the academic responsibilities of faculty, students, and the institution as set forth in Board of Regents Policy III.B. Academic Freedom and Academic Responsibility. RGP III.B. This policy mirrors that adopted by the Idaho State Board of Education as it existed in February 2025.

B. SCOPE. This policy applies to all faculty and students at the University of Idaho.

C. DEFINITIONS

C.1. ACADEMIC FREEDOM is a long-standing philosophical, legal, and constitutional principle of freedom of speech that advances the right of postsecondary students, faculty, and institutions to pursue educational opportunities that seek, examine, apply, discuss, and build knowledge, theories, values, concepts, or ideas without fear of censorship, retaliation, or threat to institutional status.

C.2. ACADEMIC RESPONSIBILITY is the commitment by students, faculty, and institutions to strive to protect the academic freedom of others by appreciating their special position in the community, performing academic obligations with intellectual honesty, promoting the free exchange of ideas, and showing respect toward those with whom they both agree and disagree.

C.3. FACULTY are employed to forward the academic mission of a college or university through teaching, research, service, and other scholarly contributions. Students may assume similar employment with institutions as graduate teaching or research assistants. Further, post-doctoral researchers may assume similar employment with institutions. In addition to the foregoing definition, faculty are employees of the institution pursuant to Board Policy II.G.

C.4. STUDENT means any person duly admitted and enrolled at an institution under governance of the Board as defined in Board Policy III.

D. STUDENTS

D-1. POLICY. It is the policy of the University of Idaho to protect the academic freedom and promote the academic responsibilities of faculty, students, and the institution as set forth in Board of Regents Policy

III.B. Academic Freedom and Academic Responsibility. RGP III.B. **ACADEMIC FREEDOM OF STUDENTS.**

In addition to constitutionally protected freedoms of speech, assembly, and religion, students have the right to engage in free inquiry, intellectual debate, and freedom of scholarship both on and off campus. Students shall not be subject to retaliation, or censorship in response to their beliefs, opinions, research, publications, creative activity, and participation in institutional governance. Students are subject to the responsibilities outlined in ~~paragraph~~ section 2-BD-2 of this policy. This academic freedom includes but is not limited to:

a.

Instructional Environments

- i. Students have the right to express personal opinions about concepts and theories presented in their courses and to disagree with opinions expressed by faculty and fellow students, even as they continue to be responsible for the assigned course content.
- ii. Students are entitled to fair and even treatment in all aspects of student-faculty relationships.
- iii. Students may not be directed or otherwise compelled to personally affirm, adopt or adhere to any particular political, religious or philosophical tenet or ideology.
- iv. Students shall not be evaluated on the basis of their adherence to any particular political, religious, or philosophical tenet or ideology.

b. Research, Publication, and Creative Activity

- i. Students may pursue research topics of their choosing, pursuant to institutional research standards.
- ii. Students have the right to publish and present their research as well as engage in the production and exhibition of creative works.
- iii. Students are entitled to attribution for discoveries and original research conducted.

c. Participation in Institutional Governance

- i. Students have the right to participate in institutional governance through appropriate institutional processes.
- ii. Students have the right to express opinions and provide feedback concerning institutional governance and administration without fear of censorship or retaliation.
- iii. In matters of disciplinary action, students have the right to due process and to be held accountable using academic standards and institutional procedures.

d. Community and Campus Involvement

- i. Students have the right of free expression on and off campus.
- ii. Students have the right to organize student associations and to request official recognition or status from their institution for such associations.
- iii. Students have the right to be free from requirements to make personal or political choices against their beliefs or values

D-2. ACADEMIC RESPONSIBILITIES OF STUDENTS

Academic freedom carries certain responsibilities which broadly include contributions to the academic community, acknowledgement of the validity of a diverse range of perspectives, commitment to learning relevant information, and good stewardship of the academic community. Students assume, at minimum, the following responsibilities in relation to academic freedom:

a. By enrolling in a public postsecondary institution, students agree to adhere to the institutions' student codes of conduct and to respect the rights of others, including the right to express differing opinions. Students also agree to acknowledge that faculty may expose students to a broad range of diverse perspectives, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus.

Expression of dissent and attempts to produce change shall not be carried out in ways which injure individuals, damage institutional facilities, disrupt classes, or interfere with institutional activities. Students who seek to call attention to grievances must do so in accordance with institutional policies and procedures, and in ways that do not significantly impede the academic functions of the institution.

b. Students have a responsibility to engage in scholarship, learn material that is relevant to course outcomes, and adhere to course syllabi, institutional student codes of conduct, and other institutional policies related to research and publication.

c. Students are responsible for the academic integrity of their coursework, including, but not limited to, producing original works for assignments, completing assessments, and activities using their own knowledge and experience.

d. Students are responsible for conducting and reporting research in an ethical manner. The design, conduct, and presentation of research may exist beyond the contexts of a specific course. However, students are subject to an institution's expectations for scholarly inquiry and academic integrity.

e. Students shall not threaten the rights or the safety of others while exercising academic freedom. Students will frequently participate in pluralistic learning environments, but shall not be required to make personal or political choices against their beliefs or values.

E. FACULTY

E-1. ACADEMIC FREEDOM OF FACULTY

In addition to constitutionally protected freedoms of speech, assembly, and religion, faculty have the right to engage in free inquiry, intellectual debate, and freedom of scholarship both on and off campus. Faculty shall not be subject to retaliation or censorship in response to their research, publications, creative activity, pedagogy, participation in institutional governance, and all other official aspects of their job description.

When speaking or writing as a citizen, each faculty member should be free from institutional censorship or discipline.

Faculty are subject to the responsibilities outlined in [paragraph 3.b-section E-2](#) of this policy. This academic freedom includes but is not limited to:

a. Pedagogy and Curriculum Development

i. Faculty have the right to determine course content, including the use of relevant materials, subject to institutional curriculum development processes and policies.

ii. Faculty have the right to determine the instructional methodologies used to engage learners in the course content and evaluate student performance.

b. Research, Publication, and Creative Activity

- i. Faculty may pursue research topics of their choosing, pursuant to institutional research standards.
- ii. Faculty have the right to publish and present their research as well as engage in the production and exhibition of creative works, within the requirements of Board Policy V.M. related to intellectual property.
- iii. Faculty are entitled to attribution for discoveries and original research.

c. Participation in Institutional Governance

- i. Faculty have the right to participate in institutional governance.
- ii. Faculty have the right to express opinions and provide feedback concerning institutional governance and administration without fear of censorship or retaliation.
- iii. In matters of promotion, tenure, and disciplinary action, faculty have the right to due process and to be judged by their peers using established academic standards and institutional procedures
- iv. Faculty have the right to participate in institutional processes that determine who may teach, what may be taught, how it shall be taught, and what methods will be used for student admission.

E-2. ACADEMIC RESPONSIBILITY OF FACULTY

Academic freedom carries with it certain responsibilities which broadly include maintaining competence in scholarship, exposing students to a diverse range of perspectives, ensuring that students are taught relevant information, and being good stewards of the academic community. Faculty assume, at minimum, the following responsibilities in relation to academic freedom:

- a. Each faculty member of the institution is a citizen, a member of a learned profession, and a representative of the institution. Membership in the academic community imposes on faculty an obligation to respect the rights of others, including the right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus. Expression of dissent and attempts to produce change shall not be carried out in ways which injure individuals, damage institutional facilities, disrupt classes, or interfere with institutional activities. Faculty who seek to call attention to grievances must do so in accordance with institutional policies and procedures, and in ways that do not significantly impede the academic functions of the institution. As a member of the academic community and a representative of the institution, each faculty member should at all times be intellectually honest, exercise appropriate restraint, and make every effort to indicate that he or she is not an official spokesperson for the institution. Furthermore, each faculty member must refrain from using institutional resources to further his or her interests or activities which are not a part of the assigned responsibilities to the institution.
- b. Faculty members are expected to maintain professional competence in their field(s) of specialization, congruent with their teaching, service, and scholarly expectations.
- c. Faculty are responsible for presenting the content in their courses in a way that is consistent with the collective goals of the institution, college, and department or program. When presenting content, faculty may expose students to an intellectual diversity of scholarly and creative views related to the faculty member's discipline and/or specific field of study.
- d. Faculty shall meet their workload requirements established in their employment agreements. This may include the expectation that the faculty member conducts class, meets with and mentors

students, provides clear learning outcomes, and/or participates in group deliberations to develop instructional programs.

e. Faculty are responsible for participating in institutional processes to establish goals for student learning, to design and implement general programs of education and specialized study that intentionally cultivate intended learning, and to assess students' achievement.

f. Faculty shall not threaten the rights or the safety of students, other faculty, and administrators, while exercising academic freedom. Faculty may not refuse to enroll or teach a student because of the student's beliefs, interpretations, or applications of knowledge. Faculty have the responsibility to facilitate pluralistic learning and work environments, but shall not require others to make personal or political choices against their beliefs or values.

F. INSTITUTIONS

F-1. ACADEMIC FREEDOM OF INSTITUTIONS

Institutional rights to academic freedom are in concert with the academic freedom of students and faculty. A college or university has the autonomy to create and maintain an atmosphere which is most conducive to a diverse range of scholarship. Institutions have the right to develop processes that determine who may teach, what may be taught, how it shall be taught, and what methods will be used for student admission, pursuant to Board Policy III.Q.

Institutions perform functions, such as the selection of faculty and admission of students, that are intertwined with the exercise of academic freedom. The academic freedom of an institution is necessary to protect and support the academic freedom of those who comprise an institutional community.

F-2. ACADEMIC RESPONSIBILITY OF INSTITUTIONS

Academic freedom carries with it certain responsibilities which broadly include the educational functions of an institution, the ethical administration of academic affairs, and the protection of student and faculty academic freedom. Institutions assume, at minimum, the following responsibilities in relation to academic freedom:

a. Institutions have a responsibility to set, maintain, and enforce policies that protect the academic freedom and promote the academic responsibility of faculty and students

b. Institutions shall adopt appropriate procedures for transparently evaluating the members and activities of the academic community that are consistent with and respectful of the ideals of academic freedom.

c. Institutions shall also dedicate adequate resources, space, and programming toward the advancement of academic freedom among its greater community.

d. Institutions have a responsibility to create and deliver academic programs and shall develop appropriate policies and processes to aid content and curriculum delivery that are consistent with the ideals of academic freedom.

e. Institutions must create admissions and selection policies, procedures, and practices for students that are in harmony with the academic mission of the institution and that are consistent with the ideals of academic freedom.

f. Institutions have the responsibility to facilitate pluralistic learning environments, but shall not require others to make personal or political choices against their beliefs or values

G. LIMITATIONS

The following limitations exist to the academic freedom and academic responsibility of students, faculty, and institutions:

- a. Academic freedom does not permit members of an institutional community to harass, threaten, or intimidate others.
- b. Student academic freedom does not grant students the right to refuse to complete assigned coursework without consequence.
- c. Academic freedom does not protect faculty members from colleague or student challenges to, or disagreement with, their instructional methods.
- d. Academic freedom does not protect faculty or students from institutional or non-institutional penalties for violating the law.
- e. Academic freedom does not confer the right to faculty or students to violate institutional policies; though academic freedom does confer the right of faculty and students to criticize such policies.
- f. Academic freedom does not protect faculty or students from disciplinary action consistent with established institutional policies
- g. Academic freedom does not protect faculty or students from sanctions or dismissal for professional misconduct or poor performance consistent with established institutional policies.
- h. Academic freedom does not protect faculty or students from investigations into allegations of or discipline for scientific misconduct or other violations of institutional policy.

Version History

Amended January 2023. Revised to incorporate by reference Board of Regents Policy III.B. Academic Freedom and Academic Responsibility. Because Board of Regents policy addresses both faculty and student rights and responsibilities, this UI policy was moved from Chapter 3 Employment Information, where it was formerly FSH 3160, to Chapter 4 General Academic Policies.

Amended December 2006. Editorial changes.

Amended July 2000. Editorial changes.

Amended July 1997. Editorial changes.

Amended July 1996. Added section B-3-c.

Amended June 1989. Added section B-3a/b.

Adopted 1979.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 4310 Academic Advising and Counseling**

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

Policy originator: Dean Kahler, Vice Provost for Strategic Enrollment Management

Policy sponsor, if different from originator:

Reviewed by General Counsel: ☒ Yes ☐ No Name & Date: Karl Klein 4/18/25

Comprehensive review? ☒ Yes ☐ No

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

The current policy does not reflect how the University of Idaho is actually operating. The policy is revised to reflect current and recommended practices.

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

None.

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

None.

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

Requested effective July 1, 2025

ACADEMIC ADVISING AND COUNSELING AND MENTORING

LAST REVISION: June 2009

CONTENTS:

- A. ~~Policy~~Purpose
- B. ~~Definitions~~Scope
- C. ~~Responsibilities~~Policy
- D. Procedures

A. PURPOSE. This policy regulates academic advising and mentoring for undergraduate students at the University of Idaho.

Commented [DW1]: As amended at 5/7/25 University Faculty Meeting.

B. SCOPE. This policy applies to students, faculty and academic administrators.

C. POLICY

A. POLICY

CA-1. Under the freedom of choice that is inherent in the American system, career objectives are each person's own choice. Having enrolled in a degree seeking program at the -U of I- as a means of attaining career and educational objectives, the student agrees to meet the requirements of a curriculum as specified by the faculty and the regents. The primary responsibility of meeting degree requirements rests with the students. The role of advisors, mentors, or other campus support services is to assist students. The students are responsible for making and attending appointments.

AC-2. Each prospective or matriculating student is provided with the assistance of an academic adviser/advisor. Advisers are faculty members established in their chosen fields and are assigned because of their experience, interest, and desire to aid students. The role of advisers/advisors is to aid students in planning further evaluating their career objectives and to help them select courses required in their chosen curriculum/degree program progression and selecting appropriate courses. Advisors also support students through their university experience by connecting them with appropriate campus resources, services, and opportunities. Students may also be provided with the assistance of a faculty mentor. The role of faculty mentors is to assist students with career planning and professional development.

C-3. Each college is given the autonomy to establish its own advising model and the appropriate roles to support that model, which is managed by each colleges' respective dean.

A-3. Students who are uncertain regarding career objectives or are having difficulty with required courses should be referred to the Counseling & Testing Center or to the Career Services Center. The specialists in these centers provide further aid to students in reaffirming or in modifying their career objectives and personal goals.

A-4. In all these matters, the primary responsibility rests with the students themselves. They are responsible for meeting curricular requirements as specified. The role of advisers and the specialists at the Counseling & Testing Center or at the Career Services Center is to assist students.

A-5. The responsibility of faculty members to serve as advisers is second only to teaching. To this end, advisers are available a reasonable number of scheduled hours each week to aid individual students. When schedules require, faculty members may ask that students make appointments in advance.

A-6. For their part, students are responsible for making appointments during scheduled conference hours and for

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Chapter IV: ACADEMIC POLICIES AND REGULATIONS
Section 4310: Academic Advising and Counseling

meeting appointments promptly. Moreover, they must use discretion in the amount of time that they spend with the adviser.

B. DEFINITIONS. Student advising and counseling consist of three phases: preregistration advising, curriculum advising, and counseling and career planning.

B-1. Preregistration Advising. Preregistration advising is done by faculty members during the scheduled preregistration periods. The purposes are: (1) to see that students enroll in the courses that they should be taking that semester as determined either by the standard curriculum as published in the catalog or as distributed by the subject matter area or by individual programs worked out during the preregistration period or during curriculum advising sessions at some other time; and (2) to see that the registration packets are filled out properly.

B-2. Curriculum Advising. Curriculum advising is done by faculty members at a convenient time. The purposes are: (1) to provide students with information to assist in determining goals within the framework of a particular curriculum; (2) to assist students in choosing among the various options available within a given curriculum with a view to students' career goals; and (3) to assist students in selecting the elective courses best suited to support the basic curriculum and their other educational goals.

B-3. Counseling and Career Planning. The purpose of counseling is to assist students in understanding and resolving their educational, vocational, and personal problems. Counseling is carried out by members of the faculty, the Counseling & Testing Center, and the Career Services Center as the needs of students require.

CD. Responsibilities. PROCEDURES

CD-1. Students. The principal responsibilities of students are to: (1) to select educational goals and the curriculum to follow in order to achieve these goals; (2) to be informed on rules, regulations, and curricular requirements in the catalog for their program; (3) to take the initiative, when the need arises, to consult with advisers before problems become critical; (4) to maintain responsibility for their own academic decisions and take into account the advice given concerning the curriculum; and (5) when a change in goals or curriculum becomes desirable, to weigh the matter carefully, to seek the services of the Counseling & Testing Center if necessary, to make a decision, and to follow through on the decision.

CD-2. Faculty Members/Academic Advisors. A faculty member or professional advisor may serve as an academic advisor. The principal responsibilities of members of the faculty/academic advisors are to be: (1) to be informed on rules and regulations in the catalog; (2) to have a thorough understanding of applicable degree programs; (3) to be aware of developments and opportunities in their own fields that would have a bearing on the student's choice of options and elective courses; (4) to be familiar with all relevant campus resources, services, and opportunities; (5) to provide information concerning graduate study or extended professional preparation; (6) to be ready to call upon the resources of the university, such as specialists in other curricula, the Counseling & Testing Center, and the Career Services Center, in assisting students; (7) to be patient and to offer advice in a pleasant, considerate, and professional manner; and (8) to be available by appointment and at an appropriate number of posted, scheduled office hours.

Activities for Academic Advisors include, but are not limited to, the following:

- Assist students on the selection of majors, minors, certificates, and other programs offered by the university.
- Provide proactive guidance to ensure students' progress toward degree completion.
- Assist students in selecting courses and approve course schedules.
- Assist students with petitions, substitutions, waivers, withdrawals, and other curricular processes, in coordination with faculty mentors or College personnel.
- Connect students to relevant campus resources, services, and opportunities available through the university.
- Communicate regularly with academic units concerning courses, curricular changes, and student

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Section 4310: Academic Advising and Counseling

opportunities.

CD-3. Administrators/Faculty Mentors. The principal responsibilities of administrators/faculty mentors are to: are: (1) in consultation with their faculties, to develop plans of preregistration and curriculum advising suited to the educational philosophy of the college, its curricula, and the needs of the students; (2) to assign well-prepared faculty members and adequate physical arrangements to the advising programs so that advising may be accomplished with maximum effect and maximum convenience to both the students and the faculty; (3) to have a thorough understanding of departmental curricula; (32) to take advising duties into account in assigning routine tasks to the various members of their faculties; (4) to be aware of developments and opportunities in their fields; (4) to give due credit for student advising in evaluating the performance of faculty members assigned advising duties; bearing in mind that with these members of their faculties, advising is second only to actual classroom teaching in the priorities of duty; and (5) in recruiting new faculty members, to keep in mind the need of possible additional advisers; (4) to be familiar with relevant campus resources, services and opportunities; (4) to be available by appointment and maintain accessible office hours.

Mentoring activities may include, but are not limited to, the following:

- Assist students with career planning or refer students to the appropriate resources on campus.
- Provide information concerning internships, graduate study, extended professional preparation, and post-graduation opportunities.
- Advise students on the construction of resumes and other professional documents.
- Assist students with applications for post-graduate opportunities.
- Write recommendation letters to support student applications to graduate school, potential employers, scholarships, or grants.

All mentoring activities conducted by faculty members shall be counted towards the Teaching and Advising component of their Position Description and Annual Evaluations.

D. Procedures.

D-14. Academic Administrators. The responsibilities of academic administrators are to: (1) develop degree plans in consultation with program faculty members that are suited to the educational philosophy of the college, its curricula, and the needs of the students; (2) communicate with advisors and mentors about changes, bottlenecks, or potential barriers in curricula and degree plans; (3) give due credit for student advising and/or mentoring in Position Descriptions and Annual Evaluations. Each student should be advised by an established faculty member in the student's field. Only carefully selected faculty members—those who have the personality, interest, and incentive for advising students—should participate.

D-2. During the regular preregistration period, faculty advisers should not attempt to advise by individual conferences more than about 25 students, including graduate students. (This number may be adjusted upward or downward in the light of the complexity of preregistration advising in a particular subject matter area.)

D-3. If a faculty adviser's load must exceed 25 students, it would be advisable to separate preregistration advising from curriculum advising, to advise lower-division students in groups, and to arrange individual curriculum advising conferences, particularly with new students, as soon as possible after registration.

D-4. When group preregistration advising is used, the faculty adviser may be assisted by well-prepared upper-division students who are majoring in the curriculum. The assistants should work directly with small groups of students while the faculty adviser exercises general supervision and resolves problems. When the student's study list is completed, the faculty adviser should check it and, at that time, schedule a definite appointment with each new student for an individual curriculum advising conference.

Version History:

UI FACULTY-STAFF HANDBOOK
Chapter IV: ACADEMIC POLICIES AND REGULATIONS
Section 4310: Academic Advising and Counseling

Amended August 2009. Updated department names and minor editorial changes.

Amended July 1989. Editorial changes.

Adopted 1979.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 4120 Catalog Change Procedure**

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

Policy originator: Erin James (chair) and Karen Humes (member), Ad-Hoc faculty committee for development of an Intercollege Curriculum Committee

Policy sponsor, if different from originator: Lindsey Brown, Registrar

Reviewed by General Counsel: __Yes x No Name & Date:

Comprehensive review? __Yes _x_ No

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

In AY 2023-24, FSH 4120 was amended to expand the authority for submitting curriculum change proposals to UCC (previously limited to department units and colleges) to include the authority for interdisciplinary faculty committees to submit proposals to UCC for intercollege interdisciplinary programs. The change last year was catalyzed by the formation of a university-wide committee to develop and maintain curriculum for the Academic Certificate in Sustainability. The demand for interdisciplinary programs is such that concerns arose this year around the creation of Faculty Senate-appointed committees for each individual intercollege program, both existing and newly proposed. The change to FSH 4120 proposed here is formalize just one university-wide Faculty Senate-appointed Intercollege Curriculum Committee (ICC) to serve in a role analogous to colleges for curriculum change process (only) for intercollege programs. Faculty working groups for individual intercollege programs will continue to serve in a role analogous to departments, with respect to submitting curriculum changes for intercollege programs to the newly formed ICC.

The proposed additions have been reviewed by the policy owner (UI Registrar).

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

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

Other proposed policy changes that serve as companions to this one include:

a) A proposed addition to FSH 1640 to create the ICC (1640.XX Intercollege Curriculum Committee)

b) The proposed deletion of FSH 1640.93, which describes a Faculty Senate-appointed committee specific to the Academic Certificate in Sustainability. That committee will revert to an intercollege faculty working group on curriculum for that specific program, to be governed by bylaws under development by that faculty group.

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified. July 1, 2025

4120 - Catalog Change Procedures

Last updated: July 2022

A. PURPOSE. The purpose of this policy is to provide for appropriate faculty review of catalog changes and to provide for timely processing of those changes so that students have access to accurate catalog information regarding curricular requirements and course offerings.

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

C. DEFINITIONS

C-1. Routine curricular changes. Changes identified as [Group A changes](#) by the University Curriculum Committee.

C-2. Substantive curricular changes. Changes identified as [Group B and C changes](#) by the University Curriculum Committee.

C-3. UCC. University Curriculum Committee.

D. POLICY. Catalog changes shall be processed with appropriate faculty review in a timely manner in order to provide students with accurate catalog information regarding curricular requirements and course offerings.

E. PROCEDURE

E-1. Routine curricular changes

a. Each routine curricular change proposal shall be submitted to the relevant unit and college for approval following all notice and approval procedure contained in unit or college bylaws. For inter-college interdisciplinary programs that are designed and assessed by a group of faculty from more than one college, the proposal shall first be approved by the intercollege curriculum working group responsible for proposing a new program or maintaining curriculum for an existing program, and then be submitted to the university-level Intercollege Curriculum Committee (ICC) appropriate university-level interdisciplinary committee for approval following the committee's curricular approval procedures. Any graduate-level program that progresses through the ICC must then be vetted by the Graduate Council before review by the UCC. Intercollege programs established before Spring 2025 and administratively housed in a single college or with specialized accreditation requirements can choose to take curricular changes through their home college instead of the ICC.

b. Following approval by the unit and college or by the ~~interdisciplinary committee~~ICC, the college or committee shall submit the proposal for review to the UCC. The UCC Secretary will distribute a list of all proposed curricular changes to all university faculty members at least 48 hours before each meeting.

Commented [DW1]: As amended at the 5/7/25 University Faculty Meeting.

c. If approved by the UCC, the UCC Secretary shall send the proposal to the Office of the Registrar for implementation after a waiting period of at least seven days, provided that the UCC Secretary has not received a valid petition signed by at least five faculty members requesting Faculty Senate review.

i. If the UCC Secretary receives a valid petition as described in E-1.c. by the established deadline, the UCC Secretary shall refer the proposal to Faculty Senate for review, except that a petition concerning courses or curricula in the College of Letters, Arts, and Social Sciences signed by five members of the college faculty shall be returned to the college for further consideration rather than being sent to Faculty Senate.

ii. If approved by Faculty Senate, the proposal will be forwarded to the provost for final approval. If disapproved by Faculty Senate or the provost, the proposal will be sent back to the proposal originator for further consideration.

iii. The Faculty Secretary shall forward all routine curricular changes approved by the provost to the Office of the Registrar for implementation.

E-2. Substantive curricular changes

a. Each substantive curricular change proposal shall be submitted to the relevant unit and college for approval, following all notice and approval procedure contained in unit or college bylaws. For inter-college interdisciplinary programs, that are designed and assessed by a group of faculty from more than one college, the proposal shall first be approved by the intercollege curriculum working group responsible for proposing a new program or maintaining curriculum for an existing program, and then be submitted to the ~~appropriate~~ university-level ~~interdisciplinary Curriculum C~~ommittee for approval following the committee's curricular approval procedures. Any graduate-level program that progresses through the ICC must then be vetted by the Graduate Council before review by the UCC. Intercollege programs established before Spring 2025 and administratively housed in a single college or with specialized accreditation requirements can choose to take curricular changes through their home college instead of the ICC.

b. Following approval by the unit and college or by the ~~ICC~~committee, the college or ~~committee ICC~~ shall submit the proposal for review by all appropriate committees. Following such review, the college or committee shall submit the proposal to the provost for approval. The provost shall submit approved proposals to the UCC and return disapproved proposals to the proposal originator for further consideration.

c. The UCC Secretary shall distribute a list of all substantive curricular change proposals to all university faculty at least 48 hours prior to each meeting.

d. If approved by the UCC, the UCC Secretary shall forward the proposal to Faculty Senate for approval.

e. If approved by the Faculty Senate, the Faculty Secretary shall send the proposal to the provost for final approval after a waiting period of at least seven days, provided that the Faculty Secretary has not received a valid petition signed by at least 10 faculty members requesting review at a meeting of the university faculty.

Commented [DW2]: As amended at the 5/7/25 University Faculty Meeting.

- i. If the Faculty Secretary receives a valid petition as described in E-2.e. by the established deadline, the Faculty Secretary shall place the proposal on the agenda of the next university faculty meeting, except that a petition concerning courses or curricula in the College of Letters, Arts, and Social Sciences signed by five members of the college faculty shall be returned to the college for further consideration rather than being sent to the university faculty meeting.
- ii. If approved by university faculty, the proposal will be forwarded to the provost for final approval and implementation. If disapproved by university faculty or the provost, the proposal will be sent back to the unit or committee for further consideration.
- iii. Any additional required approvals, such as approval by the Board of Regents, shall be managed by the Office of the Provost.

E-3. Other catalog changes. Noncurricular catalog changes may be submitted directly to the most relevant standing committee of the university faculty and require approval by Faculty Senate and the university faculty before being forwarded to the provost for approval.

E-4. Interim catalog changes. The provost may approve an interim catalog change (not including curricular changes) to address legal requirements or a significant institutional risk if there is insufficient time to complete the standard review and approval process. A timeline for completing the standard review and approval of the interim catalog change as soon as reasonably practicable must be included in the request to the provost. If approved, the catalog change will go into effect immediately. The standard catalog change review and approval process must be completed during this approved interim period.

Version History

[Amended July 2025. Procedures revised for approval of inter-college interdisciplinary programs.](#)

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Amended July 2024. Revised to include “university-wide interdisciplinary committees” as bodies with authority to initiate and submit curriculum changes to UCC.

Amended July 2022. Moved catalog change procedures into this policy from FSH 1540; simplified approval process.

Amended 2001. Editorial changes.

Adopted 1979.



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Faculty Staff Handbook (FSH)

X Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **1640.94 Intercollege Curriculum Committee**

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

Policy originator: Tim Murphy, Chair of Committee on Committees

Policy sponsor, if different from originator:

Reviewed by General Counsel: ☒ Yes ☐ No Name & Date: Karl Klein, 4/15/25

Comprehensive review? ☐ Yes ☐ No

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

This change will create the Intercollege Curriculum Committee as proposed by an ad hoc committee, based upon a charge from Faculty Senate to review the issue.

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

No financial impact is expected.

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

None.

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

INTERCOLLEGE CURRICULUM COMMITTEE

A. FUNCTION

A-1. The Intercollege Curriculum Committee (ICC) serves as the overarching curriculum approval body for intercollege programs, analogous to the role of individual college curriculum committees in the curriculum change process. Intercollegiate programs are defined as interdisciplinary academic programs that require involvement of faculty in two or more colleges in developing and assessing program learning outcomes and curriculum. The role of the ICC is to receive proposals for new intercollege programs, or changes to existing intercollege programs, from intercollege faculty curriculum working groups specific to each proposed or existing program. These working groups function similarly to curriculum committees in a department but are comprised of faculty from multiple colleges. The ICC will consider the impacts of proposed curriculum changes to students and university-wide offerings. Representatives from individual colleges on the ICC must obtain feedback from their colleges on the impacts of proposed intercollegiate program changes to individual colleges in order that those can be considered as well.

Recommendations for changes will be forwarded to UCC, Faculty Senate, and the university faculty.

A second role for the ICC is to serve as a clearinghouse for the exchange of ideas on best practices in program development for intercollege programs. For example, the ICC will encourage the intercollege curriculum working groups for individual programs to develop bylaws or guidelines for the working group composition, development of curriculum change proposals, and handling of sub/waiver requests for approved programs, if practices for such are not already set by existing program bylaws or guidelines for a specific program.

A-2. The committee reports periodically (at least once a year) to the Faculty Senate on the status of academic offerings for intercollegiate programs.

B. STRUCTURE AND MEMBERSHIP. Members of the committee are appointed by Committee on Committees for three-year terms. Membership is comprised of one representative faculty member from each college except Graduate Studies, of whom at least one must be a member of the graduate faculty, plus an additional member as chosen by the Committee on Committees. The ICC will also include one undergraduate student selected by ASUI and one graduate student selected by GPSA. The chair is selected by the Committee on Committees. The Vice Provost for Academic Initiatives serves as an ex officio, non-voting committee member and shall collaborate with the ICC chair to invite

appropriate college representatives to attend meetings where programs impacting their respective colleges are voted on.



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Faculty Staff Handbook (FSH)

☐ Addition ☐ Revision* ☒ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 1640.93 University Committee for Academic Certificates in Sustainability**

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

Policy originator: Faculty Senate

Policy sponsor, if different from originator:

Reviewed by General Counsel: no Name & Date:

Comprehensive review? __ No

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

Deletion of this policy is proposed because if the proposed ICC Committee (FSH 1640.94) passes it will replace the need for 1640.93, which would become a working group independent from Faculty Senate oversight.

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

None

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

N/A

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

July 1

UNIVERSITY COMMITTEE FOR ACADEMIC CERTIFICATES IN SUSTAINABILITY**A. FUNCTION**

~~A-1. The University Committee for Academic Certificates in Sustainability (UCACS) serves as the curriculum body for interdisciplinary, university-wide academic certificates pertaining to sustainability. The UCACS develops and maintains the curriculum for the existing university-wide Undergraduate Academic Certificate by soliciting proposals for, reviewing and approving courses to be included in the certificates. The UCACS also decides on the eligibility of courses transferred from other institutions, as well as substitution/waiver requests for the university-wide certificate program. The UCACS also engages in program review and assessment and makes recommendations for the continuous refinement of the certificate. Recommendations for changes will be forwarded to UCC, Faculty Senate, and the university faculty. The UCACS will also be responsible for consideration, development and maintenance of other university-wide certificate programs in sustainability proposed to the committee, such as certificate(s) at other academic levels. In partnership with staff advisors, members will also serve as faculty mentors for students in the academic certificate program(s).~~

~~A-2. The committee reports periodically (at least once a year) to the Faculty Senate on the status of the university-wide Academic Certificate(s) in Sustainability.~~

B. STRUCTURE AND MEMBERSHIP. ~~One faculty member from each college, appointed by the Committee on Committees for three-year terms, one undergraduate student selected by ASUI and one graduate student selected by GPSA. The chair is selected by the Committee on Committees. The university Sustainability Director and Vice Provost for Academic Initiatives serve as *ex officio*, non-voting committee members.~~



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Faculty Staff Handbook (FSH)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 1640 COMMITTEE DIRECTORY**

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

Policy originator: Tim Murphy, Chair of Committee on Committees

Policy sponsor, if different from originator:

Reviewed by General Counsel: ☒ Yes ☐ No Name & Date: Karl Klein, 4/18/25

Comprehensive review? ☒ Yes ☐ No

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

This change will update multiple sections of FSH 1640 that have become out-of-date with changes to position titles and office names across the University over the last several years. Several substantive changes are also included to: better align the committee memberships with the current University structure; remove designated senator seats from committees where they are not necessary; resolve ambiguous language in the current policy; and to reduce the usage of designated position titles where a representative from the appropriate unit will suffice.

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

No financial impact is expected.

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

None.

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

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1640

COMMITTEE DIRECTORY

A. University-Level Standing Committees

A-1 Committees under the jurisdiction of the Faculty Senate

.02 Academic Hearing Board	.55 Information Technology Committee
.04 Academic Petitions Committee	.58 Ubuntu
.06 Administrative Hearing Board	.60 Library Affairs Committee
.08 Admissions Committee	.64 Officer Education Committee
.10 Americans with Disabilities Act Advisory Committee	.66 Parking Committee
.18 Borah Foundation Committee	.74 Sabbatical Leave Evaluation Committee
.20 University Budget & Finance Committee	.76 Safety and Loss-Control Committee
.22 Campus Planning Advisory Committee	.77 Scientific Misconduct Committee
.26 Commencement Committee	.80 Staff Council
.28 Committee on Committees	.81 Staff Compensation Committee
.36 Dismissal Hearings Committee	.83 Student Conduct Board
.40 Instructional Space Committee	.84 Student Financial Aid Committee
.41 Faculty and Staff Policy Group	.86 Teacher Education Coordinating Committee
.42 Faculty Affairs Committee	.87 University Teaching Committee
.43 Faculty Appeals Hearing Board	.88 University Advising Committee
.44 Faculty Senate	.89 University Committee for General Education
.46 Arts Committee	.90 University Assessment & Accreditation Committee
.53 Honors Program Committee	.91 University Curriculum Committee
	.92 University Development Council
	.95 University Security and Compliance Committee

A-2. Committees whose establishment, membership, function, structure, and discontinuance do not require approval by the Faculty Senate

.12 Institutional Animal Care and Use Committee
.14 Biosafety Committee, Institutional
.34 Provost Council
.48 Graduate Council
.50 Grievance Committee for Staff Employees
.51 Grievance Committee for Student Employees
.54 Institutional Review Board
.69 University Promotion and Tenure Committee
.70 Publications Board
.71 Radiation Safety Committee
.72 Research Council

ACADEMIC HEARING BOARD (AHB)

A. FUNCTION.

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

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

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

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

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

C. PROCEDURES.

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

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

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

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

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

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

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

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

1640.04
ACADEMIC PETITIONS COMMITTEE (APC)

A. FUNCTION.

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

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

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

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

C. ASSUMPTIONS AND PROCEDURES.

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

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

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

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

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

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

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

1640.06
ADMINISTRATIVE HEARING BOARD (AdHB)

A. FUNCTION.

A-1. The AdHB, acting for the Faculty Senate, hears and decides:

a. Appeals by students and employees from administrative decisions in such matters as residence status for tuition purposes, granting of student financial aid, and assessment of fees or charges (except in connection with parking regulations, see 1640.66).

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

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

UI FACULTY-STAFF HANDBOOK

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

Section 1640: Committee Directory

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

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

A-5. This committee meets during the summer.

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

1640.08

ADMISSIONS COMMITTEE

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

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

B. STRUCTURE. Five members of the faculty, ~~the d~~Director of ~~the e~~Counseling and ~~testing~~ Mental Health Center ~~center~~ or designee, ~~the~~ chair of Ubuntu or designee, a member of the American Language and Culture Program faculty, and the following without vote: ~~the d~~Director of ~~admissions~~ Admissions Operations (or designee), a Student Support Services designee, a representative from a center on campus directed to providing support for students from non-traditional backgrounds ~~the Office of Multicultural Affairs~~, ~~an~~ professional advisor from University Advising Services, the ~~director~~ Program Coordinator of the Vandal Gateway Program or designee, and up to two representatives from student support programs. To assure a quorum, alternates for the faculty positions are appointed by the chair of the Admissions Committee from a list of those who have previously served on the Committee.

1640.10

AMERICANS WITH DISABILITIES ACT ADVISORY COMMITTEE

A. FUNCTION.

A-1. To advise the Director of The Office of Civil Rights and Investigations on all matters relating to disability, including universal access and design of university facilities, websites, and programming; accommodation of students, faculty and staff with disabilities; full compliance with the Americans With Disabilities Act as amended, Idaho Human Rights Act, Rehabilitation Act of 1974, and Fair Housing Act; and to discharge such other functions as may be assigned by the Faculty Senate or by the president or the president's designee.

A-2. To fulfill the major faculty responsibility for monitoring and advancing UI's commitment to ensuring that its facilities, programs, activities and services are accessible to all persons with learning, sensory, physical and other disabilities, and to serve the needs of these members of the university community. The committee works closely with administrative officers in identifying and ensuring compliance with applicable laws, regulations and best

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practices, as well as regents' policy.

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

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

1640.12

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

(See also APM 45.01)

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

B. STRUCTURE.

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

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

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

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

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

1640.14

INSTITUTIONAL BIOSAFETY COMMITTEE (IBC)

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

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

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

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

A-4. Setting containment levels as specified in NIH Guidelines sections III-D-4-b, Experiments Involving Whole Animals, and III-D-5, Experiments Involving Whole Plants. See NIH Guidelines section IV-B-2-b-4.

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

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

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

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

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

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

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

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

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

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

1640.20

UNIVERSITY BUDGET AND FINANCE COMMITTEE

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

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

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

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

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

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

C. STRUCTURE AND MEMBERSHIP. The committee is composed of ~~19-18~~ voting members, plus 3 nonvoting members. The voting members will consist of ten faculty selected by Committee on Committees (preferably, one faculty member from each academic college and one representative from faculty-at-large), ~~and one Senator elected from the Faculty Senate~~; five staff, (one from each vice presidential area nominated by Staff Council); and three students (selected by the Committee on Committees from nominations provided by the Associated Students of the University of Idaho, Graduate & Professional Student Association and the Student Bar Association). Ex Officio (w/o vote) members include: Provost and Executive Vice President, Vice President for the Division of Finance and Administration, and a Budget Office representative.

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

1640.22

CAMPUS PLANNING ADVISORY COMMITTEE

A. FUNCTION.

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

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

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

B. STRUCTURE. Six faculty members, preferably including a member from the College of Art and Architecture, two of whom are elected by Faculty Senate. The committee's chair will be selected from one of these six. The other members of the committee will include one student ~~elected~~ appointed by ASUI, ~~be~~ the Vice President for Finance and Administration (or designee, preferably the Director of Architectural and Engineering Services), the ~~Assistant Vice President for~~ Director of Facilities (or designee), the ~~CIO Vice President~~ of Information Technology (or designee), one staff member, and the ~~Coordinator for Student Disability Services~~ Director of the Center for Disability Access and Resources (or designee).

1640.26

COMMENCEMENT COMMITTEE

A. FUNCTION.

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

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

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

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

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

1640.28

COMMITTEE ON COMMITTEES

A. FUNCTION.

A-1. To appoint members to and fill vacancies on all university-level faculty standing committees, subject to confirmation by the Faculty Senate. To ensure full membership when committees begin meeting each fall, authority is given to the Faculty Secretary, Faculty Senate Chair and Vice Chair (aka Committee on Committees Chair) to fill vacancies as they arise over the summer and early fall semester, subject to confirmation by the Committee on Committees and Faculty Senate.

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A-2. To conduct a continuing study of UI's committee structure and of the function and structure of individual standing committees, and to make recommendations to the Faculty Senate.

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

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

1640.34 PROVOST COUNCIL

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

A-1. Implementing academic policies and procedures.

A-2. Operating faculty personnel policies.

A-3. Evaluating the effectiveness of academic-management procedures.

A-4. Developing academic budgetary priorities.

A-5. Implementing academic budgetary procedures.

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

1640.36 DISMISSAL HEARINGS COMMITTEES

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

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

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

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of the chair of the Dismissal Hearings Committee and elect its own panel chair. In selecting a chair, a tenured faculty member will receive priority.

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

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

1640.40

INSTRUCTIONAL SPACE COMMITTEE

[. See also APM 40.10]

A. FUNCTION.

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

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

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

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

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

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

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

FSH 1640.41

FACULTY AND STAFF POLICY GROUP (FSPG)

A. FUNCTION.

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

A-2. To ensure that both Faculty Affairs and Staff Council are informed, the chair of FSPG will communicate

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regularly with the chairs of Faculty Affairs and Staff Leadership.

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

B. STRUCTURE. Three faculty, three staff, and the following as ex officio (w/o vote): -Faculty Secretary, and the ~~official responsible for coordinating policy~~ Director of University Policy and Compliance, (or designee). A broad representation of faculty and staff across the university is expected and who are seen as leaders among their peers. A current member of Faculty Affairs and Staff Council is desirable, if possible. The chair of this committee will be elected by the committee. The Faculty Secretary will coordinate the first meeting of FSPG each academic year so that a chair can be elected and the only business to be conducted at such meeting is the selection of the chair. An ex officio member may be elected as chair of the committee.

1640.42

FACULTY AFFAIRS COMMITTEE (FAC)

A. FUNCTION.

A-1. To, in collaboration with other relevant committees, conduct a continuing study of salaries, professional ~~problems~~ challenges, welfare, retirement options and benefits (including 403b plans), and working conditions of faculty members.

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

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

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

1640.43

FACULTY APPEALS HEARING BOARD

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

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

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

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

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

1640.44

FACULTY SENATE

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

1640.46

ARTS COMMITTEE

A. FUNCTION:

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

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

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

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

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

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

1640.48

GRADUATE COUNCIL

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

1640.50

GRIEVANCE COMMITTEE FOR STAFF EMPLOYEES

[See 3860 for the function and structure of this committee.]

1640.51

GRIEVANCE COMMITTEE FOR STUDENT EMPLOYEES

[See 3880 for the function and structure of this committee.]

1640.53

HONORS PROGRAM COMMITTEE

A. FUNCTION.

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

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

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

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

1640.54

INSTITUTIONAL REVIEW BOARD

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

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

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

B. STRUCTURE AND MEMBERSHIP.

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

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

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

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

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

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

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

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

1640.55
INFORMATION TECHNOLOGY COMMITTEE

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

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

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

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

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

B. STRUCTURE AND MEMBERSHIP. Six faculty members broadly representative of disciplines in the university including one from the library, the Vice-President for Research and Economic Development; or designee (w/o vote),

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

1640.58 UBUNTU

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

B. FUNCTION.

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

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

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

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

C. STRUCTURE. Four faculty each serving three-year terms. Five staff members (including at least one from Staff Council, a representative from a center on campus directed to providing support for students from non-traditional backgrounds, one from the Office of Equity and Diversity (appointed by the Chief Diversity Officer), a representative from the International Programs Office (appointed by the Director), and a representative from the Center for Disability Access and Resources (appointed by the Director)), each serving three-year terms. Two undergraduate students (including the ASUI Director of Diversity and Inclusion), each serving a one-year term. One graduate student (appointed by GPSA or SBA), serving a one-year term. The following ex officio members without vote or their designees: a representative from Student Affairs, a representative from Human Resources, the Director of the Office of Civil Rights and Investigations. The chair will be chosen by the Committee on Committees and will be a voting member ~~in their third year of service.~~

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1640.60
LIBRARY AFFAIRS COMMITTEE

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

B. STRUCTURE. One faculty member plus one faculty member each from humanities, sciences, and social sciences; one faculty from the library; one undergraduate student; one graduate student; and (w/o vote) ~~the d~~Dean of ~~library services~~[University of Idaho Libraries](#).

1640.64
OFFICER EDUCATION COMMITTEE

A. FUNCTION. [See also 1565 G.]

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

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

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

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

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

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

1640.66
PARKING COMMITTEE

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

B. STRUCTURE. Three members of the faculty, three members of the staff, two students, and (w/o vote) ~~the parking coordinator~~[a representative from Parking and Transportation Services](#).

1640.69
UNIVERSITY PROMOTION AND TENURE COMMITTEE
[See FSH 3500 for the function and structure of this faculty committee.]

1640.70
PUBLICATIONS BOARD

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

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

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

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

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

1640.71

RADIATION SAFETY COMMITTEE

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

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

1640.72

RESEARCH COUNCIL

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

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

1640.74

SABBATICAL LEAVE EVALUATION COMMITTEE

A. FUNCTION. To review applications for sabbatical leave, to make recommendations to the Faculty Senate for approval and referral to the president, to review the reports of those returning from sabbatical leave, and to evaluate

annually the results of the program. [See also 3720.]

B. STRUCTURE. Five faculty members (with at least one representative each from the humanities, natural sciences, and social sciences) and Vice Provost for Faculty or designee (w/o vote).

1640.76

SAFETY AND LOSS-CONTROL COMMITTEE

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

B. STRUCTURE. The committee is composed of ~~21-20~~ voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; a member from each of the Office of Information Technology Services, University Support Auxiliary Services, University Library, and Office of Research and Economic Development; Director of University Residences Housing and Residence Life or designee; ~~Director of Student Health Services or designee; Assistant VP~~ Director of Facilities; or designee; senior ~~h~~Human ~~r~~Resources executive, or designee; a Staff Council representative; one undergraduate student; ~~-one graduate student;~~ and ~~the Risk Manager~~ risk management representative from the State Board of Education, or designee; the three ex-officio non-voting members include the Commander, Moscow Police Department, campus subdivision; the Occupational Safety Specialist; and the Director, Environmental Health & Safety University Safety Officer.

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

1640.77

SCIENTIFIC MISCONDUCT COMMITTEE

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

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

1640.80

STAFF COUNCIL

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

1640.81
UNIVERSITY STAFF COMPENSATION COMMITTEE

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

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

A-2. To be involved strategically in the university annual CEC process. The USCC will advise on the CEC process and staff compensation goals, and participate in university hearings and meetings;

A-3. To initiate and/or respond to the study of staff compensation policies and issues; and,

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

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

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

FSH 1640.83
STUDENT CONDUCT BOARD

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

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

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

1640.84
STUDENT FINANCIAL AID COMMITTEE

A. FUNCTION. [See also 2900.]

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

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

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

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

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

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

1640.86

TEACHER EDUCATION COORDINATING COMMITTEE

A. FUNCTION. [See also 4300]

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

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

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

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

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

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

1640.87

UNIVERSITY TEACHING COMMITTEE

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

A. FUNCTION.

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

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

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

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

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

1640.88 UNIVERSITY ADVISING COMMITTEE

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

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

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

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

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

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

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

1640.89 UNIVERSITY COMMITTEE FOR GENERAL EDUCATION

A. FUNCTION.

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

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

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

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

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

1640.90

UNIVERSITY ASSESSMENT & ACCREDITATION COMMITTEE (UAAC)

A. FUNCTION

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

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

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

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

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

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

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

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

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

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

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

A-12. Maintain a timeline for accreditation reporting.

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

B. STRUCTURE AND MEMBERSHIP. Eleven faculty representatives, comprising one from Library and one from each of the following colleges: Agricultural and Life Sciences; Art and Architecture; Business and Economics;

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Education, Health and Human Sciences; Engineering; Graduate Studies; Law; Letters, Arts, and Social Sciences; Natural Resources; and Science. The representative from the College of Graduate Studies shall be named by their Dean. Preference shall be given to faculty members with expertise and experience in assessment and accreditation, and a chair shall be chosen by the Committee on Committees from among the faculty representatives, preferably a tenured faculty member. The following positions shall serve on the committee as ex officio members (without vote): the Vice Provost ~~of for~~ Academic Initiatives or designee, Associate Director of Assessment & Accreditation, ~~a recorder from the office of Assessment & Accreditation, a representative from the office of Equity, Diversity & Inclusion,~~ a representative from the Division of Student Affairs, a representative from Strategic Enrollment management, the Director of General Education, and the Director of CETL or designee.

1640.91

UNIVERSITY CURRICULUM COMMITTEE

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

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

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

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

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

1640.92

UNIVERSITY DEVELOPMENT COUNCIL

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

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

1640.93

UNIVERSITY COMMITTEE FOR ACADEMIC CERTIFICATES IN SUSTAINABILITY

A. FUNCTION

A-1. The University Committee for Academic Certificates in Sustainability (UCACS) serves as the curriculum body for interdisciplinary, university-wide academic certificates pertaining to sustainability. The

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UCACS develops and maintains the curriculum for the existing university-wide Undergraduate Academic Certificate by soliciting proposals for, reviewing and approving courses to be included in the certificates. The UCACS also decides on the eligibility of courses transferred from other institutions, as well as substitution/waiver requests for the university-wide certificate program. The UCACS also engages in program review and assessment and makes recommendations for the continuous refinement of the certificate. Recommendations for changes will be forwarded to UCC, Faculty Senate, and the university faculty. The UCACS will also be responsible for consideration, development and maintenance of other university-wide certificate programs in sustainability proposed to the committee, such as certificate(s) at other academic levels. In partnership with staff advisors, members will also serve as faculty mentors for students in the academic certificate program(s).

A-2. The committee reports periodically (at least once a year) to the Faculty Senate on the status of the university-wide Academic Certificate(s) in Sustainability.

B. STRUCTURE AND MEMBERSHIP. One faculty member from each college, appointed by the Committee on Committees for three-year terms, one undergraduate student selected by ASUI and one graduate student selected by GPSA. The chair is selected by the Committee on Committees. The university Sustainability Director and Vice Provost for Academic Initiatives serve as *ex officio*, non-voting committee members.

1640.95

UNIVERSITY SECURITY AND COMPLIANCE COMMITTEE (USCC)

A. FUNCTION.

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

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

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

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

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Amended January 2025. Revisions to Sabbatical Leave Evaluation Committee, Admissions Committee, Ubuntu, and Dismissal Hearings Committee; addition of University Committee for Academic Certificates in Sustainability.

Amended January 2024. Committee directory sections renamed to clarify which committees are within the purview of Faculty Senate. Title of 1640.69 updated to University Promotion and Tenure Committee.

Amended July 2023. Reorganized committee directory; deleted Fiscal Emergency Committee, Disability Affairs Committee; Shared Leave Committee, and Multi-Campus Communication Committee; revised structure of University Assessment & Accreditation Committee and University Teaching Committee.

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

Amended January 2022. Updated structure of Information Technology Committee.

Amended July 2021. Editorial changes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Amended July 2012. Revised B of the Intellectual Property Committee. Editorial changes were made to B of the Admissions Committee. Created the Americans with Disabilities Act Advisory Committee, and Ubuntu.

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

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

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

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

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

Amended July 2009. Revised A-4 of the Officer Education Committee and B of the Sabbatical Leave Evaluation Committee. Editorial changes were made to A-2 and C-5 of the Academic Hearing Board, A-2 of the Academic Petitions Committee, A-1 of the Administration Hearing Board, A-4 and C of the University Budget and Finance Committee, A-1, A-2, and B of the Campus Planning Advisory Committee, A-4 of the Commencement Committee,

UI FACULTY-STAFF HANDBOOK

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

Section 1640: Committee Directory

A-1, A-2, and B of the Committee on Committees, A-2 of the Faculty Affairs Committee, to the Faculty Senate, A-1 of the Information Technology Committee, A-2 of the Intellectual Property Committee, A of the Sabbatical Leave Evaluation Committee, A of the Safety and Loss-Control Committee, B of the Scientific Misconduct Committee, Staff Affairs, A-3 of the University Teaching Committee, and A-2 of the University Committee for General Education. Created the University Multi-Campus Communications Committee.

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

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

Amended January 2007. Revised B of the Provost Council.

Amended July 2006. Revised B of the Admissions Committee, B of the Administrative Hearing Board, B of the Borah Foundations Committee, B of the Campus Planning Advisory Committee, B of the Honors Program Committee, B of the Intellectual Property Committee, B of the Library Affairs Committee, A and B of the Parking Committee, B of the Sabbatical Leave Evaluation Committee, B of the Safety and Loss-Control Committee, B of the Student Financial Aid Committee, and B of the University Curriculum Committee. Editorial changes made to B of the Academic Petitions Committee, A of the Institutional Animal Care and Use Committee, A-1 and B of the University Budget and Finance Committee, B of the Committee on Committees, B of the Provost Council, B of the Information Technology Committee, A, A-4, and B of the Officer Education Committee, A of the Radiation Safety Committee, A of the Teacher Education Coordinating Committee, and A-2 and B of the University Committee for General Education. Removed the International Affairs Committee. Combined the Disability Affairs Committee with Affirmative Action.

Amended January 2006. Revised A and B of the Research Council.

Amended July 2005. Removed the Fiscal Emergency Committee, the Shared Leave Review Committee, and the Space Allocations Committee.

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

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

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

Amended January 2003. Revised A of the Borah Foundation Committee.

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

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

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

UI FACULTY-STAFF HANDBOOK

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

Section 1640: Committee Directory

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

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

Adopted 1979.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment

Policy Number & Title: **FSH 1620, D-17**

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

Originator: Kay Dee Holmes, Assistant Director for Research Integrity

Policy Sponsor, if different from Originator: Faculty Secretary

Reviewed by General Counsel __X__ Yes ___ No **Name & Date:** Manisha Wilson, 11/26/2024

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
The revisions give the IRB, IBC, IACUC committee chairs discretion to decide if a meeting should be closed or open to the public. Some of the information discussed in these meetings could be sensitive, subject to confidentiality requirements, or other restrictions. The original language in FSH 1620 D does not include an exception for these situations.

The proposed revisions align with the Idaho Public Meetings Law, which does not require the above noted committee meetings to be open to the public. These revisions were reviewed and approved by the Office of General Counsel.
2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None.
3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
None.
4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1620

UNIVERSITY-LEVEL COMMITTEES

LAST REVISION: January 2024

CONTENTS:

- A. Purpose
- B. Scope
- C. Function, structure, and membership of University-Level Standing Committees
- D. Regulations governing committees
- E. Guidelines for University-Level Committee Chairs

A. PURPOSE. This policy regulates university-level standing committees, including their establishment, discontinuance, responsibilities, appointment, and operation.

B. SCOPE. This policy applies to all university-level standing committees.

C. FUNCTION, STRUCTURE, AND MEMBERSHIP OF UNIVERSITY-LEVEL STANDING COMMITTEES. University-Level Standing Committees comprise all committees listed in FSH 1640 A. The function, structure, and membership of each committee is set forth in FSH 1640 B. The list of members appointed to serve on the standing committees in FSH 1640 A-1 is published on the [Faculty Senate website](#) after the beginning of the academic year by the Committee on Committees. Committees in FSH 1640 A-1 are also referred to as “standing committees under the jurisdiction of the Faculty Senate.” All faculty who qualify under FSH 1520 II and all board-appointed staff are eligible to serve on these committees.

D. REGULATIONS GOVERNING COMMITTEES. The following is a codification of the general regulations governing university-level committees:

D-1. As used here, “committee” is a general term denoting any university-level standing or special committee, subcommittee, council, board, senate or similar bodies.

D-2. The establishment, discontinuance, or restructuring of, and the assignment of responsibilities to, the University-Level Standing Committees identified in FSH 1640 A-1 are policy actions that require approval by the Faculty Senate.

D-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.

D-4 University-Level Standing Committees identified in FSH 1640 A-2 are appointed, charged, restructured, and discontinued as specified in the committee description.

D-5. The Committee on Committees appoints, subject to confirmation by the Faculty Senate, members of FSH 1640 A-1 committees. The chair of Faculty Senate establishes special Faculty Senate committees and appoints their members.

D-6. Staff and student members of FSH 1640 A-1 committees are selected and recommended by their

respective leaderships. The Committee on Committees appoints the recommended members, subject to confirmation by the Faculty Senate. 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 their supervisor before becoming a candidate.)

D-7. Ordinarily, no FSH 1640 A-1 committee will be chaired by an officer who is substantially responsible for implementing the policies or recommendations developed by the committee.

D-8. Unless otherwise noted within the structure of a committee in FSH 1640 A-1, chairs are selected by the Committee on Committees. The chairs of these committees generally are rotated so that no committee comes to be identified with one person.

D-9. 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 Faculty Senate, the president or the president's designee serves without vote.

D-10. The chair of the Faculty Senate is a member ex officio without vote of all committees under the jurisdiction of the Faculty Senate.

D-11. Students are to be represented, if they so desire, on FSH 1640 A-1 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 the ASUI, GPSA and SBA to fill positions established for student members of FSH 1640 A-1 committees. 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.

D-12. The membership of individual members of FSH 1640 A-1 committees may not be terminated involuntarily except for cause and with the concurrence of the Committee on Committees with the possibility of appeal by the member to the Faculty Senate.

D-13. University-level committees meet on the call of the chair. Committees under the jurisdiction of the Faculty Senate may be convened by at least 35 percent of the members of the committee with a three-day written notice to all members.

D-14. A quorum for any committee under the jurisdiction of the Faculty Senate consists of at least 50% of its voting members, unless otherwise stated in the committee structure.

D-15. Voting

a. Proxy votes are not permitted in committees under the jurisdiction of the Faculty Senate.

b. 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 allowable 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.

D-16. Unless otherwise provided, assignments to standing committees begin on the official opening date of the academic year.

D-17. Open committee meetings.

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~~ Meetings, or ~~those~~ parts of meetings, that deal with the following are exempt from being open to the public: (1) confidential employee or student matters, or (2) protocols to be reviewed for determination by the Institutional Review Board, Institutional Biosafety Committee, or Institutional Animal Care and Use Committee. ~~But Also~~ see D-17.d.

b. Observers may speak only by invitation of the chair.

c. Observers may use their own recording devices. Also, they will be provided a copy of any recordings made by the committee, if they request a copy through the appropriate channels and pay the full costs involved in producing the copy.

d. An exception to the exception stated in D-17.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 authority 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 authority to exclude prospective witnesses from the hearing until they have testified.

D-18. Standing committees under the jurisdiction of the Faculty Senate are to keep minutes and to distribute them as provided in E-8.

D-19. Rules of order. See FSH 1520 VI.

E. GUIDELINES FOR FSH 1640 A-1 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 recognizes that not all items will apply equally to all committees and that some items will not be appropriate to some committees.

E-1. At the beginning of each semester, contact committee members to identify a set meeting time when committee members are available through the semester (for committees that do not have set meeting times already established).

E-2. Hold an organizational meeting as early as possible in the Fall semester to discuss and review the charge of the committee (see FSH 1640), its procedures, and possible agenda items, and if desirable select a secretary.

E-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.

E-4. Establish the best means of getting in touch with each student member.

E-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 matters that need to be considered.

E-6. Send an agenda to all members at least one day (24 hours) in advance of the meeting, if possible.

E-7. Review the minutes of each meeting carefully to make certain that the intent of the committee is accurately represented.

E-8. Send agenda and approved minutes of each meeting of the committee to members of the committee. 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.” It’s recommended that you forward the minutes to the next committee chair, after your term is completed. Committees that address confidential employee or student matters, shall keep such minutes confidential.

E-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.

E-10. Inform those who are affected by the committee’s actions of such actions.

E-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.

E-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.

E-13. Prepare a succinct year-end report for submission to the Faculty Senate in care of the Office of the Faculty Secretary for distribution as needed. The report must contain: number and approximate frequency of the committee meetings; committee goals; committee accomplishments. For committees that address confidential matters (see E-8), send the report to the Office of the Faculty Secretary for filing and archiving.

E-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.

E-15. Call on the Office of the Faculty Secretary for information and assistance concerning points not fully covered in these guidelines.

Version History

Amended January 2024. Comprehensive review. Revised throughout to clarify procedures and to highlight that all faculty with voting privileges and all board-appointed staff are welcome to serve on committees.

Amended January 2018. Changes were made to empower staff and students with making final decisions on whom they appoint.

Amended July 2017. Editorial changes.

Amended January 2017. Minor edits to update processes, to enable committees to vote by email under specific conditions, and to ensure that committee business is not delayed due to staff and student groups who sometimes struggle in finding individuals early in the fall semester.

Amended July 2015. Edit to ensure any major changes go forward to the general faculty to ensure faculty governance.

Amended July 2014. Edits to conform to change in quorum requirements in University Judicial Council/Student Disciplinary Review Board which came about due to student code of conduct policy changes.

Amended January 2014. This edit brought 1620 B-10 into conformity with FSH 1640.93 C which states that “Five members, at least two of which must be students” constitutes a quorum for the University Judicial Council.

Amended July 2010. Faculty Council was changed to Faculty Senate and B-7 was revised to address chair appointments.

Amended July 2008. Minor changes were made to B-2, 13 and C-13.

Amended January 2007. This section was substantially revised to reflect current process.

Amended July 2000. Editorial changes.

Adopted: No adoption date is available for this policy.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment

Policy Number & Title: **FSH 4250 Continuing Education and Correspondence Study**

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment

Policy Number & Title:

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

Originator: Barb Kirchmeier

Policy Sponsor, if different from Originator: Ken Udas, Vice Provost, Digital Learning Initiatives

Reviewed by General Counsel ☒ Yes ☐ No

Name & Date: Patrick Grace 1/24/25

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

Current policy is out of date. The revision reflects current processes and provides clarification regarding continuing education and correspondence study at the U of I.

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

None

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

Catalog D-5 (<https://catalog.uidaho.edu/general-requirements-academic-procedures/d-credit-continuing-education-unit/>)

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

Complete rewrite of existing FSH 4250—see current version here:
<https://www.uidaho.edu/governance/policy/policies/fsh/4/4250>

FSH 4250

Continuing Education and Correspondence Study

A. Purpose. This policy provides guidance on continuing education and correspondence study programming offered by the University of Idaho. Consistent with its land-grant mission, the University of Idaho, in addition to the academic credit courses offered in the University's undergraduate, graduate and professional programs, offers continuing education and correspondence education to members of the public who may not be admitted to the institution or may not be eligible for federal financial aid.

B. Scope. The provisions of this policy apply to all continuing education and correspondence education programs, curricula, and courses administered by the University of Idaho.

C. Definitions

C-1. Continuing education programs. Education offered by financially independent and self-sustaining organizational entities approved by and operating within the University of Idaho who provide curricula, certificate programs, microcredentials, badges, extension courses, online courses or other self-supporting courses that are not for academic credit and for which fees may be charged.

C-2. Continuing Education Unit (CEU): Non-academic credit granted by Continuing Education Programs for courses or curricula approved by the University of Idaho. CEUs may not contribute to academic certificates or degrees.

C-3. Continuing Professional Education Unit (CPEU): Non-academic credit granted by Continuing Education Programs for courses or curricula approved by the University of Idaho or professional accrediting agencies. CPEUs may contribute to professional certification or professional licensure processes but not to academic certificates or degrees.

C-4. Correspondence education. A course of study where students and instructors communicate asynchronously, and students work at their own pace to complete required coursework. College-level correspondence education at the University of Idaho is administered by Independent Study in Idaho. Independent Study in Idaho is an Idaho State Board of Education Program and is a cooperative of regionally accredited Idaho institutions led by the University of Idaho.

D. Policy

D-1. Continuing education courses

- a. The provost has institutional oversight of all continuing-education programs and activities.
- b. Admission to the University of Idaho is not required for participation in continuing education programs.
- c. Continuing education courses include guided study on a particular area of knowledge, which may or may not be part of a larger curriculum, which is not for academic credit, and for which the institution does not collect academic tuition.
- d. Continuing education programs may offer CEUs, CPEUs or professional development credits; these non-academic credits may be reported on a continuing education record separate from a student's academic record.
- e. Continuing education courses are designed to help participants achieve defined objectives relevant to the CPU/CPEU's scope, focus, and level.
- f. Continuing education instruction may be offered in a variety of settings and modalities (on campus, off campus, online, and so on) consistent with best educational practices.
- g. Each continuing education program establishes its own written program operating procedures which set the calendars, the forms and formats, the processes and procedures, and the reporting structure for the program.

D-2. Correspondence programs

- a. Correspondence education at the University of Idaho is administered by Independent Study in Idaho.
- b. Admission to the University of Idaho is not required for participation in correspondence courses.
- c. No correspondence study course may be sponsored by the University of Idaho unless it is approved for listing in the catalog, thus signifying both institutional and board approval.
- d. Correspondence study may be offered in print or online formats.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

☐ Addition ☐ Revision* ☒ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 4800 LANGUAGE SKILLS**

Administrative Procedures Manual (APM)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

Policy originator: Sarah Nelson, Faculty Staff Policy Group Chair

Policy sponsor, if different from originator: Torrey Lawrence, Provost

Reviewed by General Counsel: ☒ Yes ☐ No Name & Date: Karl Klein 4/9/25

Comprehensive review? ☒ Yes ☐ No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Following comprehensive review, FSPG proposes to delete FSH 4800 Language Skills because it does not meet the FSH 1460 E-2 criteria for inclusion in the policy library.
2. **Fiscal Impact:** What fiscal impact, if any, will this change have?

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

None
4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.

UI FACULTY STAFF HANDBOOK
CHAPTER FOUR:
ACADEMIC POLICIES AND REGULATIONS

4800

LANGUAGE SKILLS

LAST REVISION: January 2010 (editorial)

~~A. The hallmark of an educated person is the ability to speak and write well: simply, clearly, observing the standards and conventions of English usage, and consciously suiting tone to audience. Every member of the UI faculty and professional staff is expected to demonstrate this ability. Moreover, it is society's reasonable expectation that the demonstration of such ability will have been required of each candidate who is recommended by the faculty for a degree bearing the name of the University of Idaho.~~

~~B. The responsibility for guiding students in acquiring this ability rests with every member of the UI faculty and professional staff, including teaching assistants. UI's responsibility cannot be discharged in its entirety by requiring a specific number of English courses, nor can it be shouldered solely by the language specialists in a single department or by the members of a few departments. In a very real sense, it is shared by all who have occasion to observe the spoken and written expression of students. Though not every faculty and staff member can be an expert in language skills, all UI professional appointees are encouraged to foster an atmosphere inside and outside the classroom in which they demand appropriate standards of usage, correct gross errors, discourage carelessness, identify unacceptable performance, and reward those who speak and write well.~~

~~Version History:~~

~~Amended January 2010.~~ Editorial changes.

~~Adopted 1979.~~

Resolution FS2425-1

Resolution to Continue the Publication of the University of Idaho Class Schedule

(<https://www.webpages.uidaho.edu/schedule/>)

Whereas it is the responsibility of the Faculty Senate to “recommend” general policies and procedures concerning the welfare of faculty members, including, but not limited to...working conditions...” [FSH 1520.]

Whereas the Office of the Registrar has communicated to faculty and staff that it intends to cease the publication of the online Class Schedule and provide information contained in the Class Schedule through the Banner Class Search tool.

Whereas the *University of Idaho General Catalog* stipulates that course information will be “listed in the class schedule.”

Whereas the *University of Idaho General Catalog* stipulates that course and lab fees will be “noted in the Comment section for each course in the online Course Schedule.”

Whereas the *University of Idaho General Catalog* stipulates that cooperative programs will “be listed in the Class Schedule.”

Whereas the *University of Idaho General Catalog* (Policy O-7) stipulates that “Departments are required to submit the names of instructors for all course sections for publication in the class schedule.”

Whereas the *University of Idaho General Catalog* (Policy O-9) stipulates that “it is the responsibility of the registrar to see that listings in the class schedule conform to the respective course descriptions.”

Whereas the Class Schedule is a critical, high value online publication that is extensively used by faculty, staff, and students for advising and registration purposes and general course and schedule management due to the utility it provides users in the format of its presentation of information relative to the Class Search tool.

Whereas Faculty Senate believes that ceasing publication of the Class Schedule will detrimentally impact the working conditions of faculty and staff as well as making registration and course management more difficult for students.

Resolved, Faculty Senate strongly recommends that the Office of the Registrar continue to publish the online Class Schedule until such time as a new system is operational that provides substantially the same functionality as the Class Schedule so as to allow for the continued efficient and effective advising and registration of students and to avoid detrimentally impacting the working conditions of faculty and staff.

Adopted by vote of Faculty Senate on _____.

Resolution FS2425-2

Title: Resolution in Support of Equity and Inclusion

Author: University of Idaho Faculty Senate

WHEREAS Equity and inclusion are an institutional commitment of the University of Idaho and are essential to the mission of the state of Idaho's land grant institution¹

WHEREAS Society is strengthened when all members receive an education and we must work toward fostering an equitable educational environment that supports students from communities who have not traditionally had access to higher education;

WHEREAS Education within a diverse setting prepares students to effectively participate in an increasingly complex, interconnected world; fosters mutual respect and teamwork; and helps strengthen community;

WHEREAS The University of Idaho actively welcomes, serves and engages with a highly diverse student population, with students from nearly 70 countries and 50 states. Equity and inclusion programs at the institution reflect the population of students and citizens that we serve.

WHEREAS Adequately funded equity, diversity, and inclusion programs are crucial for increasing recruitment, enrollment, and retention of students, faculty, and staff at colleges and universities²

BE IT RESOLVED That the University of Idaho faculty senate shares the concerns expressed by SBOE member, Kurt Liebich, that the proposed State Board of Education resolution will "get rid of stuff that really makes a difference" given his observations (which we affirm) that "every student comes to our campuses from a different starting point and for a student to be successful in college they need two things: One, they need the academic support... but they also need to be able to find their people... to find that close group of friends that can do this journey together."

BE IT FURTHER RESOLVED That the UI faculty senate affirms the State Board of Education's belief in the importance that universities provide an opportunity for multiple

¹ University of Idaho. 2019. Diversity Plan: <https://www.uidaho.edu/-/media/uidaho-responsive/files/diversity/diversity-plan---fy-2019-revised.pdf?rev=f69f5b9770864eefada3581075026cf5>

² See: Sanders, Kimberly. 2016 "Black Cultural Centers: A Review of Pertinent Literature" *Urban Education Research and Policy Annuals*. 4(1); Bradley, Steven; James Garven; Wilson Law and James West. 2022. "The Impact of Chief Diversity Officers on Diverse Faculty Hiring." *Southern Economic Journal*. 89(1). Trent, Fallon; Carissa Dwiwardani; and Cassandra Page. 2021. "Factors Impacting the Retention of Students of Color in Graduate Programs." *Training and Education in Professional Psychology*. 15(3). Winkle-Wagner, Rachelle and Angela Locks. 2019. *Diversity and Inclusion on Campus*. New York: Routledge.

perspectives to be present on campus. As such, we confirm that having diversity of experience in an academic setting is enriching for all students.

BE IT FURTHER RESOLVED That as part of this commitment we remain dedicated to recognizing the importance of students, faculty, and staff from historically marginalized communities as they overcome obstacles to thrive. We further vow to ensure an equitable environment at the University of Idaho. Our vision of diversity and equity is inclusive of all people and includes people who are minoritized because of their gender identity, race, ethnicity, religion, sexuality, nation of origin, size, age, veteran status, family status, socio-economic status, diverse abilities, and other unique and important identities;

BE IT FURTHER RESOLVED That as faculty, we remain committed to current programming offices, and maintaining and extending support to such programs that are devoted to increasing equity, diversity, and inclusion on campus. These include the Office of Veterans Affairs, the Women's Center, the College Assistance Migrant Program, the Native American Student Center, the Office of Multicultural Affairs, the LGBTQA Office, the International Programs Office, the Black and African American Cultural Center, and other support areas such as recruitment and retention, student success, academic programming, instructor training, curriculum development, advising, and extracurricular opportunities.

University of Idaho Faculty Senate

Resolution FS2425-3

**Resolution on Freedom of Inquiry in Higher Education
(Idaho Code Section 67-5909D)**

Whereas, during the 2025 Legislative Session, the Idaho Legislature passed, and the Governor signed into law, Senate Bill 1198, titled *Freedom of Inquiry in Higher Education* (hereinafter “FIHE”), to be codified as Idaho Code Section 67-5909D and set to take effect on July 1, 2025;

Whereas, the language of FIHE creates uncertainty regarding which academic content, research, or university programming may be subject to restriction or elimination, thereby undermining faculty and staff autonomy by introducing political oversight into academic decision-making;

Whereas, such oversight threatens academic freedom—an essential principle of American higher education, and one guaranteed by State Board Policy II.B., that ensures faculty may teach, research, and publish without political or ideological interference—and thereby compromises the ability of Idaho’s institutions to foster genuine freedom of inquiry;

Whereas, FIHE’s chilling effect on academic content and programming jeopardizes the quality, competitiveness, and national reputation of Idaho’s public universities by discouraging prospective faculty, students, and research partners, and by depriving students of access to a comprehensive, well-rounded education;

Whereas, the University of Idaho is committed to academic freedom, the pursuit of knowledge, and the free exchange of ideas, recognizing that learning how to critically engage with diverse perspectives, including opposing viewpoints, is fundamental to higher education and democratic citizenship;

Whereas, in diminishing faculty and staff autonomy, FIHE impairs the university’s ability to prepare graduates to succeed in a global workforce and threatens Idaho’s long-term economic vitality by weakening institutions relied upon by businesses and industries for a skilled, educated labor force;

Whereas, the University of Idaho, as the state’s public land-grant research university established in 1889 under the Morrill Act of 1890, has a mission to provide scientific, classical, liberal arts, and practical education to the citizens of Idaho and the nation;

Whereas, Idaho’s university system contributed more than \$4 billion to the state’s economy in 2022, further underscoring the essential role of public higher education in the state’s prosperity;

Whereas, the Faculty Senate affirms its steadfast commitment to academic freedom, inclusive excellence, and freedom of inquiry, and stands in solidarity with faculty, staff, and students throughout the state who are affected by this legislation;

Now, therefore, be it resolved that the University of Idaho Faculty Senate, to preserve academic freedom, institutional autonomy, and the fundamental right to freedom of inquiry;

2. **Calls upon** university leadership and the Idaho State Board of Education to publicly advocate for the protection of academic freedom, shared governance, and the ability of public colleges and universities to foster inclusive, intellectually rigorous environments for learning and research in accordance with their existing academic freedom policy.



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment

Policy Number & Title: **APM 45.21 Responsible Conduct of Research Training**

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

Originator: Kay Dee Holmes, Assistant Director for Research Integrity

Policy Sponsor, if different from Originator: Director of the Office of Research Assurances

Reviewed by General Counsel ☒ Yes ☐ No **Name & Date:** Manisha Wilson, 11.05.2024

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
CITI Program will be the primary method for providing RCR training at UI. The current policy requires UI to offer in-person trainings each fall and spring semester. However, the in-person training courses have very low to no attendance due to scheduling constraints. The benefit of the CITI Program training is that it is available 24/7 and accommodates any schedule. In-person training will still be offered by request. But it will not be the primary method for providing RCR training at UI. These changes are consistent with practices as other universities.
2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have? None.
3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it. None.
4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified. To be effective immediately upon approval.

Administrative Procedures Manual

45.21 – Responsible Conduct of Research Training

Owner:

- **Position:** Office of Research Assurances Director
- **Email:** ored-ora@uidaho.edu

Last updated: August 31, 2023

A. Purpose. This policy establishes requirements for the training of individuals at the University of Idaho to conduct research with honesty and based on established professional norms and ethical principles.

B. Scope.

B-1. This policy applies to certain individuals conducting research on projects funded by the following entities:

1. The National Institutes of Health (“NIH”),
2. The National Science Foundation (“NSF”),
3. The US Department of Agriculture National Institute of Food Agriculture (“NIFA”), and
4. Other entities that require training on how to conduct research with integrity.

B-2. All individuals engaged in research at the University of Idaho, regardless of the source of funding, are encouraged to complete the training described in this policy.

C. Definitions

C-1. Responsible Conduct of Research (RCR) is the practice of scientific investigation with integrity. It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research.

([National Institutes of Health, Notice Number NOT-OD-10-019](#))

D. Policy

D-1. General Requirements. RCR training is required for certain individuals conducting research on projects funded by NSF, NIH, and NIFA as outlined below. All individuals engaged in research at the University of Idaho are encouraged to complete RCR training.

D-2. NIH-funded project requirements. RCR training is required for trainees, fellows, participants, and scholars receiving NIH support through:

a. A training award, career development award (individual or institutional), research education grant, or dissertation research grant.

b. Projects that require RCR training as stated in the funding opportunity announcement or grant terms.

c. The following programs: D43, D71, F05, F30, F31, F32, F33, F34, F37, F38, K01, K02, K05, K07, K08, K12, K18, K22, K23, K24, K25, K26, K30, K99/R00, KL1, KL2, R25, R36, T15, T32, T34, T35, T36, T37, T90/R90, TL1, TU2, and U2R.

D-3. NSF-funded project requirements. RCR training is required for the following individuals on all NSF funded grants: undergraduate students, graduate students, and postdoctoral scholars. Beginning July 31, 2023, faculty and senior personnel on proposals submitted or due on or after that date are also required to take RCR training.

D-4. NIFA-funded project requirements. RCR training is required for the following individuals on all USDA NIFA-funded grants: program directors, faculty, undergraduate students, graduate students, postdoctoral researchers, and any staff participating in the research project. The following programs are currently exempt from the NIFA RCR training requirement: Formula Funded programs, the 1890 Facilities Program, and the Small Business Innovation Research Program.

E. Procedure

E-1. General training procedures. RCR training is offered online through the University's membership to the online Collaborative Institutional Training Initiative (CITI) program (<http://www.citiprogram.org>). The CITI Program training fulfills the RCR requirements for NSF- and NIFA-funded projects. See section E-2 below for NIH online training restrictions.

a. Online training instructions. Instructions on how to access CITI through the University may be found [here](#). ORA maintains individual training records in CITI.

b. In-person seminars. In-person training may be offered by request to ORA.

E-2. NIH requirements. NIH projects that require RCR training (see section D-2) must include an RCR training plan with the grant proposal. Online instruction alone is not sufficient for an NIH RCR training plan. An acceptable training plan generally involves at least eight contact hours between trainees/fellows/scholars/participants and the participating faculty. The RCR training plan will be evaluated by NIH as part of the peer review process. The PI is responsible for implementing the training plan and maintaining all documentation pertinent to the training plan.

E-3. Additional training resources. Depending on the nature of the research being conducted, additional training in RCR related topics may be required. Such additional training may include animal care and use, general biosafety, biosafety cabinet, select agent, hazardous waste management, human participants in research, radiological safety, chemical hygiene plan, general lab safety, and so forth.

a. Ethics course. In addition to the seminars, an ethics class is offered on campus that covers ethical conduct of research principles which fulfills NIH's in person training requirements. For information on current courses offered, please contact the College of Graduate Studies or the Office of Research Assurances.

E-4. PI responsibilities

a. Ensuring training. The PI on a project is responsible for ensuring that all required persons on the project complete RCR training. The PI is also responsible for determining the amount of additional RCR training appropriate for individuals.

b. Training documentation. The PI is responsible for keeping records of RCR training for their project. Training records shall be kept according to the grant or project record retention requirements. Training records are subject to review upon request by the funding agency.

E-5. Certification. The University shall certify on proposals submitted to NSF, or other agencies as required, that the University has an RCR training plan that aligns with the agency's requirements. Training documentation and the RCR training plan are available for review upon request by the agency.

E-6. Authority of PI to require training. A PI may require RCR training for persons working on a research project even if the funding agency does not require it. It is the responsibility of the PI to maintain RCR training records of the individuals on their project. The PI may contact ORA to verify if the CITI training was completed.

E-7. NSF Requirements. A discussion of how PIs provide RCR training to their students and postdoctoral scholars is required for the Public Outcomes Report required by the NSF.

F. Contact Information

Office of Research Assurances (ORA)

Phone: 208-885-6162

Email: rcr@uidaho.edu

G. Related University Policies

Faculty-Staff Handbook:

- [FSH 2300 - Student Code of Conduct](#)
- [FSH 3170 - University Ethics](#)
- [FSH 3230 - Scientific Misconduct](#)
- [FSH 5200 - Human Participant Research](#)
- [FSH 5300 - Copyrights, Protectable Discoveries, and Other Intellectual Property Rights](#)
- [FSH 5700 - Research Data](#)
- [FSH 6240 - Conflicts of Interest or Commitment](#)

Administrative Procedures Manual:

- [APM 35.11 - Biohazard Safety](#)
- [APM 35.40 - Hazardous Waste Management](#)
- [APM 45.01 - Animal Care and Use](#)
- [APM 45.19 - Export Controls, U.S.](#)
- [APM 45.20 - Select Agents and Toxins](#)

Version History



OFFICE OF THE PRESIDENT
875 Perimeter Drive MS 3151
Moscow ID 83844-3151

208-885-6365
president@uidaho.edu
uidaho.edu/president

DATE: 9/13/24

TO: Nicole Larson, Assistant Policy Coordinator
Francesca Sammarucca, Faculty Secretary

FROM: C. Scott Green, President

SUBJECT: Interim Policy Item September 11, 2024 APM Request

In response to the approval consideration request of September 11, 2024, and pursuant to FSH 1460 G,
I hereby approve the following item:

Administrative Procedures Manual

- APM 45.06 Allowable and Unallowable Sponsored Program Expenditures



POLICY COVER SHEET

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<https://sitecore.uidaho.edu/governance/policy>.

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Faculty Staff Handbook (FSH)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment

Policy Number & Title: **APM 45.06** Allowable and Unallowable Sponsored Project Expenditures

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

Originator: Sarah Martonick

Policy Sponsor, if different from Originator: Chris Nomura

Reviewed by General Counsel ☒ Yes ☐ No
12/29/23

Name & Date: Manisha Wilson

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

Update format to match standard APM style, clarify policy and process in the document, add clarity on federal guidance and oversight for participant support costs, use consistent language of other APM's (DGA, unit administrator, their delegate, etc.).

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

None

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

APM 45.09 and FSH 5100 referenced within but no changes to those needed

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

45.06 Allowable and Unallowable Sponsored Project Expenditures

A. Purpose. The purpose of this policy is to ensure that expenses charged to externally-funded sponsored projects comply with federal, sponsor, state, and university requirements.

B. Scope. This policy applies to any external funding determined as being a sponsored project must follow this guidance.

C. Definitions

C-1. Allowable costs. For a cost to be regarded as an allowable charge to a sponsored project, it must satisfy the four conditions below as per the federal requirements outlined in 2 CFR 200 or any such future federal guidance as may become applicable:

a. Reasonable. A cost is considered reasonable if the nature and the amount involved for goods or services acquired or applied reflect the action that a prudent person would have taken under the circumstances prevailing at the time the decision to incur the cost was made. 2 CFR 200.404.

b. Allocable to sponsored agreements. A cost is considered allocable to a particular project if the goods or services involved are chargeable or assignable to the project in accordance with relative benefit received or other equitable relationship. Subject to the foregoing, a cost is considered allocable if:

- it is incurred solely to advance the work under the sponsored agreement;
- it benefits both the sponsored agreement and other work of the institution, in proportions that can be approximated through use of reasonable methods; or
- it is necessary to the overall operation of the institution and is deemed to be assignable in part to sponsored projects.

2 CFR 200.405.

c. Consistently applied. Costs must be given consistent treatment by applying them uniformly to both federally-financed and other activities of the institution. 2 CFR 200.403.

d. Conforming to any limitations or exclusions. Costs must conform to any limitation set forth in the federal guidance, or in the sponsored award itself, as to types or amounts of cost items. 2 CFR 200.403. Certain costs are designated as expressly unallowable.

C-2. Unallowable Costs. Costs that fail to meet any of the four conditions described above will be treated as unallowable. Questions regarding the allowability of costs should be directed to the Office of Sponsored Programs, (208) 885-6651 or emailed to osp-cost@uidaho.edu.

D. Policy. The University, as a recipient of sponsored project funding, must comply with all regulations and standards established by the federal government and other sponsoring agencies. The Federal Office of Management and Budget (OMB) is responsible for setting forth the general principles and practices for federal costing standards associated with federally sponsored project activity.

All sponsored projects are subject to regular review and any expenses charged against sponsored projects must be consistent with federal guidance, University policies and procedures, and sponsor requirements. The primary responsibility for ensuring that only proper expenditures are charged to sponsored project budgets rests with the Principal Investigator (PI). The Office of Sponsored Programs (OSP) is responsible for monitoring adherence to all federal, state, and other cost-related restrictions on sponsored projects.

D-1. Responsibility for compliance. The general University mandate is that all employees act as responsible stewards of resources and assets under their control (FSH 3170).

a. Principal Investigator (PI). Under UI policy, the PI bears primary responsibility for ensuring the appropriateness or allowability of all costs on sponsored projects. (FSH 5100).

b. Departmental Grant Administrator (DGA). A Departmental Grant Administrator (DGA) is charged with assisting PIs in reviewing, justifying, charging and tracking costs, and is also responsible for making certain that expenditures are charged against awards in a manner that is consistent with applicable federal regulations, sponsor conditions, and University policies.

c. Unit administrator. The unit administrator (department chair/head/director) is responsible for implementing procedures to ensure adherence to federal cost principles including allowability, accounting regulations, and University policies. Charges which have been determined to be unallowable to sponsored projects will be apportioned to the sponsoring unit or college for payment. (FSH 5100).

d. College deans and Vice President for Research and Economic Development. Oversight of these procedures lies within the authority of the College Deans or equivalent, for units, and the Vice President for Research and Economic Development, for institutes, or their delegates. Decisions regarding the source(s) of repayment of unallowable costs and any penalties and interest charges shall be made by the Dean and/or the Vice President for Research and Economic Development.

e. Employees. Employees are encouraged to use the confidential hotline, speak to the Ombuds Office, or speak with their direct supervisor, college finance director, chair, director, dean or OSP in cases where there is undue influence to process charges that are unallowable. Employees should note that protections are afforded through federal and University policies to prevent retaliation in such instances. It is a violation of University policy for any employee to engage in retaliatory conduct, see FSH 3810. University employees are responsible to report unethical behavior when it is encountered. (FSH 3170).

D-2. Unallowable expenses. OSP reviews expenditures periodically through the life of a sponsored project budget and prior to closeout based on the information in the University's financial system. If through this review it is determined that an unallowable expenditure has been assessed to a project, OSP will contact the responsible departmental grant administrator to either correct the transaction or perform a review of the facts associated with the assessment of the expenditure.

The review will identify who was responsible for the assessment of the expenditure, the circumstances surrounding placement of the unallowable expenditure on a sponsored

project budget, and where the expenditure is to be transferred. OSP may be consulted to assist in the review process to ensure allocation of costs is completed in accordance with existing regulations, award conditions, and applicability to the scope of the project. Action, such as a review of policies and procedures, identification of resources available in making cost determinations, and improvement of internal controls, will be taken by the college to ensure unallowable costs are not placed on sponsored projects in the future. Based upon the review, the college will determine the severity of the infraction and the potential for recurrence. Taking into consideration the severity and potential for recurrence, the college will make a recommendation for resolution.

Once a review has been completed, any unallowable expenditure(s) shall be removed from the sponsored project budget and placed on an unrestricted University budget. If an unrestricted University budget is not available, the expenditure(s) will be deducted from the facilities and administrative costs returned annually to the college. Copies of all back-up documentation for the review process and associated transfers must be retained by the college. OSP has access to view these transfers within the university's enterprise applications should the need arise. Any resolution and provision of necessary paperwork will not preclude OSP from conducting a full review of sponsored project activity within the area under review.

This process shall also be used if an unallowable expense is placed on a project and the unallowable expense is identified by persons other than OSP.

If it is determined that the potential for recurrence is high, the Office for Research and Economic Development (ORED), with the concurrence of the college, will require the individual to take or retake training offered by OSP.

If an individual commits the same infraction or fails to comply with responsive actions required, the individual's repeated actions may be referred for review by an ad hoc committee comprising the Associate Vice President for Research and Economic Development, the dean or dean's designee of the individual's college(s), a representative from OSP, a representative of the University controller, and two peers. A representative from HR and internal audit will be included in an advisory capacity. The committee will review the available facts and make recommendations for further investigation or remedial and/or disciplinary action to the appropriate individual(s). Recommended employee disciplinary action will be made to the individual's supervisor and unit administrator or dean, and any such action shall be at the discretion of the appropriate supervisor and shall proceed in accordance with the employee disciplinary procedures in the applicable University policies. Recommendations for nondisciplinary remedial actions, such as required training or revocation of access to manage sponsored project activity, shall be made to the Vice President for Research and Economic Development. Nothing herein shall limit the authority of an individual's administrative unit or ORED to otherwise impose discipline or remedial activities within their existing authority and without referral to the above-described committee.

E. Procedure. Expenditures incurred for sponsored projects typically fall into one of the following classifications: salaries; fringe benefits; temporary hourly employees; travel; operating expenditures; equipment <\$5k; capital outlay >\$5k; subawards; participant support, and tuition remission, fees, stipends and Student Health Insurance Program (SHIP). The following guidelines provide assistance to assure that all charges against sponsored projects are correctly processed.

E-1. Salaries

- For externally-sponsored awards, an individual's rate of pay may not be charged in excess of the institutional base salary rate received for that individual's regular appointment.
- Payroll expenditures and changes to an individual's effort percentage are to be processed in a timely manner through Banner Electronic Personnel Action Forms (EPAFs).
- EPAFs to terminate personnel from sponsored projects should be processed prior to the award end date to reduce the necessity for labor redistributions (formerly payroll cost transfers).
- EPAF and any Banner records must accurately reflect the percentage of time individuals are working on a given project and verified regularly via Banner Effort Reporting as per APM 45.09.
- Payroll and budget reports should be produced and reviewed regularly to ensure that projects are not over budget.
- All leave is to be charged to the appropriate account(s), as it is taken. Terminal leave is paid through a consolidated fringe benefit rate. See E-2. All salaried employees who are paid in whole or in part from sponsored projects, federal funding, or committed cost share must complete an effort report as per APM 45.09.
- For guidelines on Faculty Summer Salary Release, see <https://www.uidaho.edu/provost/faculty/salary-information>

E-2. Fringe benefits. The university pays fringe benefits through a consolidated fringe rate negotiated annually or as required with the Department of Health and Human Services. Rates are assigned based on the employee's position class of faculty, staff, or student. Check the Budget Office website for current rates.

E-3. Temporary Hourly (TH) employees. The guidelines issued above for salaries are also applicable to TH employees with the exception of effort reporting.

E-4. Travel

- The purpose of travel must be in direct support of project objectives.
- Travel must take place within the time period of the project.
- Reservations or airline tickets cannot be purchased with sponsored project funds if the actual travel occurs before the start date or after the termination date of the project.
- All travel charges must be documented by receipts.
- Allowable travel expense rates must comply with UI travel policy, the terms of the agreement, or agency requirements, whichever is most restrictive.
- All foreign travel must be registered with the International Programs Office before travel is undertaken.
- All foreign air travel on federal funds must comply with the Fly America Act. A link to this Act, and additional information are available on the [OSP website](#).

E-5. Operating expenditures

- Operating supplies and services must be purchased and received during the time period of the project.
- Operating supplies and services must provide a direct, verifiable benefit to the funded project.

- It is not an acceptable procedure to “stockpile” supplies at the end of a project period. Such stockpiled supplies would not reflect a direct and verifiable connection to the project being funded and may result in an obligation back to the sponsor. 2 CFR 200.314.

E-6. Capital outlay

- Capital outlay (CO) is defined as items having a useful life of more than one year and a cost of \$5,000 or more.
- Capital outlay items must be purchased during the time period of the project and in accordance with Purchasing requirements.
- Capital outlay items must be received with enough time remaining on the project to benefit the project.
- See APM 10.40 Property Inventory and Products for tracking and accountability. Note: Some agencies place lower dollar limits on items that must be inventoried and insured.
- Transfers into and out of the CO category can affect the F&A allocation on a sponsored project. Budget transfers into or out of the CO category require OSP involvement.

E-7. Subawards and subcontracts. If the University is subawarding or subcontracting a portion of the project work scope, a contractual award document will need to be issued by OSP at the request of the PI or the unit. If the subaward or subcontract is not included in the original proposal, agency approval may be required prior to issuance.

- Subaward or subcontract costs are split out from the award and budgeted on a separate index within the overall grant budget.
- All subrecipient requests for payment (invoices) must be approved by both the PI and OSP prior to being charged against the subaward or subcontract.
 - Cumulative amounts invoiced may not exceed the total amount of the subrecipient index.
 - Invoices must be reviewed for allowable expenses per the prime contract and PI must certify both that the work is progressing and that expenses are appropriate. OSP will review and approve all subaward or subcontract invoices prior to forwarding to Accounts Payable for payment.

E-8. Participant support. Participant support costs are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not typically employees) in connection with conferences or research and training projects. Other participant support costs such as incentives, gifts, souvenirs, t-shirts, and memorabilia must be justified in the budget justification as these costs are highly scrutinized.

If the primary purpose of the individual’s attendance at the conference is learning and receiving training as a participant, then the costs may be included under participant support. If the primary purpose is to speak or assist with management of the conference, then such costs should be budgeted in appropriate categories other than participant support. Speakers and trainers are not typically considered participants, however if the primary purpose is to speak or assist with the management of the conference then these costs can be classified as participant support. For some educational projects, the participants being trained are employees. If the payment is made through a stipend or training allowance method, this can be categorized as participant support costs. To help defray the costs of participating in a conference or

training activity, funds may be proposed for payment of stipends, per diem or subsistence allowances, based on the type and duration of the activity. Allowances must be reasonable, in conformance with university policies and the sponsor's terms and conditions. Days must be limited to the attendance of the conference and actual travel time to/from the conference. Per diem and subsistence allowances must be reduced in cases where meals or lodging are provided at no charge or included in the registration fee. Rebudgeting from participant support costs to other budget categories requires prior sponsor approval. CFR 200.308.

E-9. Tuition remission, fees, stipends, scholarships, and insurance (TFSSI).

- If graduate assistants are receiving a salary or stipend, then tuition remission must be paid on a proportional basis to the salaries. When tuition remission is not allowed as a direct charge on a sponsored project it must be charged to a different funding source.
- Tuition remission and fees may be charged for graduate assistants only.
- TFSSI expenses are allowed on most sponsored projects when associated with a graduate assistant's appointment to work on the project. Note: USDA may restrict the expensing of tuition, fees and insurance to sponsored projects; review your project guidelines or ask OSP if you have questions.
- Scholarships are not an allowable expense unless specifically approved by the sponsor.
- TFSSI expenses are allowable on formal training grants as a scholarship.

F. Contact information. For additional information, please contact the Cost Accounting Unit of the Office of Sponsored Programs at 208-885-6651 or osp-cost@uidaho.edu.



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

Faculty Staff Handbook (FSH)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

X Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **APM 35.67 LABORATORY SAFETY PROGRAM**

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

Policy originator: Samir Shahat, Executive Director, EHS

Policy sponsor, if different from originator: Brian Foisy, VPFA

Reviewed by General Counsel: ☒ Yes ☐ No Name & Date: Manisha Wilson 4/30/2024

Comprehensive review? ☒ Yes ☐ No

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

This policy was developed in collaboration with the Office of Research Assurances. It provides guidance and establishes baseline requirements for the laboratory safety program that are consistent with federal and state regulations and university policies for research and teaching laboratories.

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

None.

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

None.

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

APM 35.67 Laboratory Safety Program

A. Purpose. This policy provides guidance and establishes baseline requirements for the laboratory safety program that are consistent with federal and state regulations and university policies for research and teaching laboratories.

B. Scope. This policy applies to all laboratories that are part of the University of Idaho, including all teaching laboratories, research laboratories, and auxiliary spaces serving as laboratories. This policy specifically excludes the use of radioactive materials, biological agents and biohazardous materials. These are covered in APM 35.81 Acquisition of Radioactive Materials and APM 35.11 Biohazard Safety.

C. Policy

C-1. In general. Safety is a core value at the University of Idaho. The university is committed to providing a healthy and safe working environment for all members of the university community.

The U of I Laboratory Safety Program is administered by Environmental Health and Safety (EHS). This program includes a catalog of laboratory support services, safety protocols in compliance with state, federal, and local regulations, and a Chemical Hygiene Plan (CHP) incorporating research and site-specific lab safety plans. All departments with laboratories must maintain compliance with this program.

EHS, in coordination with the Office of Research and Economic Development (ORED), will act as necessary to ensure a safe working environment for all members of the university community.

C-2. Responsibilities

a. Principal Investigators and supervisors. Principal Investigators (PIs) and supervisors carry primary responsibility for safety in the labs under their jurisdiction. They are responsible for providing leadership and advancing the laboratory safety culture. The PI/supervisor may delegate safety duties for which they are responsible but cannot relinquish that responsibility; they must ensure all safety duties are carried out. These responsibilities include:

1. Performing risk assessments for the use of hazardous chemicals and associated procedures prior to conducting the proposed laboratory work.
2. Creating a lab safety plan for their laboratory and specific protocols. The plan template is available on the EHS website.
3. Selecting and employing engineering controls and laboratory practices to reduce potential exposure to the lowest practical level in accordance with the CHP.
4. Establishing safe work practices for handling chemicals for all laboratories and projects under their direction by creating site-specific standard

operating procedures (SOPs) for the hazardous chemicals or procedures and activities completed by their staff members. Generic SOPs for many chemicals and processes can be found on the EHS web site, but the PI must customize them for the specific activities performed in each lab.

5. Ensuring that lab members are trained and competent; possessing the experience, knowledge, skills and abilities necessary to perform their tasks without injury to themselves or others. PIs and supervisors must also maintain training records for their employees and students.
6. Selecting appropriate personal protective equipment based on the risk assessment or as written in the pertinent lab-specific SOPs.
7. Informing lab members of potential hazards associated with the use of hazardous chemicals.
8. Directing laboratory members to complete EHS Laboratory Safety and other required safety training and providing specific training for their lab employees and students. Lab-specific training by the PI/supervisor must be provided and documented for lab members upon initial assignment and when new processes/procedures are implemented in the lab.
9. Completing a chemical inventory for the laboratory locations under their direction. Chemical inventories must be updated at least annually and be readily accessible for emergency responders and routine inspections.
10. Investigating and reporting all incidents and near misses to EHS.
11. Complying with APM 35.40 and ensuring the proper disposal of hazardous chemicals/hazardous waste through EHS.
12. Maintaining lab signage and providing emergency contact information on all lab entry doors and on special equipment. Lab signage must be updated at least annually and is available from EHS.
13. Following the lab decommissioning policy and ensuring proper decommissioning is completed when labs under their jurisdiction are vacated.
14. Ensuring all lab staff requiring respiratory protection are medically cleared, fit-tested, and provided training on the respirator's use and limitations annually, and that respirators are used in accordance with the University's Respiratory Protection Program.
15. The PI/supervisor is responsible for resolving safety issues identified through EHS Laboratory Safety inspections. Any unresolved issue(s) will be escalated to the department chair and/or the appropriate dean for action.

b. Laboratory employees and students. Laboratory employees' and students' responsibilities include:

1. Completing EHS's Laboratory Safety course before working in the lab.
2. Completing the laboratory safety agreement before working in the lab.
3. Completing laboratory-specific safety training (provided by the PI).
4. Planning and conducting laboratory procedures in accordance with the laboratory's SOPs and the university's CHP.
5. Developing and practicing good laboratory practices and personal hygiene habits (e.g., frequent hand washing, no eating nor drinking in labs, maintaining good housekeeping, not wearing gloves outside of the laboratory, etc.).
6. Wearing clothing and attire appropriate to lab activities. Details for proper lab attire are available from EHS.
7. Wearing appropriate Personal Protective Equipment (PPE) when and where required (e.g., wearing lab coats over street clothes, eye/face protection, gloves and hearing protection in high noise areas). Minimum PPE for entry to any lab is long pants, closed-toe shoes, and safety glasses.
8. Reporting unsafe conditions to the PI/supervisor or EHS.
9. Reporting incidents of hazardous chemical exposures and near misses to the PI/supervisor or EHS.
10. Ensuring chemicals and hazardous wastes are not stored on the floor.
11. Ensuring hazardous waste is collected at the point of generation and handled in accordance with protocols issued by EHS.
12. If respiratory equipment is required, ensuring the respirator is used in accordance with the university's Respiratory Protection Program: annual medical clearance is obtained, training on the respirator is received annually, and fit testing is completed annually through EHS.
13. Using compressed gases and cryogenic liquids properly by securing the cylinders in the upright position with a stand or cylinder strap, ensuring caps are placed on cylinders when not in use, and verifying the regulator is approved for the gas to be used and the pressure in the cylinder.
14. Ensuring at least one other individual is present when doing lab work – Never work alone.

c. Deans, administrators, and department heads. Deans, administrators, and department heads have ultimate responsibility for administration and compliance with

the University of Idaho Environmental Health and Safety Programs. In the case of noncompliant Principal Investigators or lab groups, disciplinary actions up to and including lab closures will be considered by the department chairs and the university administration including offices of ORED and EHS to ensure safe working conditions.

d. EHS laboratory safety staff. Responsibilities include broad oversight and support in the implementation of the CHP and:

1. Working with PIs, supervisors, and unit administrators to develop and implement good chemical hygiene procedures and practices.
2. Providing general safety training for employees and students who work in laboratories.
3. Providing additional training materials to assist the PI/supervisor in lab-specific training efforts.
4. Evaluating areas where certain hazardous chemicals are used regularly and determining if monitoring of airborne contaminants is necessary and the frequency at which the monitoring will occur.
5. Performing indoor air quality assessments when necessary.
6. Knowing the current regulatory requirements concerning hazardous materials shipping and hazardous waste disposal and providing the proper training.
7. Following hazardous waste disposal protocols and collecting lab waste submitted by PIs.
8. Overseeing periodic laboratory safety inspections and the annual testing/certification of fume hoods and other safety equipment.
9. Providing training to Facilities employees on the hazards that may be found in laboratories and making recommendations for controlling the hazards.
10. Seeking ways to improve the CHP and updating the CHP periodically.
11. Issuing stop work orders and lab closure notifications when lab conditions are deemed unsafe or out of compliance.

e. Facilities. The University of Idaho's facilities personnel have direct control over the laboratory's general and local ventilation and utility systems. Facilities responsibilities include:

1. Informing laboratory personnel and EHS in advance of scheduled utility or maintenance shutdowns (gas, water, fume hoods, etc.) through e-mails and the posting of physical notices.

2. Maintaining local exhaust systems to provide the engineering controls necessary to maintain safe laboratory conditions. The internal blowers of biological safety cabinets are NOT to be serviced by Facilities personnel. Contact the University Biosafety Officer for additional information.
3. Informing EHS when a change of an air handler system (HVAC) is contemplated or completed.
4. Attending/participating in safety training sessions offered by EHS.