

University of Idaho

2023 – 2024 University Faculty Meeting Minutes – **Pending Approval** **Approved at Mtg #2**
Dec. 6, 2023

Meeting #1

Monday, September 18, 2023, at 3:00pm (PT) / 4:00pm (MT)
via Zoom

President Scott Green Presiding

- President Green called the meeting to order at 3:01pm (PT).
- President Green read the names of those who died, as from information received by the Provost Office since the previous University Faculty Meeting. Faculty omitted will be recognized at the next University Faculty Meeting.
- President Green requested a moment of silence in honor of the colleagues who passed away.
- Meeting Logistics – Faculty Secretary Sammarruca
Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1.) and the meeting protocol.
- Quorum count: Faculty Secretary Sammarruca
96 voting members of the faculty were required for a quorum. 141 eligible voters were counted and thus a quorum was present.
- Approval of minutes – President Green
The minutes of the 2022-2023 University Faculty Meeting #3 (May 3, 2023) were approved as distributed.
- Special Orders – Faculty Senate Chair Jean-Marc Gauthier
 - Recognition – a complete list can be found in the slides attached to these minutes
 - Reading of new leadership – Provost
 - Reading of internal leadership changes – Provost
 - Reading of new faculty and recognition of promotion and/or tenure – College Deans
 - Reading of faculty senators who completed their terms in 2022-23 – Faculty Senate Chair Jean-Marc Gauthier
 - Consent Agenda (voting items)
 - Sabbatical Leave Committee Recommendations
 - Spring Graduates
 - 2023-24 Senate Committee RostersThere were no requests to remove items from the consent agenda for discussion and vote. The consent agenda was approved by unanimous consent.
 - Proposed Changes/Additions to Faculty-Staff Handbook (voting items)
 - FSH 6580 Reproduction of Copyrighted Material

The policy was rewritten to remove outdated and non-policy information. The library maintains extensive copyright guidance on its website, where it can be updated as often as needed.

Vote: 129/130 in favor; 1/130 against. Motion passes.

This concluded the Special Orders part of the meeting.

- President's Remarks

I'm happy to provide some updates and highlights from the past several months and we'll have time for questions at the end.

We'll start with some late-breaking news that we were thrilled to get: for a fourth straight year, the University of Idaho was ranked the No. 1 Best Value Public University in the West! U.S. News tweaked their methodology for this year's rankings, so for us to remain No. 1 in the West is a great sign that we're delivering tremendous value for our students. And it's a great credit to our dedicated faculty who deliver a world class educational experience.

U.S. News & World Report 2024 Best Colleges badges are available to download from the [U.S. World News Badges gallery](#) in the [U of I Media Library](#). U of I was recognized for: Best Undergraduate Computer Science, Best Undergraduate Psychology, Social Mobility — National Universities, Best Value — National Universities, and Top Public Schools.

Diving right into our financial picture, we're doing very well. At the close of fiscal year 2023 we posted a small budget surplus for the fourth straight year. We distributed \$2.5 million back to the colleges and units through the Vandal Hybrid budget model.

Our strong enrollment drives our budget success and we're looking forward to another excellent class coming this fall. We won't have official numbers until census day next month, but we can report that this year's freshman class will be our second largest ever, just behind last year's record-setting class. And overall enrollment will increase for a fourth straight year – probably about 2%.

Across the country, college enrollment is dropping, so we continue to buck national trends.

Moving on to research, we're well on our way to earning our rightful place as an R1 institution. The U of I set a record in 2022 with annual research expenditures of \$115.6 million. Not included in that total is a record \$55 million grant to study and implement climate-smart growing practices across Idaho.

- We are national leaders in water, soil, forestry, and a wide array of agricultural research.
- Research is a true hallmark of a U of I education – faculty are building real, tangible experiences for undergraduates and graduate students to engage in hands-on learning. This prepares them for rewarding careers and it's one reason our graduates earn the highest starting salaries of any public university in Idaho.

Our excitement is building for the partnership with the University of Phoenix to be finalized. It will expand opportunities for Idaho learners of all ages and enhance our ability to grow and thrive as a university. President Lynne and his leadership team have made a few trips to Boise to meet with legislators and other stakeholders and those conversations have gone very well. I'm

happy to hear that Phoenix Provost John Woods is scheduled to meet with our faculty senate soon.

We were in Phoenix earlier this month to meet with their accreditors and again the discussions were very positive, so we're expecting a smooth transaction.

The University of Idaho and our Board of Regents remain committed to closing this deal as the benefits for our university and the state of Idaho are more compelling than ever. These benefits include:

- The revenues generated by this growing market will help offset the projected declines in traditional college-going students. As I mentioned earlier, there was a baby bust in the recession that began in 2008, and some estimates indicate that a smaller cohort of traditional college-going students will result in an enrollment decline of at least 15%. Many predict a number of colleges in the nation will go out of business as a result. The adult learner category, however, is expected to increase 5% to 10% over this period. This is the market the University of Phoenix serves.
- This is a good deal financially for the University of Phoenix and the U of I. By affiliating with the U of I and becoming a not-for-profit, the previous profits and taxes paid out to investors and governmental entities — totaling tens of millions of dollars — can be retained for the benefit of the University of Phoenix, the U of I and our students. The purchase price, less cash left on the balance sheet, is approximately 2.5 times EBITDA (earnings before interest, taxes, depreciation and amortization), which any accountant or businessperson will tell you is a very attractive valuation.
- The state of Idaho will gain access to world class online education delivery and student support systems. These systems have been developed and refined over decades of use by the University of Phoenix students.
- Idaho students will have more choice. The U of I and the University of Phoenix will work together to build educational pathways for the benefit of our rural place-bound students and traditional students. There are options currently not offered online by any Idaho institution that the U of I can integrate into a model of both live and online instruction to meet marketplace needs.
- The University of Phoenix has robust student support and technology capabilities. We will work together to leverage these capabilities for the benefit of our students.

The University of Phoenix holds significant value as an institution of higher education by providing accessible and flexible learning opportunities. Through its online programs, the university caters to working adults and non-traditional learners who may face constraints in pursuing a traditional college education.

The enrollment cliff is looming in 2025. Projections show colleges will lose more than 500,000 students from 2025 to 2028. Meanwhile the adult learner market is growing by 5% each year. After three years of enrollment growth on our campus, we're in a good position as we approach the cliff. The partnership with the University of Phoenix allows us to invest in an area of projected growth and gain access to a true pioneer in online learning.

The U of I will continue to serve a more traditional student population while the University of Phoenix will serve more non-traditional students. Our two institutions together will ensure that anyone wishing to pursue higher education can find the program they need, delivered how they need it, so they are equipped with the tools necessary to thrive in a rapidly evolving global landscape.

We anticipate revenue of at least \$10 million per year from the investment in Phoenix, along with the tools to diversify our offerings at a critical time for higher education.

Our faculty play a key role in a successful partnership with Phoenix. In the near future we'll form multiple working groups to discuss various aspects of the partnership and identify areas for collaboration. Look for a call for nominations and volunteers to serve on the working groups soon!

Along with the University of Phoenix partnership, we're also pursuing other means to increase opportunities for students in Treasure Valley. In partnership with the College of Western Idaho, we launched the JumpStart program. Jump Start simplifies the transfer process and aligns with our land-grant mission of providing practical, accessible educational opportunities for all of Idaho.

Our alumni, employees and corporate partners are stepping up their support of the University of Idaho. The Brave. Bold. Unstoppable. campaign has raised nearly \$400 million of our \$500 million goal.

- FY23 was our 2nd best fundraising year ever at U of I – raising a total of \$57.5 million.
- Since publicly launching the campaign, we have achieved our three best fundraising years in our institution's history.
- The Vandal Scholarship Fund in athletics set an all-time record last year with nearly \$3 million raised for U of I student-athlete scholarships.

If you didn't hear from athletic director Terry Gawlik at the State of the University address last month, she did a tremendous job talking about the great culture that's been developed in our athletic department.

Along with excelling in their respective sports, our student-athletes are doing incredibly well in the classroom. They had a 3.44 GPA for the spring semester and 103 of them had 4.0 GPAs. Our student-athletes are also doing tremendous work in the community. One of our football players – Mathias Bertram – was named to the Allstate AFCA Good Works Team for his community involvement and volunteer work. He's the first Vandal to win the award and one of just 22 players out of more than 10,000 to earn the honor.

We hope to see you out at a game this year – our football team and our soccer team are both off to great starts and our volleyball team is much improved.

We also have some terrific events on campus lined up this fall. The Borah Symposium is September 25-27 and this year's theme is "World on the Edge: The Future of International Cooperation."

The College of Law's Bellwood Lecture features Jeffrey Sutton – Chief Judge of the U.S. Court of Appeals for the Sixth Circuit. His lecture is October 12th, and it will be live streamed from Boise this year.

And mark your calendars for November 1. We're debuting POP Talks. This will be a live event in the Vandal Ballroom designed to showcase the awesome depth and breadth of our research at the University of Idaho. We're excited to feature our faculty in this new format.

Discussion:

A faculty member worries that we may lose some of our non-traditional student population, such as veterans, to the University of Phoenix. President Green replied that our university is very proud of our veteran program and looks to expand it. After the deal is closed, the two universities will continue to operate independently, as usual.

A faculty member wondered about the narrative that most people enthusiastically support the UOPX purchase. Is that based on data? President Green responded that the narrative refers to the strong support vocalized by people, such as at the State of the University address, and includes the statement that not everyone agrees. Those who do not support the acquisition have no reasons to worry because all opinions are valued.

The university offered Home Depot a ground lease of 12 acres north of the Palouse Empire Mall. Did the university consider a request for proposals to give other businesses, perhaps a local business or consortium, the opportunity to compete? A related question: will this lease impact the U of I farm operation, particularly the dairy located west of the site? President Green's response: Home Depot approached the university about that property. There is plenty of university property in that area that's slated for development, and Home Depot's proposal fits within the plans of development and diversifying of revenue streams. Home Depot was coming regardless, because they had another opportunity near Safeway, but they preferred our property. Leasing to Home Depot was the right choice because it benefits our students.

The faculty member had a follow-up question: Home Depot will pay property taxes on the improvement, not the land itself. This seems an unfair advantage over other businesses who pay their share of property taxes and support local schools. Did the university consider asking Home Depot to make payments in lieu of property taxes? President Green's response: The university did not consider that option. On the other hand, the property taxes are a fraction of those for the improvement of the buildings. We negotiated improvements on A Street, with benefits above and beyond a normal ground lease. There is more university land for business that want to relocate.

Do we have any new data on Covid? President Green's response: We heard it's on the rise. We will share any updates we become aware of.

With reference to the previous questions about the Home Depot lease, a faculty member appreciates that the decision was made in the best interest of our students. However, they think it's important to keep in mind that we are part of the community. President Green agrees that we have the support of a great community, but he doesn't want the university to become involved in local politics.

Back to an earlier question on whether there is widespread support for the UOPX transaction, a faculty member reported being aware of concerns about erosion of shared governance – the faculty were not consulted, even though they have expertise in matters relevant to the affiliation, such as online education. Would it be possible for the President’s or the Provost’s office to create a survey to find out the degree of faculty support for the UOPX affiliation? President Green’s response: Businesspeople know that NDAs are standard to protect both sides. NDAs ensure that one side cannot share information with the other side’s competitors. It’s how the process works. The Q&A provides ample transparency. As for the survey, I will take this request under advisement.

The dean of CAA said that deans have a handle on how faculty and staff feel about the UOPX affiliation. In her college, people had plenty of opportunity to provide feedback. A poll at this time would reveal that we are divided. President Green encouraged people to talk to their deans.

Can you speak to the concerns expressed by three U.S. Senators about the UOPX affiliation? President Green’s response: It’s all in my letter (of September 13). There was a strong response from the Governor and U.S. Senator Risch in support of the affiliation.

Many large events take place at the ICCU Arena. Have they been successful as a revenue stream? President Green’s response: We subsidize the larger events, including cultural events such as the Jazz Festival, which we see as a benefit to the community. I’ll be able to say more at the end of the year.

Are there any plans for the anniversary of the capital murders, November 13? Provost Lawrence’s response: We are not planning on canceling classes, which is very disruptive. The DOS team is working on providing extra support and we hope faculty will be flexible with students who may be impacted on that day. Dean of Students Blaine Eckles’ response: I am working with student leaders to create a student-led memorial, where student voices are central. We are doing great work with CAA for the Healing Garden and Memorial. We hope to have soon proposals for viewing. Everybody is welcome to participate in the design.

Dean of COGS: This is National Postdoc Awareness Week. Let’s recognize these researchers who are so crucial to our research.

If there are no more questions, thank you and Go Vandals!

- Adjournments

The agenda being completed, President Green adjourned the meeting at 4:24pm.

Announcements placed in the chat:

- This is Hispanic Heritage Month
- Congratulations to Liz Bryant and Chandra Zenner Ford for being 2023 women of the year award nominees
- Thanks to the work of Dr. Yimin Chen, this week is recognized by Governor Little as Malnutrition Awareness Week
- Congratulations to the AsiaPOP! Team for an incredible week. Fantastic art exhibits and great lectures

Respectfully Submitted

Francesca Sammarruca
Secretary of the University Faculty

University of Idaho

2023 – 2024 University Faculty Meeting Agenda

Meeting #1

Monday, September 18, 2023, at 3:00pm (PT) / 4:00pm (MT)
via Zoom

President Scott Green Presiding

- I. Call to Order – President Green
- II. In Memoriam – President Green
- III. Meeting Logistics – Faculty Secretary Francesca Sammarruca
- IV. Quorum – Faculty Secretary Francesca Sammarruca
- V. Approval of Minutes (vote) – President Green **Attach. #2**
- VI. Special Orders–Faculty Senate Chair Jean-Marc Gauthier
 - Reading of new leadership and internal leadership changes – Provost Lawrence
 - Reading of new faculty and recognition of promotion and/or tenure – College Deans
 - Reading of faculty senators who completed their terms in 2022-23 – Faculty Senate Chair Jean-Marc Gauthier
 - Consent Agenda (vote)
 - Sabbatical Leave Committee Recommendations **Attach. #3**
 - Spring 2023 Graduates **Attach. #4**
 - University Committee Rosters **Attach. #5**
 - Proposed Changes/Additions to Faculty-Staff Handbook (vote)
 - FSH 6580 Reproduction of Copyrighted Material **Attach. #6**
 - Administrative Procedures Manual (Informational Item – no vote) – Approved June 28, 2023
 - APM 45.05 Early Setup and Advance Funding of Sponsored Project Budgets **Attach. #7**
 - APM 05.03 Inland Marine **Attach. #8**
 - Administrative Procedures Manual (Informational Item – no vote) – Approved September 6, 2023
 - APM 05.02 Property Coverage **Attach. #9**
 - APM 45.21 Responsible Conduct of Research Training **Attach. #10**
 - APM 50.03 How to Prepare Electronic Personnel Action Forms (EPAFs) **Attach. #11**
 - Administrative Procedures Manual (Informational Item – no vote) – Approved September 7, 2023
 - APM 90.24 Student Health Insurance Requirement **Attach. #12**

VII. Announcements and Remarks – President Green

VIII. Adjournments – President Green



University
of Idaho

UNIVERSITY FACULTY MEETING

MEETING # 1

SEPTEMBER 18, 2023

AGENDA

University of Idaho

2023 – 2024 University Faculty Meeting Agenda

Meeting #2

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- Adjournments – President Green

IN MEMORIAM

Samuel Chan

Professor Emeritus
Mining Engineering
July 2023

Paul Miles

Professor Emeritus
Communication
July 2023

Philip Mohan

Professor Emeritus
Psychology & WWAMI
June 2023

Hazel Peterson

Emeritus Faculty
Movement Sciences
July 2023

Joseph James Ulliman

Department Head and Professor Emeritus
Forest Resources
May 2023

Donald White

Faculty Emeritus
Extension Forester
March 2023

MEETING LOGISTICS



Eligible to Vote:

- President
 - Provost/Vice Provosts
 - Vice Presidents
 - Deans
 - *Professors
 - *Associate Professors
 - *Assistant Professors
 - *Senior Instructors
- Lecturers who have served at least four semesters on more than half-time appointment

**including those professors, associate professors, assistant professors, senior instructors, and instructors whose titles have distinguished, research, extension, clinical or visiting designations, e.g., "assistant clinical professor", "assistant research professor" and "visiting associate professor"*



University
of Idaho

RECOGNITION

Please hold applause until all faculty have been recognized



ADMINISTRATION

Presented by
Provost/EVP Torrey Lawrence



ADMINISTRATION CHANGES

- I Tracey Anderson** | Department Head | Accounting & Management Information Systems, CBE
 - I Rami Attebury** | Associate Dean | Operations and Access, University Library
 - I Rula Awwad-Rafferty** | Chair | Design & Environments, CAA
 - I Devin Becker** | Associate Dean | Research and Engagement, University Library
 - I Sean Butterfield** | Director | Lionel Hampton School of Music, CLASS
- I Matt Doumit** | Senior Associate Dean and Director of Academic Programs | CALS
 - I Thomas Farrer** | Associate Program Director | WWAMI Medical Education
 - I Angie Freel** | Director | 4-H Youth Development, CALS
 - I Robert Heinse** | Acting Department Head | Soil & Water Systems, CALS
 - I Jason Karl** | Director | Rangeland Center, CNR

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ADMINISTRATION CHANGES CONT...

- I Delphine Keim** | Chair | Art & Design, CAA
- I Jeremy Kenyon** | Unit Head | Research and Experiential Learning, University Library
 - I Jylisa Kenyon** | Unit Head | Access and Engagement, University Library
 - I Kristine Levan** | Chair | Culture, Society and Justice, CLASS
 - I David Pfeiffer** | Department Head | WWAMI Medical Education
 - I Gabriel Potirniche** | Associate Dean | ENGR
 - I Janet Rachlow** | Department Head | Fish and Wildlife Sciences, CNR
 - I Sanjay Sisodiya** | Associate Dean | CBE
 - I Eva Strand** | Associate Dean | CNR
 - I Randy Teal** | Chair | Architecture, CAA
 - I Continued on next slide...**

ADMINISTRATION CHANGES CONT...



I Lisa Victoravich | Dean | CBE

I Jaap Vos | Department Head & Director | Natural Resources and Society & Environmental Science, CNR

I Evan Williamson | Unit Head | Digital Scholarship and Open Strategies, University Library

I Eric Wolbrecht | Chair | Mechanical Engineering, ENGR

I Darryl Woolley | Associate Dean | CBE



AGRICULTURAL AND LIFE SCIENCES

Presented by
Dean Michael Parrella



NEW FACULTY

I **Teresa Balderrama** | Northern District | Associate Professor

I **Angela Blacklaw-Freel** | Northern District | Professor

I **Lauren Christensen** | Animal, Veterinary & Food Science | Assistant Professor

I **Connor Cox** | Southern District | Assistant Professor

I **Matthew Fisher** | Extension 4-H Youth Development | Assistant Professor

I **Jared Gibbons** | Eastern District | Assistant Professor

I **Russell Gosz** | Northern District | Professor

I **Adrienne Griebel-Thompson** | Family & Consumer Sciences | Assistant Professor

I **Kamal Khadka** | Plant Sciences | Assistant Professor

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NEW FACULTY CONT.

- I Tina Miller** | Central District | Assistant Professor
- I Cheyanne Myers** | Southern District | Assistant Professor
- I Tyler O'Donnell** | Southern District | Senior Instructor
- I Kari Ure** | Eastern District | Assistant Professor



PROMOTION AND / OR TENURE

I Phillip Bass | Animal, Veterinary & Food Sciences | Associate Professor with Tenure

I Michael Colle | Animal, Veterinary & Food Sciences | Associate Professor with Tenure

I Lide Chen | Soil & Water Systems | Full Professor

I Louise-Marie Dandurand | Entomology, Plant Pathology and Nematology | Full Professor with Tenure

I Xiaoxue Du | Agricultural Economics and Rural Sociology | Associate Professor with Tenure

I Kasia Duellman | Entomology, Plant Pathology and Nematology | Associate Professor with Tenure

I Zachary Kayler | Soil & Water Systems | Associate Professor with Tenure

I Denise Konetchy | Animal, Veterinary & Food Sciences | Associate Professor with Tenure

I Joseph Kuhl | Plant Sciences | Full Professor

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PROMOTION AND / OR TENURE CONT...



- I Liang Lu** | Agricultural Economics and Rural Sociology | Associate Professor with Tenure
- I Alex Maas** | Agricultural Economics and Rural Sociology | Associate Professor with Tenure
- I Norm Ruhoff** | Agricultural Economics and Rural Sociology | Clinical Associate Professor
- I James Woodhall** | Entomology, Plant Pathology and Nematology | Associate Professor with Tenure

EXTENSION

PROMOTION AND / OR TENURE

- I Carrie Clarich** | Southern District | Associate Professor with Tenure
- I Colette DePhelps** | Northern District | Associate Professor with Tenure
- I Lance Hansen** | Eastern District | Associate Professor with Tenure
 - I Kristen Jensen** | Northern District | Full Professor
- I Siew Guan Lee** | Central District | Associate Professor with Tenure
- I Gretchen Manker** | Central District | Associate Professor with Tenure
- I Bradley Stokes** | Southern District | Associate Professor with Tenure



ART AND ARCHITECTURE

Presented by
Dean Shauna Corry



NEW FACULTY

I Roberto Capecci | Design & Environments | Assistant Professor

I Andrea Dutto | Architecture | Assistant Professor

I Kanghyun Lee | Design & Environments | Assistant Professor

I Yumna Kurdi | Virtual Technology and Design | Assistant Professor

I Lori Smithey | Architecture | Assistant Professor

PROMOTION AND / OR TENURE



I Casey Doyle | Art & Design Program | Full Professor

I David Gottwald | Art & Design Program | Associate Professor with Tenure

I Scott Lawrence | Architecture | Associate Professor with Tenure

I Gregory Turner-Rahman | Art & Design Program | Full Professor



BUSINESS AND ECONOMICS

Presented by
Dean Lisa Victoravich

NEW FACULTY



I Tracey Anderson | Accounting & Management Information Systems| Professor

I Duff Bergquist | Business| Senior Instructor

I Norma Hasbrouck | Distance Education| Instructor

I Lisa Victoravich | Accounting & Management Information Systems| Professor



EDUCATION, HEALTH AND HUMAN SCIENCES

Presented by
Dean Brooke Blevins



NEW FACULTY

- I** **Shawna Campbell-Daniels** | Curriculum and Instruction | Assistant Professor
 - I** **Janice Carson** | CDHD | Assistant Professor
 - I** **Yin Hong Cheah** | Curriculum and Instruction | Assistant Professor
 - I** **Erik Luvaas** | CDHD | Assistant Professor
- I** **Bethani Studebaker** | Leadership & Counseling | Associate Professor



PROMOTION AND / OR TENURE

- I Jayme Baker** | Movement Sciences | Clinical Associate Professor
- I Brooke Blevins** | Curriculum and Instruction | Full Professor
- I Raymond Dixon** | Curriculum and Instruction | Full Professor
- I Catherine Loiacono** | Movement Sciences | Associate Professor with Tenure
- I Taylor Raney** | Curriculum and Instruction | Clinical Full Professor
- I Andrew Scheef** | Curriculum and Instruction | Associate Professor with Tenure



ENGINEERING

Presented by
Dean Suzie Long

NEW FACULTY



- I Patel Jagdish** | Chemical and Biological Engineering | Assistant Professor
- I Bhaskar Prasad Rimal** | Computer Science | Assistant Professor
- I Boyu Zhang** | Computer Science | Assistant Professor



PROMOTION AND / OR TENURE

- I Vibhav Durgesh** | Mechanical Engineering | Associate Professor with Tenure
- I Hangtian Lei** | Electrical & Computer Engineering | Associate Professor with Tenure
- I Michael Maughan** | Mechanical Engineering | Associate Professor with Tenure
- I Amin Mirkouei** | Nuclear Engineering & Industrial Management | Associate Professor with Tenure
- I Dakota Roberson** | Electrical & Computer Engineering | Associate Professor with Tenure
- I Ting-Yen Shih** | Electrical & Computer Engineering | Associate Professor with Tenure
- I Matthew Swenson** | Mechanical Engineering | Associate Professor with Tenure
- I Aleksandar Vakanski** | Nuclear Engineering & Industrial Management | Associate Professor with Tenure
- I Xiao Wu** | Chemical & Biological Engineering | Associate Professor with Tenure
- I Min Xian** | Computer Science | Associate Professor with Tenure



GENERAL LIBRARY

Presented by
Dean Ben Hunter

NEW FACULTY



I Julia Stone | Digital Scholarship Librarian | Assistant Professor

I Andrew Weymouth | Digital Initiatives Librarian | Assistant Professor

PROMOTION AND / OR TENURE



I **Jeremy Kenyon** | Head for Research and Experiential Learning| Full Professor

I **Jylisa Kenyon** | Head for Access and Engagement | Associate Professor with Tenure



COLLEGE OF LAW

Presented by
Associate Dean Aliza Cover



NEW FACULTY

I Jordan Gross | Law | Professor

I Joseph Isanga | Law | Associate Professor

I Jessica Millward | Law | Assistant Professor

PROMOTION AND / OR TENURE



I Katherine Ball | College of Law | Full Professor

I Anna Blaine | Law Library | Associate Professor with Tenure



LETTERS, ARTS AND SOCIAL SCIENCES

Presented by
Associate Dean Annette Folwell



NEW FACULTY

I Neil Davidson | English | Instructor

I Tyler Easterbrook | English | Assistant Professor

I Cortney Franklin | Culture, Society and Justice | Assistant Professor

I Laura Gruber Godfrey | Vandal Gateway Program | Instructor

I Pavielle Haines | Politics and Philosophy | Assistant Professor

I Leah Hampton | English | Assistant Professor

I Tianfang Han | Psychology and Communication | Assistant Professor

I Susan Kologi | Psychology and Communication | Instructor

I Michelle Lange | Music | Instructor

I Heather Miller | Psychology and Communication | Assistant Professor

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NEW FACULTY CONT...

- I Emma Perry | English | Instructor
- I Daniel Pinilla | Music | Instructor
- I Teodora Proud | Music | Instructor
- I Alexandria Ruble | History | Assistant Professor
- I Azusa Tojo | Global Studies | Instructor
- I Margot Volem | English | Instructor
- I Mengying Zhai | Idaho Asia Institute | Instructor

PROMOTION AND / OR TENURE

- I Lori Conlon Khan | Music | Clinical Associate Professor
- I Erin Damman | Martin Institute | Clinical Associate Professor
- I Graham Hubbs | Politics and Philosophy | Full Professor
- I Casey Johnson | Politics and Philosophy | Associate Professor with Tenure
- I Benjamin McDunn | Psychology and Communication | Clinical Associate Professor
 - I Roger McVey | Music | Full Professor
- I Michael Overton | Politics and Philosophy | Associate Professor with Tenure
- I Aleta Quinn | Politics and Philosophy | Associate Professor with Tenure
 - I Aaron Schab | English | Senior Instructor
- I Zachary Turpin | English | Associate Professor with Tenure



NATURAL RESOURCES

Presented by
Associate Dean Eva Strand

NEW FACULTY



- I** Jie (Jessie) Ma | Fish and Wildlife Sciences | Assistant Professor
- I** Simona Picardi | Wildlife Resources | Assistant Professor
- I** Chris Zajchowski | Natural Resources and Society | Assistant Professor

PROMOTION AND / OR TENURE



I Tracey Johnson | Fish & Wildlife Sciences | Associate Professor with Tenure

I Jason Karl | Forestry, Rangeland and Fire Sciences | Full Professor

I Eva Strand | Forestry, Rangeland and Fire Sciences | Full Professor

I Kenneth Wallen | Natural Resources and Society | Associate Professor with Tenure



SCIENCE

Presented by
Dean Ginger Carney



NEW FACULTY

I Timothy Boester | Mathematics & Statistical Science | Clinical Assistant Professor

I Sarah Castle | Mathematics & Statistical Science | Assistant Professor

I Suzanne Cazeau | Mathematics & Statistical Science | Instructor

I Benjamin French | Mathematics & Statistical Science | Instructor

I Michael Love | Mathematics & Statistical Science | Instructor

I John Pawlina | Mathematics & Statistical Science | Instructor

I Richard Thompson | Chemistry | Assistant Professor

I Tiantian Yang | Mathematics & Statistical Science | Assistant Professor

I Fan Yi | Mathematics & Statistical Science | Assistant Professor

I Meng Zhao | Earth and Spatial Sciences | Assistant Professor



PROMOTION AND / OR TENURE

I Gwendolyn Barnes | Physics | Research Associate Professor

I Somantika Datta | Mathematics and Statistical Science | Full Professor

I Scott Grieshaber | Biological Sciences | Full Professor

I Paul Hohenlohe | Biological Sciences | Full Professor

I Diane Mitchell | Biological Sciences | Associate Professor with Tenure

I Benjamin Ridenhour | Mathematics and Statistical Science | Associate Professor with Tenure

I Kristopher Waynant | Chemistry | Associate Professor with Tenure



WWAMI

Presented by
Director Jeff Seegmiller

NEW FACULTY



- I Madeline Casanova** | WWAMI Medical Education | Assistant Professor
- I Thomas Farrer** | Associate Program Director | Assistant Professor
- I Nickolai Martonick** | WWAMI Medical Education | Assistant Professor

PROMOTION AND / OR TENURE



I Jon Mallatt | WWAMI Medical Education | Clinical Full Professor

I Thanh-Danae Vu | WWAMI Medical Education | Clinical Associate Professor

FACULTY SENATE

2022-2023 SENATORS

THANK YOU FOR YOUR SERVICE

Presented by Jean-Marc Gauthier

Jerry Fairley
Dan Hickman
Ben Hunter
Jaysson Pfeifer
Matt Powell
Kelly Quinnett
Carson Silsby
Liz Wargo
Alex Call

University of Idaho

2022 – 2023 University Faculty Meeting Minutes – Pending Approval

Meeting #3

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

President Scott Green Presiding

- President Green called the meeting to order at 3:00pm (PT).
- President Green read the names of those who died, as from information received by the Provost Office since the previous University Faculty Meeting. Faculty omitted will be recognized at the next University Faculty Meeting.
- President Green requested a moment of silence in honor of the colleagues who passed away.
- Meeting Logistics – Faculty Secretary Sammarruca
Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1.) and the meeting protocol.
- Quorum count: Faculty Secretary Sammarruca
 - 98 voting members of the faculty were required for a quorum. 148 eligible voters were counted and thus a quorum was present.
- Approval of minutes – President Green
 - The minutes of the 2022-2023 University Faculty Meeting #2 (October 27, 2022) were approved as distributed.
- Special Orders – Faculty Senate Chair Kelly Quinnett
 - Consent Agenda (voting items)
 - Solidarity Statement Resolution
 - Sabbatical Leave Committee Recommendations
 - Fall 2022 GraduatesThere were no requests to remove items from the consent agenda for discussion and vote. Consent agenda items were approved by unanimous consent.
 - Proposed Changes/Additions to Faculty-Staff Handbook (voting items)
 - FSH 1520 Constitution of the University Faculty
Article II, Section 1 has been 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 provisions under which visiting faculty and lecturers are granted voting rights.
Vote: 129/136 yes; 6/135 no. Motion passes.

- FSH 1565 Academic Ranks and Responsibilities
Changes have been made to **A-1. Introduction** to revise the cap on instructors, senior instructors, and lecturers, and to **G-1. Lecturer** and **G-2 Visiting Faculty** to align with revised FSH 1520. FSH 1565 contains all definitions, whereas all information about voting rights is in FSH 1520, the Constitution of the University Faculty. In FSH 1565, there was a 25% cap on the number of instructors, senior instructors, and lecturers a unit could hire. Faculty Affairs proposes to remove the cap and give each unit the flexibility to decide.
Discussion:
Concerns were expressed that the removal of the cap would increase the exploitation of temporary faculty. Chair of FAC Alistair Smith provided some context and clarified that the intent of FAC was to give back to the units the power to make that decision. Some faculty agreed that it's best to leave the cap at the units' discretion.
Vote: 63/144 yes; 81/144 no. Motion fails.

- FSH 1640 Committee Directory:
Reorganized for clarity and consistency.
 - ◆ FSH 1640.47 Fiscal Emergency Committee: deleted. (Non-existing)
 - ◆ FSH 1640.35 Disability Affairs Committee: deleted. (Non-existing)
 - ◆ FSH 1640.78 Shared Leave Committee: deleted. (Non-existing)
 - ◆ FSH 1640.94 Multi-Campus Communication Committee: deleted. Remote communication has become a standard way to communicate. This committee, as presently described and charged, is obsolete.Vote: 137/142 yes; 5/142 no. Motion passes.

- FSH 1640.90 Committee Directory – UACC
The UAAC requests an update of their membership list to add two *ex-officio* non-voting members: the Director of General Education and the Director of CETL. The purpose is to receive feedback from others who are actively engaged in the process of assessment and accreditation. Moreover, our CETL member will help us streamline conversations about, for instance, Canvas and Anthology. The prospective new members have been attending the past few meetings and are fully onboard.
Votes: 133/142 yes; 9/142 no. Motion passes.

- FSH 1640.87 University Teaching Committee Structure
The University Teaching Committee wishes to have representation from an undergraduate student and a graduate student. Including representation of both student groups will provide a necessary perspective and source of information for committee work regarding instruction at the university. The University Teaching Committee feels that it is appropriate for the Director of Center for Excellence in Teaching and Learning to have voting rights, similar to the rights granted to the director of general education.
Votes: 125/149 yes; 24/149 no. Motion passes.

- FSH 6920 University Library
Comprehensive review. Revised to remove Library operations information, which will continue to reside on the Library website. Language clarified in C-2.
Votes: 126/133 yes; 7/133 no. Motion passes.

- FSH 5600 Research Conflicts of Interest
This is not a new policy. It's a major update to address gaps and redundancies in the present policy and improve readability. The current name "Financial Conflicts..." has been replaced by "Research Conflicts..." because FSH 5600 only applies to research, in contrast to FSH 6240.
Votes: 136/140 yes; 4/140 no. Motion passes.

- FSH 3250 Flextime/Flexplace
Updated throughout to revise procedures and ensure compliance with export control requirements in international flexwork arrangements. A committee met and developed the recommendations with inclusion from Provost Office, Vice President Foisy, OIT, Export Controls, International Program Office, Faculty Staff Policy Group.
Discussion:
Clarification was requested about the scope and purpose of the policy. Does it concern mostly classified employees? Brandi Terwilliger replied that it is intended for all. Some faculty reported positive experience with this policy during the pandemic. Other faculty were concerned that the policy can be misused and thus poses potential risks. The Vice Provost for Faculty noted that no change in faculty work is implied – the policy is to address the flexwork environment. It is meant to facilitate faculty use of technology when they are abroad. Brandi Terwilliger reiterated that the policy applies to faculty who request changes to their work or location.
Votes: 58/136 yes; 78/136 no. Motion fails.

- FSH 5500 Laboratory Record-Keeping Guidelines
The proposal is to delete this item because it does not meet the criteria for university-wide policy. Furthermore, even as a guideline, it is very outdated. There was no discussion.
Votes: 132/136 yes; 4/136 no. Motion passes.

- Proposed Non-Curricular Changes to the University of Idaho Catalog (voting items)
 - UCC 68 – Final Exam Schedule
Same rotation as usual.
Vote: 127/132 yes; 5/132 no. Motion passes.

 - UCC 80 – Four-digit Course Numbering
Due to the limited course numbers available for future course offerings in some programs, the University will be transitioning undergraduate and graduate courses to a four-digit course numbering scheme effective with the 2025-26 Catalog. To remain in compliance with Idaho State Board of Education policies, the first digit of each course number will be duplicated. As an example, with this transition ENGL 101 Writing and Rhetoric I will become ENGL 1101 Writing and Rhetoric I.
Discussion:
There were some concerns that this transition is going to be cumbersome. Registrar Lindsey Brown ensured that her office will work with departments and assist with the transition.
Vote: 103/126 yes; 23/126 no. Motion passes.

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

- President's Announcements and Remarks:
President Green expressed deep appreciation for the work of outgoing Senate Chair and Vice Chair Kelly Quinnett and Erin Chapman and congratulated the new Faculty Senate Leadership.

There is a lot of good news to share:

We ended last year (and for the 3rd consecutive year) with a surplus. From current estimates, we expect a surplus for the 4th year in a row. We are in a very different position than four years ago, and although our balance sheet doesn't yet have all the metrics that we want and are required by the State Board, we are very liquid. We can start investing back in our university. As of the end of February, we spent 63% of our Gen Ed budget, and about 67% through the year. Thus, we can allocate funds back to colleges and units, based on their enrollment metrics and graduation rates. For FY24, we were able to distribute an additional \$2.5M across campus. President Green appreciates the hard work of faculty and staff that made U of I a much better and sustainable place.

Last fall, we welcomed the largest incoming class of first-year students in the history of the university. Accordingly, we need to expand the capacity of our system. To that end, we are working on a plan for the old South Hill apartments, built in 1970 and expected to last 30 years. Last year, our enrollment was up by 3% and remained at that level through the spring, in spite of last November's capital crimes. Our early indicators are good and point to another excellent year enrollment-wise. At this time, the number of admitted students is up by 4%. Normally, 42-43% of our students are first-generation, but that percentage was up to 52% in our last freshmen class. Our work with schools around the state to promote the value and benefits of higher education, and the work of SEM, have been effective. First-generation students need the additional help and support they can't get from their families. It's important to be proactive and reach out to students who need help before they leave, which is usually because of financial reasons.

Moving on to the legislative session. In spite of untruthful statements made by some, we received an increase of 5.6% overall, including the CEC component, which went up by \$1.20 per hour, or approximately 3%. We received \$9M for building projects, which we'll use to expand some of our existing capacities, such as the McCall Field Campus.

We also continue to make great progress in the research sector. The \$55M grant for Climate-Smart Agriculture is the largest in U of I history. We are building the country's largest research dairy facility in Minidoka County, part of the Idaho Center for Agriculture, Food and the Environment. The budgetary outlook is good. Funds from closed facilities will be repurposed and invested in this project. Equipment for the Deep Soil Ecotron is coming.

Fundraising: Last Fall, we launched the *Unstoppable* phase of our capital campaign, *Brave. Bold. Unstoppable*. We set a record at \$65M. This year, our goal is in the mid-\$50M. We are on track, having raised overall \$375M towards our \$500M goal. Vandal Giving Day set another record with \$818K, mostly intended for colleges and programs.

Announcements:

Employee Appreciation BBQ, Thursday, May 4, at the ICCU Arena. The Excellence Award Ceremony begins at 3:30, followed by food and festivities outside.

Commencement: May 13 in Moscow; May 16 in Boise; May 17 in Idaho Falls.

In closing, President Green thanked all employees for the role they play in the university's success, and for taking care of our students and each other during trying times.

Discussion:

Q. A faculty thanked President Green for his leadership during the legislative session and for standing up to those who distort the mission and function of the U of I and make false statements about what's going on in our classrooms. The faculty was especially appreciative of the April 13 memo, where the president called out the members of the legislature from North Idaho, who voted against our Gen Ed budget, the WWAMI medical education program, and the university's recovery efforts. This faculty also had a question concerning action taken by the SBOE at their last week's meeting. They voted to outlaw diversity statements as part of the application process for faculty and staff positions. What led to this decision, and how will it be applied on campus, while we try to create a diverse workplace and environment for our students? Can we still do this with the limitations placed by the Board?

A. The legislators are concerned that requiring applicants to provide a diversity statement introduces biases into the process and favors the recruiting of people who share our views. The guidance from our compliance department is to ask questions at the interview to make sure the applicant's values align with ours. The advice to search committees is to ask questions about values and beliefs in a fair, just, inclusive campus.

As a follow-up to the previous question, a former chair of the Ubuntu committee said that she would be happy to share a short document of best equity practices in hiring put together by the committee.

Q. Why did the governor not approve the faculty line for the program in cyber and computer science?

A. We were asked to come up with collaborative projects from all higher education institutions in the state and developed three major proposals around health care, cyber security, and nuclear science (the third involving ISU and UI). We invested a large amount of time and effort and submitted the proposals to the governor's office, where they remained ignored. However, money left over from Idaho LAUNCH and Opportunity Scholarship (overfunded programs), can be delivered from the Department of Workforce Development back to the institution to use as needed. If we do get our share of that money, we'll be in a good position and have more flexibility than we would have had they approved those three proposals in the first place. If that money does come, we'll reinvest it in the university, including cyber and nuclear faculty lines, health care, and more. The Opportunity Scholarship program was funded at a level of \$20M but typically spent about \$7M. Hopefully, this will provide some excess funds every year going forward.

Q. From a member of the Theater Department: House Bill 265 requires carding anyone who comes into the theater if there is sexually explicit content in the play. It applies to any public building that's presenting live work in front of a live audience if the play demonstrates or describes sexually explicit material on stage. Do we have to submit our academic season to OGC for a sign-off that the play we are producing doesn't violate Bill 265? The bill allows for people to sue the university for \$10k up to four years after the event, even if a minor attends with a parent. This faculty is under the impression that the bill is up for a vote in July.

A. President Green is not aware of such bill but will inquire. The legislative season is closed, so nothing can be up for vote in July.

Q. Under what circumstances are we required to post a sign saying “In God we trust” in a conspicuous place?

A. If a donor gave us such a sign, we would be required to post it somewhere.

Erin Chapman placed in the chat the link to “Go fund me” for donations to Rebecca Scofield. Any contribution is greatly appreciated.

- **Adjournments**

The agenda being completed, President Green adjourned the meeting at 4:30pm.

Respectfully Submitted

Francesca Sammarruca
Secretary of the University Faculty



MEMORANDUM

TO: Jean-Marc Gauthier, Chair, Faculty Senate
Kristin Haltinner, Vice Chair, Faculty Senate

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

DATE: June 5, 2023

SUBJECT: Items for Faculty Senate

Please see the below table with the faculty members who were approved for a sabbatical in the 2024 - 2025 Academic Year.

NAME	COLLEGE	DEPARTMENT	SABBATICAL TERM
Somantika Datta	College of Science	Mathematics and Statistical Science	AY 2024-25
Tao Xing	College of Engineering	Mechanical Engineering	Fall 2024
Zachary Turpin	College of Letters, Arts and Social Sciences	English	Fall 2024
Jason Johnston	College of Letters, Arts and Social Sciences	Music	Fall 2024
Manoj Shrestha	College of Letters, Arts and Social Sciences	Politics and Philosophy	Fall 2024
Greg Lambeth	Student Affairs	Counseling and Testing Center	Fall 2024
Aleta Quinn	College of Letters, Arts and Social Sciences	Politics and Philosophy	Spring 2025
Paul Rowley	College of Science	Biological Sciences	Spring 2025

Spring 2023 Candidates for Degree

COLLEGE OF AGRICULTURAL & LIFE SCIENCES

Collin	M	Aardema	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Saroj		Adhikari	M.S.	Applied Economics
Jaylee	Marie	Allen	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Catherine	M	Beld	B.S.Pl.Sc.	Crop Management
Chelsea	Anne	Bence	B.S.	Human Dev & Family Studies
Heidi	Rose	Brackebusch	M.S.	Dietetics
Kaelie	Marie	Brown	B.S.Ag.Ed.	Agricultural Education
Caleb	Jay	Byington	B.S.Pl.Sc.	Crop Science
Drew	Emily	Carrell	B.S.Ag.Ed.	Agricultural Education
Mikayla		Cavanaugh	B.S.	Child Development
Christy	L	Christian	Ph.D.	Plant Science
Meghan	N	Clancy	B.S.A.V.S.	Career & Tech Ed-Fam&Cons Sci
Krystal	Margaret	Conley Natividad	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Hailey	Grace	Crawford	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Melinda	Elizabeth	Cross	B.S.Ag.Ed.	Agricultural Education
Nolan	Donald	Cumming	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Jason	Robert	Damon	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Jeremy	Richard	Davies	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Aayush Raj		Dhokal	M.S.	Applied Economics
Raquel		Dimond	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Garrett	Richard	Dines	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Katherine	Margaret	Doumit	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Jovana		Duarte	B.S.Erly.Chldhd.Dev.Ed.	Early Childhood Devel & Ed
Luke	Buchanan	Edwards	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Madelin	D.	Edwards	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Carmen	Jubilee	Eggleston	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Brooklyn	S	Epperson	M.S.	Animal Science
Fauwial		Farid Khan	M.S.	Applied Economics
Clair	Lee	Feldmann	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Kaylee	S	Flodin	B.S.F.C.S.	Apparel, Textiles, & Design
Megan	Alexis	Follett	M.S.	Dietetics
Julia	R	Furioso	Academic Certificate	Ag Commodity Risk Mgmt
Cole	Mitchell	Garland	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Nathan		Gelles	M.S.	Plant Science
Blazie		Gilder	B.S.	Human Dev & Family Studies
Tara	L	Goertzen	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Zackary	Elijah	Goodnature	B.S.	Apparel, Textiles, & Design
Mackenzie	Beth	Griggs	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Sarah	Elizabeth	Hale	B.S.Pl.Sc.	Biotechnology & Plant Genomics
Maggie	Rose	Hammon	B.S.Ag.L.S.	Ag Science, Comm, & Leadership
Kiely	U	Hardy	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Kendra	Nicole	Harrison	B.S.	Child Development
Mikayla	L	Heimbuch	M.S.	Animal Science
Emily	Elizabeth	Hengehold	B.S.F.C.S.	CFCS-Child Dev Family Rel
Karina		Hernandez	B.S.	Child Development
Harry	William	Hobbs	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Kylie	Marie	Holveck	B.S.Ag.L.S.	Ag Science, Comm, & Leadership
Maggie	Jo	Howard	B.S.	Human Dev & Family Studies
Anneliese	Nicole	Husaby	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Braydon	Jeter	Jensen	B.S.Pl.Sc.	Crop Management
Alejandro		Jimenez Cortes	B.S.Pl.Sc.	Crop Science

Harleigh	Ann	Johnson	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Tiana	L	Johnson	M.S.	Dietetics
Adam	Richard	Kennedy	B.S.Pl.Sc.	Crop Science
Hannah	Lynne	Kindelspire	B.S.F.C.S.	Food and Nutrition
Tyler	Franklin	Lawrence	B.S.Pl.Sc.	Horticulture & Urban Agric
Megan	Jo	Limesand	M.S.	Dietetics
Torrey	Breanna	Long	B.S.F.C.S.	Apparel, Textiles, & Design
Charles	Kent	Lovelace	B.S.Ag.L.S.	Ag Science, Comm, & Leadership
Cecilia	Ann	Lucero	B.S.Pl.Sc.	Crop Management
Gabriela	Fernanda	Lupian	B.S.F.C.S.	CFCS-Child Dev Family Rel
Paul		Macduff	B.S.S.W.S.	Agricultural Systems Mgmt
Angel		Magana	B.S.F.C.S.	Apparel, Textiles, & Design
Gavin	Wallace	Merritt	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Katie		Messerly	M.S.	Dietetics
Jayden	Keith	Mink	B.S.A.V.S.	Animal & Vet Sci-Business Opt
Kaitlin	Mackenzie	Mirkin	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Savannah	Reyanne	Moore	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Heather	B	Neace	M.S.	Water Resources-Sci & Mgmt Opt
Frank	Carew	Newman	B.S.S.W.S.	Agricultural Systems Mgmt
Joseph	Henry	Orrison	B.S.S.W.S.	Agricultural Systems Mgmt
Jennifer	Margaret	Ott	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Sophia	Rose	Oxarango	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Kiera	Mary	Packer	B.S.Ag.L.S.	Ag Science, Comm, & Leadership
Grace		Park	B.S.F.C.S.	Apparel, Textiles, & Design
Kayla	Joy Victoria	Park	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Megan	Grace	Parnell	Academic Certificate	Ag Commodity Risk Mgmt
Hailey	J	Pelton	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Roberto		Perez	B.S.Ag.L.S.	Sustainable Food Systems
Apryl	Lee	Peterson	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Emily	Rene	Peterson	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Cassidey	Lynn	Plum	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Derrick		Pomi	B.S.S.W.S.	Agricultural Systems Mgmt
		Quirino Souza Dayoub		
Luana		Zagato	M.S.	Plant Science
Sophia	Simone	Raasch	B.S.F.C.S.	Food and Nutrition
Rachael	Lane	Rager	M.S.	Dietetics
Justyne	Nichole	Rash-Collins	B.S.	Child Development
Hyrum	Scott	Rasmussen	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Melinda	Sue	Raymond	B.S.Ag.L.S.	Ag Science, Comm, & Leadership
Sarah	JoAnn	Reisenauer	B.S.Ag.Ed.	Agricultural Education
Danielle	Le	Reynolds	M.S.	Agricultural Education
Haley	Angell	Richardson	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Shasta	Raelynn	Richardson	B.S.Ag.Ed.	Agricultural Education
Cable	Jhett	Ricker	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Fisher	Liam	Ries	B.S.Pl.Sc.	Horticulture & Urban Agric
Daisy	Eva	Ruvalcaba	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Daniel		Salas	B.S.A.V.S.	Animal & Vet Sci-Dairy Sci Opt
Morgan	Savannah	Schulz	B.S.Ag.Ed.	Agricultural Education
Ana	Christine	Segsworth	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Olivia	C	Shaul	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevot Opt
Lovepreet		Singh	M.S.	Food Science
Regann	Dawn	Skinner	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Kayla	Raye	Slater	B.S.	Early Childhood Education
Jacob	Michael	Smith	B.S.	Food and Nutrition
Madison	Renee	Sotin	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Aubrey		Speer	M.S.	Dietetics
Logan	Robert	Stansell	B.S.S.W.S.	Agricultural Systems Mgmt
Mia	Isabella	Stender	B.S.Ag.Ed.	Agricultural Education

Charlene	Marie	Stevens	B.S.F.C.S.	Food and Nutrition
Ashley	Erin	Swanson	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Isel		Tejeda Urenda	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Caleb	J.	Van Kampen	B.S.F.S.	Food Science-Food Sci Opt
Avelardo		Vargas Juarez	B.S.A.V.S.	Animal & Vet Sci-Dairy Sci Opt
Elisha	Ann	Wade	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Jolene	Piper	Whiteley	B.S.F.C.S.	Food and Nutrition
Destiny	Rose	Whitmire	B.S.	Food and Nutrition
Brady	Drake	Wilson	B.S.F.C.S.	Food/Nutr-Nutrition Opt
Julia	Lynn	Woods	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevett Opt
Elizabeth	Annalee	Worley	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevett Opt
Cassidy	Marie	Wright	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevett Opt
Kooper	Aaron	Yearout	B.S.S.W.S.	Agricultural Systems Mgmt
Jace	William	Younker	B.S.F.S.	Food Sci-Fermentation Opt
Margaret		Zee	B.S.F.C.S.	Apparel, Textiles, & Design
Daelas	L.	Zieber	B.S.Ag.Econ.	Ag Econ-Applied Econ Emph

COLLEGE OF ART & ARCHITECTURE

Achiraya		Anantachote	B.S.	Virtual Technology & Design
Noah	Matthew	Anderson	M.Arch.	Architecture
David	Oluwamayowa	Asokeji	B.S.Arch.	Architecture
Christian	James Peter	Bachik	M.Arch.	Architecture
Emily	Ruth	Ball	B.I.A.D.	Interior Architecture & Design
Ainsley	Louise	Bauer	B.I.A.D.	Interior Architecture & Design
Kaitlin	Grace	Beyrouthy	M.Arch.	Architecture
Jared	Rex	Black	M.Arch.	Architecture
Grayson	Michael	Boldt	M.Arch.	Architecture
Jacob	A.	Brown	B.S.	Virtual Technology & Design
Aleana	Teneil	Cataluna	B.I.A.D.	Interior Architecture & Design
West	Lee	Chalfant	M.Arch.	Architecture
Tzu-hui		Chen	B.I.A.D.	Interior Architecture & Design
Brenna	Ashleigh	Church	M.Arch.	Architecture
Joseph	E	Cisneros	B.S.	Virtual Technology & Design
Sarah		Condit	B.S.L.A.	Landscape Architecture
Cassandra	R	Deremer	B.I.A.D.	Interior Architecture & Design
Edwin	Ernesto	Dilone Berumen	M.Arch.	Architecture
Harper	Grace	Drake	B.S.Arch.	Architecture
Matigan	Claire	Duke	B.S.Arch.	Architecture
Jarrett	J	Duree	B.S.Arch.	Architecture
Katie	A	Ebling	B.S.	Virtual Technology & Design
Brittney	Christine	Ellenbecker	M.Arch.	Architecture
Amanda	Lyn	Eller	M.Arch.	Architecture
Mckenna	Marie	Enright	B.S.	Virtual Technology & Design
Emma	W	Ferguson	B.S.	Virtual Technology & Design
Emilie	Rose	Fish	B.I.A.D.	Interior Architecture & Design
Natalie		Fitzgerald	B.I.A.D.	Interior Architecture & Design
Isabella	Nichole	Frank	B.S.	Virtual Technology & Design
Crystal		Garcia-Orozco	B.S.Arch.	Architecture
Vitaliy		Golovin	M.Arch.	Architecture
Johnathan	J	Gross	B.S.Arch.	Architecture
Logan	W	Hall	B.S.Arch.	Architecture
Kylie	Ann	Hanson	B.I.A.D.	Interior Architecture & Design
Ryan	Bradley	Hart	M.Arch.	Architecture
Elizabeth	Gail	Harwood	B.F.A.	Studio Art & Design
Jonathan	Michael	Harwood	B.S.Arch.	Architecture
Danielle	Nicole	Hawkins	M.Arch.	Architecture

Monica	J	Higbee	M.Arch.	Architecture
Madison	Joy	Hildebrand	B.I.A.D.	Interior Architecture & Design
Skyler	Ross	Howell	M.Arch.	Architecture
Britain	M	Hunsaker	M.Arch.	Architecture
Joshua	Mckinnon	Hust	M.F.A.	Art
Kolbie	Krinn	Jones	B.S.Arch.	Architecture
Ryan	Jacob	Jones	B.S.L.A.	Landscape Architecture
Sterling	Stratford	Jones	M.Arch.	Architecture
Quintin	M	Kimberling	B.I.A.D.	Interior Architecture & Design
Claire	I	Krauss	B.I.A.D.	Interior Architecture & Design
Samuel	William	Kreitzer	M.Arch.	Architecture
Etienne	Pierre Marcel	La Count	M.Arch.	Architecture
Lauryn	Ashley	Lanterman	M.Arch.	Architecture
Riley	Ray	Leighton	M.Arch.	Architecture
Thomas	Armand	Lopez	B.S.	Virtual Technology & Design
Eric	Casey	Lynn	B.S.Arch.	Architecture
Reginald	D	Mace	M.Arch.	Architecture
Chloe	Madeline	Macon	B.S.Arch.	Architecture
Keaton	E.J. Alexander	Marschman	B.S.	Virtual Technology & Design
Lucia	M	Maughan	M.Arch.	Architecture
Zackery	M	Maughan	M.Arch.	Architecture
Benjamin	Kenneth	Mendenhall	M.Arch.	Architecture
Mason	Lee	Miles	B.S.Arch.	Architecture
Andrew	T.	Miller	M.Arch.	Architecture
Clara	Joy	Miller	B.F.A.	Studio Art & Design
Danielle		Miller	M.Arch.	Architecture
Hannah	Nicole	Minas	B.S.Arch.	Architecture
Sophia	M	Minden	B.I.A.D.	Interior Architecture & Design
Juhee		Moon	M.Arch.	Architecture
Olivia	Grace	Necochea	B.F.A.	Studio Art & Design
Jillian	J	Nelson	M.Arch.	Architecture
Joshua	William	Nelson	B.S.	Virtual Technology & Design
Juliana	Rose	Nelson	B.S.Arch.	Architecture
Aubrey	Grace	Newman	M.Arch.	Architecture
Skye	Bukvich	Northcutt	B.S.	Virtual Technology & Design
Francis	Martin	O'Toole	B.S.	Virtual Technology & Design
Daniel		Olivo	B.F.A.	Studio Art & Design
Torin	James	Ozgun	B.S.	Virtual Technology & Design
Grace	Michelle	Parsons	B.S.Arch.	Architecture
Dominic	David	Pera	M.Arch.	Architecture
McKenzie	Grace	Peringer	B.S.	Virtual Technology & Design
Karlee	Ann	Peterson	M.Arch.	Architecture
Kaling		Phung	B.S.Arch.	Architecture
Kirk	Michael	Raynor	B.I.A.D.	Interior Architecture & Design
Gregory	Tomas	Reyes	M.Arch.	Architecture
Jakin	Caleb	Richerson	B.S.Arch.	Architecture
Syringa	Katherine	Riley	B.S.Arch.	Architecture
Samuel	William	Rose	B.S.	Virtual Technology & Design
Anra		Rowley	M.F.A.	Art
Tristan	Luke	Sahwell	M.Arch.	Architecture
Parker	Lynn	Salisbury	B.I.A.D.	Interior Architecture & Design
Keegan	Cody	Schaner	B.I.A.D.	Interior Architecture & Design
Dakota	Despain	Simpson	B.S.	Virtual Technology & Design
Madeline	Grace Kay	Smith	B.S.Arch.	Architecture
Elizabeth		Smythe	M.Arch.	Architecture
Sydney	Dream	Speck	B.F.A.	Studio Art & Design
Nicole	Liana	Stampke	B.I.A.D.	Interior Architecture & Design

Kelsey	Lynn	Starman	B.S.Arch.	Architecture
Jeffrey	Tucker	Steinman	B.S.Arch.	Architecture
Ashley	Beth	Summers	B.I.A.D.	Interior Architecture & Design
Chloe	Meryl	Temple	B.I.A.D.	Interior Architecture & Design
Kimberly		Timmons	B.F.A.	Studio Art & Design
Mal Sawm		Tluang	B.S.Arch.	Architecture
Jack	E.	Tucker	B.S.Arch.	Architecture
Jacqueline	Alexa	Ullrich	B.I.A.D.	Interior Architecture & Design
Levi	Timothy	Veenstra	B.S.Arch.	Architecture
Alexandra		Vega	B.S.L.A.	Landscape Architecture
Anna	Rose	Williams	B.F.A.	Studio Art & Design
Dalton	Richard	Withers	B.S.Arch.	Architecture
Dominic	Aquinas	Zepeda	B.S.Arch.	Architecture
Kurtis	J.	Zylstra	M.Arch.	Architecture

COLLEGE OF BUSINESS & ECONOMICS

Sarah	M	Abraham	B.S.Bus.	Mgmt & HR-Entrep & Sm Bus Emph
Cindy	C	Albor	B.S.Bus.	Marketing-Entrepreneurship Emp
Maximillian	Otto	Andrews	B.S.Bus.	Finance
Abbygayle	Mary Elizebeth	Asker	B.S.Bus.	Marketing-Gen Marketing Emph
Cole	Bruce	Baillie	B.S.Bus.	Bus Econ-General Opt
Tristan	Everett	Baiocco	M.Acct.	Accountancy
Alexander	John Wesley	Banks	B.S.Bus.	Management Information Systems
Alexander	J	Barigar	B.S.Bus.	Marketing-Entrepreneurship Emp
Mason	Stewart	Barstow	Academic Certificate	Trading & Capital Management
Benjamin	A	Behm	B.S.Bus.	Accounting
Isaac	Paul	Berglund	B.S.Bus.	Operations Management
Evan	Jerry	Bermensolo	B.S.Bus.	Finance
Joseph	John	Bideganeta	B.S.Bus.	Bus Econ-General Opt
Vivian	Rae	Boren	B.S.Bus.	Marketing-Gen Marketing Emph
Carter	D	Bottom	B.S.Bus.	Operations Management
Cole		Branter	B.S.Bus.	Management Information Systems
Hannah	Rosemary	Burt	M.Acct.	Accountancy
Michelle	Lee	Carnahan	B.S.Bus.	Accounting
Austin	R	Carper	B.S.Bus.	Finance
Leahlynn	Mae	Cates	B.S.Bus.	Mgmt & HR-Human Res Mgmt Emph
Dylan	Bradley	Cobb	B.S.Bus.	Mgmt & HR-Management Emph
Christian	T	Collins	B.S.Bus.	Management Information Systems
Riley	Grace	Comstock	B.S.Bus.	Operations Management
Alexis	F	Cortez	B.S.Bus.	Marketing-Gen Marketing Emph
Hannah		Covey	B.S.Bus.	Marketing-Gen Marketing Emph
Alyssa	L	Crain	B.S.Bus.	Mgmt & HR-Human Res Mgmt Emph
Addison	Kate	Crowther	B.S.Bus.	Mgmt & HR-Human Res Mgmt Emph
Mackenzie	Rose	Daniels	B.S.Bus.	Accounting
Gabriel	L	Dinnel	B.S.Bus.	Operations Management
Wayne	William	Ebenroth	B.S.Bus.	Accounting
Ehsan	Ahlem	Entezar	B.S.Bus.	Bus Econ-General Opt
Gracie	Lee	Faulkner	B.S.Bus.	Mgmt & HR-Human Res Mgmt Emph
Nathan	Frederick	Franz	B.S.Bus.	Marketing-Gen Marketing Emph
John James	J	Frey	B.S.Bus.	Marketing-Sales Mgmt Opt
Addison	Tess	Golightly	M.Acct.	Accountancy
Daniel		Guevara	B.S.Bus.	Finance

Kacie	Ann	Guy	B.S.Bus.	Finance
Michael	Bentley	Hanshaw	B.S.Bus.	Bus Econ-General Opt
Lindsay	T	Harnish	Academic Certificate	Business Analytics
Greyson	Scot	Harwood	B.S.Bus.	Marketing-Gen Marketing Emph
Hayden	Thomas	Hatten	B.S.Bus.	Bus Econ-General Opt
Hogan	Tyler	Hatten	B.S.Bus.	Marketing-Gen Marketing Emph
Ashley	Nicole	Haynie	B.S.Bus.	Bus Econ-General Opt
Claire	Elizabeth	Heberer	B.S.Bus.	Marketing-Gen Marketing Emph
Ty	N	Hendrickson	B.S.Bus.	Operations Management
Jennifer		Hernandez Arroyo	B.S.Bus.	Marketing-Mrkt Analytics Emph
Katarina	A	Hockema	Academic Certificate	Promo & Digital Marketing
Alexandra	Darlene	Hough	B.S.Bus.	Accounting
Santiago		Ixta Acuna	B.S.Bus.	Marketing-Gen Marketing Emph
Sophie	Kathleen	Jalbert	B.S.Bus.	Bus Econ-General Opt
Travis	Riley	Jerome	B.S.Bus.	Marketing-Gen Marketing Emph
Taya	Suzanne	Johnson	B.S.Bus.	Finance
Schreyer	Caroline	Jones	B.S.Bus.	Marketing-Gen Marketing Emph
Matthew	Seamas	Kavanaugh	B.S.Bus.	Bus Econ-General Opt
Piper	June	Kent	B.S.Bus.	Marketing-Gen Marketing Emph Mgmt & HR-Entrep & Sm Bus Emph
Deanna	Catherine	Kienbaum	B.S.Bus.	Finance
Shea		Kimball	B.S.Bus.	Accounting
Garrett	William	King	B.S.Bus.	Mgmt & HR-Human Res Mgmt Emph
Lian	E	Koeppel Willcoxson	B.S.Bus.	Business Analytics
Stephanie	Jane	Koziol	Academic Certificate	Operations & Supply Chain Mgmt
Elijah	Sean	Kyle	B.S.Bus.	Finance
Caitlin	Rose	Lanterman	B.S.Bus.	Management Information Systems
Kevin	Michael	Lebsock	B.S.Bus.	Marketing-Gen Marketing Emph
Emma	Margrethe	Leibow	B.S.Bus.	Mgmt & HR-Management Emph
Jacob	Phillip	Lerch	B.S.Bus.	Marketing-Gen Marketing Emph
Alejandro	Andre	Lopez Arteaga	B.S.Bus.	Finance
Nathan	Mitchell	Lothspeich	B.S.Bus.	Mgmt & HR-Human Res Mgmt Emph
Cayden	Tyler	Loveland	B.S.Bus.	Marketing-Gen Marketing Emph
Laura	Kristjana	Lynch	B.S.Bus.	Finance
James	Michael	Lyons	B.S.Bus.	Operations Management
Jonathan	James	Malmo	B.S.Bus.	Bus Econ-General Opt
Lillie	Simone	Manyon	B.S.Bus.	Bus Econ-General Opt
Armin		Masic	B.S.Bus.	Marketing-Gen Marketing Emph
Kilynn	Jordan	Maxwell	B.S.Bus.	Bus Econ-General Opt
Alexander	Jacob	McCabe	B.S.Bus.	Marketing-Gen Marketing Emph
Phoebe	Brook	McGrath	B.S.Bus.	Marketing-Gen Marketing Emph
Shaynie	Marie	Montee	B.S.Bus.	Bus Econ-General Opt
Alexander	J.	Moore	B.S.Bus.	Finance
Hunter	Richard	Moore	B.S.Bus.	Operations Management
Riley	Sue	Moreland	B.S.Bus.	Accountancy
Garrett	Douglas	Nelson	M.Acct.	Accounting
Luke	Douglas	Nemec	B.S.Bus.	Accountancy
Zachary	Mark	Nunis	M.Acct.	Marketing-Gen Marketing Emph
Elizabeth		Oropeza	B.S.Bus.	Mgmt & HR-Human Res Mgmt Emph
Savanna	May	Pagel	B.S.Bus.	Operations Management
Thomas	James	Patterson	B.S.Bus.	Bus Econ-General Opt
Francisco	Jesus	Perez Bascon	B.S.Bus.	Marketing-Gen Marketing Emph
Joshua		Picker	B.S.Bus.	Marketing-Gen Marketing Emph
Emalee	Dawn	Pippin	B.S.Bus.	Accounting
Danielle	Lynn	Pranger	B.S.Bus.	

Logan	Dean	Prater	B.S.Bus.	Operations & Supply Chain Mgmt Mgmt & HR-Entrep & Sm Bus Emph
Daseau		Puffer	B.S.Bus.	
Gabriel	G.	Quinnett	Academic Certificate	Trading & Capital Management
Joshua	Jay	Ralphs	M.Acct.	Accountancy
Aidan	Albert	Ramirez	B.S.Bus.	Bus Econ-General Opt
Lauren		Ramon	B.S.Bus.	Marketing-Entrepreneurship Emp Mgmt & HR-Human Res Mgmt Emph
Katherine	Marie	Raphael	B.S.Bus.	
Dalton	Lane	Rasgorshok	B.S.Bus.	Bus Econ-General Opt
Bret	Bryant	Raymond	B.S.Bus.	Mgmt & HR-Management Emph
Jayden	Micheal	Richards	B.S.Bus.	Finance
James		Riebe	B.S.Bus.	Operations Management
Britney	N.	Rill	M.Acct.	Accountancy
Esteban	David	Rivera Galvan	B.S.Bus.	Bus Econ-Finan Econ Opt
Anthony	Vance	Rizzo	B.S.Bus.	Mgmt & HR-Management Emph
Thomas	Duane	Rizzo	M.Acct.	Accountancy
Nathan	William	Rois	B.S.Bus.	Operations Management
Nicholas	M.	Romano	B.S.Bus.	Finance
Mia	Nicole	Ruby	B.S.Bus.	Finance
Jamal	Anthony	Sanders	B.S.Bus.	Marketing-Entrepreneurship Emp
Jack	Benjamin	Schaefer	Academic Certificate	Trading & Capital Management
Hunter	Trey	Schoo	B.S.Bus.	Marketing-Gen Marketing Emph
Karli	Rebecca	Scott	M.Acct.	Accountancy
Michael	James Elvington	Self	B.S.Bus.	Management Information Systems
Colt	Steven	Sherrell	B.S.Bus.	Marketing-Entrepreneurship Emp
Charles	Gage	Skaggs	B.S.Bus.	Marketing-Gen Marketing Emph
Samuel	E	Slusser	Academic Certificate	Trading & Capital Management
Bailey	Michael	Spackman	B.S.Bus.	Marketing-PGA Golf Mgmt Opt
Jacob	Scott	Spence	B.S.Bus.	Bus Econ-General Opt
Cody	Bryson	Stattner	B.S.Bus.	Bus Econ-General Opt
Edward	Rolland	Steenkolk	B.S.Bus.	Marketing-Gen Marketing Emph
Adam	Michael	Taylor	B.S.Bus.	Marketing-Gen Marketing Emph
Shaw	Stetson	Taylor	B.S.Bus.	Marketing-PGA Golf Mgmt Opt
Joseph	Buenaventura	Tibesar	B.S.Bus.	Operations & Supply Chain Mgmt
John	Blake	Usabel	B.S.Bus.	Finance
Ashlynn	Marie	Valdez	B.S.Bus.	Bus Econ-General Opt
Ryan		Van Earden	B.S.Bus.	Operations Management
Lauren	Joelle	Van Lith	B.S.Bus.	Marketing-Gen Marketing Emph
Jessica	S.	Vega	Academic Certificate	Entrepreneurship
Benjamin	Nathan	Webb	B.S.Bus.	Accounting
Caden	Matthew	Wengler	B.S.Bus.	Marketing-Gen Marketing Emph Mgmt & HR-Human Res Mgmt Emph
Katherine	Lee	Wilkerson	B.S.Bus.	
Faust	Aidan	Ystueta	B.S.Bus.	Finance

COLLEGE OF EDUCATION, HEALTH & HUMAN SCIENCES

JoAnn	R	Abad	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-AT
Cali	S	Ahlers	B.S.Ed.	Secondary Education
Emily	Ann	Alandt	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Irene		Alexandraki	Ph.D.	Education
Ibtisam	Mesfer	Alhasaf	Ph.D.	Education
Sydney	R	Almarez	M.S.A.T.	Athletic Training
Christopher	Joseph	Amon	B.S.Ed.	Secondary Education
Amy	Lynn	Arlint	Ed.S.Ed.Ldrshp	Educational Leadership
Julia	Diane	Bailey	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Desiree	Nichole	Ballis	M.Ed.	Educational Leadership

Beyonce	M	Bea	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Natalie	Rae	Beaton	B.S.Ed.	Secondary Education
Jennifer	Ann	Behl	M.Ed.	Educational Leadership
Katelyn	Irene	Benner	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Allyson	J.	Berg	B.S.Ed.	Elementary Education
Taylor	Katherine	Bieker	Ed.S.Ed.Ldrshp	Educational Leadership
Mark	Wesley	Boatman	M.Ed.	Educational Leadership
Hannah		Boutwell	M.S.A.T.	Athletic Training
Rebekka	M	Boysen-Taylor	Ph.D.	Education
Kalina		Brar	M.S.A.T.	Athletic Training
Jody	Lee	Braun	Ed.S.Ed.Ldrshp	Educational Leadership
Caitlin	Anne	Buchanan	M.Ed.	Curriculum and Instruction
Evan		Buckley	M.S.A.T.	Athletic Training
Jasmine	Elissa	Bullock	B.S.Ed.	Elementary Education
Ashley	May	Burke	M.S.	Adult/Org Learnng & Leadership
Lauren		Burns	M.Ed.	Educational Leadership
Wade	Curtis	Carpenter	B.S.Rec.	Rec, Sport, & Tourism Mgmt
Eduardo	Anthony	Celis	Academic Certificate	Human Resource Development
Elmer		Chavez Castrejon	M.S.	Movement & Leisure Sciences
Karina		Cisar	M.S.A.T.	Athletic Training
Hannah	R	Clay	B.S.Ed.	Secondary Education
Paul	David	Collins	M.Ed.	Educational Leadership
Kaelin	A	Cooley	M.S.A.T.	Athletic Training
Aline	Rosalinda	Cortez Magana	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-AT
Clinton	Don	Cousineau	B.S.Ed.	Career & Tech Ed-Fam&Cons Sci
Katie	Jeane	Crawford	Ed.S.Ed.Ldrshp	Educational Leadership
Alexandra	Paige	Dahl	M.Ed.	Educational Leadership
Shelbi	Leanne	Dawkins	B.S.	Exer, Sprt, Hlth Sci-Pre-AT
Amy	Rebecca	DeAndre	M.Ed.	Physical Education
Bonny	Blue	DuPuis	Ed.D.	Education
Eric	Edward	DuPuis	Ed.D.	Education
Whitney	LeAnn	Duke	M.Ed.	Educational Leadership
Tami	Michelle	Edwards	M.Ed.	Educational Leadership
Yi		Fan	M.S.A.T.	Athletic Training
Mikayla	Rose	Ferez	M.S.	Movement & Leisure Sciences
Emma	Jayne	Finley	B.S.Ed.	Elementary Education
Samantha	Dawn	Finnell	B.S.Ed.	Secondary Education
Susanne		Foote	Ed.S.Ed.Ldrshp	Educational Leadership
Andrea	Kaye	Fuentes	Ed.S.Ed.Ldrshp	Educational Leadership
Eulalia		Gallegos Buitron	Ph.D.	Education
Katelyn		Garfield	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-AT
Brianne	Renee	Glenn	B.S.Rec.	Rec, Sport, & Tourism Mgmt
Elizabeth	Anne	Godinho	M.S.A.T.	Athletic Training
Isabel		Gonzalez Rodriguez	B.S.Ed.	Elementary Education
Hayden	Douglas	Gorham	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Abigail	Florence	Goyette	M.Ed.	Educational Leadership
Austin	J	Greene	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Brad	Allen	Hadley	Ed.S.Ed.Ldrshp	Educational Leadership
Virginia	Lyn	Hammond	Ed.S.Ed.Ldrshp	Educational Leadership
Julia	A	Hanley	M.S.	Adult/Org Learnng & Leadership
Brian	Lee	Hannibal	M.S.A.T.	Athletic Training
Jason	Michael	Hardy	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Ryan	J	Haren	B.S.Ed.	Secondary Education
Zehua		He	B.S.Ed.	Elementary Education
Athena	Nicole	Herman	M.Ed.	Educational Leadership
Braxton	Gene	Herrick	M.S.	Adult/Org Learnng & Leadership
Cameron	R	Hewitt	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT

Rachel	Ruby	Hill	M.S.A.T.	Athletic Training
Madison	Ann	Hinkelman	B.S.Ed.	Elementary Education
Nolan		Hodges	M.S.A.T.	Athletic Training
Danielle	Grace	Hodgson	B.S.Ed.	Secondary Education
Lauren	Brooke	Horan	M.Ed.	Educational Leadership
Jack	Dennis	Humphrey	B.S.Ed.	Elementary Education
Johanna	J.	Hyink	B.S.Ed.	Career & Tech Ed-Wrkfc Trn&Dev
Lundyn	Gabriel	Jared	M.S.	Adult/Org Learnng & Leadership
Malia	April	Jaynes	B.S.Ed.	Elementary Education
Asher	Nicholas	Johnson	B.S.Ed.	Elementary Education
Hunter	Issac	Johnson	M.S.A.T.	Athletic Training
Jennifer	Merlene	Johnson	M.Ed.	Educational Leadership
Kiersten	Annika	Johnson	B.S.Rec.	Rec, Sport, & Tourism Mgmt
Rachel	A.	Jones	M.Ed.	Educational Leadership
Nicole	Mary Kathleen	Judson	M.A.T.	Secondary Education
Mary	Lynn	Juhasz	M.Ed.	Educational Leadership
Kierra	Nicole	Kindelberger	B.S.Ed.	Secondary Education
Katelyn	Elaine	Kleinkopf	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Opal	Ann	Koepfel Willcoxson	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-AT
Rilie	V	Krieg	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Lukas		Krumpl	Ph.D.	Education
Makenzie	Paige	Kuykendall	B.S.Ed.	Secondary Education
Sonja	Kirsten	LaPaglia	Ph.D.	Education
Adam	Jackson	Lauda	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Kristi	Renee	Lawrie	M.Ed.	Curriculum and Instruction
Jessica	Alice	Layton	M.Ed.	Special Education
Makenna	E.	Leigh	M.S.A.T.	Athletic Training
Tyler	Max	Leister	B.S.Ed.	Secondary Education
Sydney	Nicole	Leverett	D.A.T.	Athletic Training
Margaret	A	Lewis	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Megan	Ashleigh	Lolley	B.S.Ed.	Secondary Education
Shelby	D	Lorcher	B.S.Ed.	Elementary Education
Alyssa	Nicole	Lundgren	B.S.Ed.	Elementary Education
Sabrina	L	Lustig	B.S.Ed.	Secondary Education
Aleksandr	Andreivich	Lutsenko	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Sean	Theron	Lyon	M.Ed.	Educational Leadership
Mary	Madison	Lyons	M.Ed.	Educational Leadership
Ryden	Trace	Mader	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Emma	Rose	Mahuron-Vigil	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Diego		Maldonado Quezada	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Rebecca	Lynne	Malloy	B.S.Ed.	Secondary Education
Preston	King	Marispini	B.S.Ed.	Secondary Education
Ashley	Ann	Marmon	B.S.Ed.	Elementary Education
Andrew	K.	Martin	Ph.D.	Education
Tristin	Anne	Martinez	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Nickolai	Paul	Martonick	Ph.D.	Education
Alicia		Mattera	B.S.Ed.	Career & Tech Ed-Fam&Cons Sci
Sierra	Nicole	May	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
William	John	Mayo	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Marie	Watts	McCulloch	M.Ed.	Educational Leadership
Dawn	Michelle	McCusker	Ph.D.	Education
Jessica	Rose	McKenzie	M.S.	Adult/Org Learnng & Leadership
Kate		McKern	M.S.A.T.	Athletic Training
Heather		McKinlay	M.A.	Tchg English/Spkrs Oth Lang
Marci	Ann	Miller	M.S.	Adult/Org Learnng & Leadership
Kathryn	E	Mittlelder	M.Ed.	Educational Leadership
Corey	N	Morrison	B.S.Ed.	Elementary Education

Meinhart	Wencesia Augusto	Mosqueda	Ed.S.Ed.Ldrshp	Educational Leadership
Glenna	Lynn	Newby	M.Ed.	Educational Leadership
Isaac		Ofori	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Brooke	Harper	Painter	B.S.Rec.	Rec, Sport, & Tourism Mgmt
Zoe	Evelynn	Pantis	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Suelynn	Nguyen	Parker	B.S.Ed.	Career & Tech Ed-Bus/Mk Ed Opt
Chad	Todd	Parson	B.S.Ed.	Career & Tech Ed-Wrkfc Trn&Dev
McCoy	T	Patton	B.S.Ed.	Elementary Education
Amber	Dawn	Phillips	Ed.S.Ed.Ldrshp	Educational Leadership
Champney	Belle	Pulliam	B.S.Ed.	Elementary Education
Layna	Rae	Questad	B.S.Ed.	Elementary Education
Katelyn	Aida	Quinn	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Sasha		Rabaiotti	B.S.Ed.	Elementary Education
Susan	Charmaign	Rau	M.S.A.T.	Athletic Training
Nicole	Kirsten	Recla	M.Ed.	Curr & Instr-Teacher Cert Emph
Nathan		Reep	D.A.T.	Athletic Training
Eduardo	Arturo	Reyes	M.S.	Adult/Org Learnng & Leadership
Marco	Antonio	Rojo	B.S.Rec.	Rec, Sport, & Tourism Mgmt
Yesenia		Romo	B.S.Ed.	Secondary Education
Terry	Scott	Rothamer	M.Ed.	Educational Leadership
Tucker	Dean	Rovig	M.S.	Adult/Org Learnng & Leadership
McKenzie	Kay Louise	Russell	M.Ed.	Special Education
Lysa	C.	Salsbury	Ph.D.	Education
Skar		Sato	Ed.S.Ed.Ldrshp	Educational Leadership
Matthew	A.	Schneiderman	Ed.S.Ed.Ldrshp	Educational Leadership
Shawna	N	Schneiderman	Ed.S.Ed.Ldrshp	Educational Leadership
Justin	Keith	Scoggin	Ph.D.	Education
Noel	Victoria	Scott	M.S.A.T.	Athletic Training
Madison		Seaman	M.Ed.	Educational Leadership
Masaya		Shirai	M.S.A.T.	Athletic Training
Annie	Marie	Short	M.Ed.	Curriculum and Instruction
Anne	Marie	Siron	Ed.S.Ed.Ldrshp	Educational Leadership
Andrew	F	Smith	M.Ed.	Educational Leadership
Evalie	M.	Smith	B.S.Ed.	Elementary Education
Kailey		Smith	B.S.Ed.	Secondary Education
Mark	Joseph	Sowa	Ph.D.	Education
Kyle	Brian	Spence	B.S.Ed.	Secondary Education
Kevin	J.	Stilling	M.Ed.	Educational Leadership
Charles	Homer	Stivison	M.Ed.	Educational Leadership
Christopher	John	Stoker	Ed.S.Ed.Ldrshp	Educational Leadership
Ethan		Sunseri	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Diane	R.	Swensen	Ph.D.	Education
Quinton	Timothy	Tapp	M.S.A.T.	Athletic Training
Crystal	Anne	Thatcher	Ed.S.Ed.Ldrshp	Educational Leadership
Leah	Rencher	Thayer	Ed.S.Ed.Ldrshp	Educational Leadership
Molly		Thornton	M.Ed.	Educational Leadership
Mary	Kathryn	Tkach	Academic Certificate	Human Resource Development
Stacey	Elizabeth	Vakanski	Academic Certificate	Human Resource Development
Javier	Cordova	Valero	M.S.	Adult/Org Learnng & Leadership
Christopher	Anthony	Vergara	Academic Certificate	Cult Resp Pedag & UnivrsI Dsgn
Ella	Sophia	Verhoff	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Marah	Grace	Vogel	M.S.A.T.	Athletic Training
Morgan	Roslyn	Votava	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Peyton	Greer	Wagner	B.S.Ed.	Elementary Education
Carleigh	Celeste	Waites	B.S.Ed.	Elementary Education
Alison	Ann	Walker	M.Ed.	Educational Leadership
Amanda	Grace	Warwick	B.S.Rec.	Rec, Sport, & Tourism Mgmt

Scott	Mathew Kim	Werner	B.S.E.S.H.	Exercise Science & Health
Conner	Michael	Weygint	M.Ed.	Curr & Instr-Teacher Cert Emph
Daryan	Cree	Whaler	D.A.T.	Athletic Training
Beth	Iolean	Whitfield	Ph.D.	Education
Kylee	Ann	Wicks	M.Ed.	Educational Leadership
Chaz	E	Wolcott	Academic Certificate	Cult Resp Pedag & Univrs'l Dsgn
Maryam	Elhabashy	Wolff	Ed.S.Ed.Ldrshp	Educational Leadership
Ava	Grace	Wood	B.S.Ed.	Elementary Education

COLLEGE OF ENGINEERING

Mohammed	Ibrahim	Abu Saq	Ph.D.	Civil Engineering
Mohammad		Al Ebedan	B.S.E.E.	Electrical Engineering
Norah	Saad	Al Sairy	Ph.D.	Materials Science & Engr
Shujaea	S SH M	Aldousari	B.S.E.E.	Electrical Engineering
	Mahmoud			
Sana'a	Mohammed	Algaraibeh	Ph.D.	Computer Science
Abdulsalam	Mohammed Y	Alghamdi	B.S.M.E.	Mechanical Engineering
Meshari	Gh A Gh S M	Alhajeri	B.S.E.E.	Electrical Engineering
Abdalrahman	TH B H A	Alhajri	B.S.E.E.	Electrical Engineering
Jourdan	Cole	Allen	B.S.Ch.E.	Chemical Engineering
Fahad	Fahhad F.	Alqahtani	Ph.D.	Computer Science
Joshua	Walker	Anderson	B.S.Ch.E.	Chemical Engineering
Nicholas		Anderson	B.S.	Biological Engineering
Kate	Helen	Antonov	M.S.	Electrical Engineering
Jayr		Ayala	B.S.C.E.	Civil Engineering
Rui		Bao	B.S.C.S.	Computer Science
Harrison	B	Bashaw	B.S.C.E.	Civil Engineering
Tyler	Stuart	Bendele	B.S.E.E.	Electrical Engineering
Srijan		Bhandari	M.S.	Mechanical Engineering
Rahul		Bhardwaj	Academic Certificate	Power Syst Protection & Relay
Rahul		Bhusal	B.S.Ch.E.	Chemical Engineering
Andoni		Bieter Lete	M.Engr.	Biological Engineering
Edward	James	Black	B.S.C.E.	Civil Engineering
Owen	Laurence	Blair	B.S.E.E.	Electrical Engineering
Isaac	Robert Russel	Blake	B.S.Ch.E.	Chemical Engineering
Taylor	Paige	Booker	B.S.	Biological Engineering
Jonathan	Thomas	Bosse	B.S.Ch.E.	Chemical Engineering
Brandon	Micheal	Boyd	B.S.C.E.	Civil Engineering
Morgan		Brockman	B.S.C.S.	Computer Science
Jacob	R	Brower	M.S.	Mechanical Engineering
Kaleb	J	Browning	B.S.C.S.	Computer Science
Keenan	G	Bryan	B.S.M.E.	Mechanical Engineering
Benjamin	K	Bunce	B.S.E.E.	Electrical Engineering
Nicolas	R	Burrows	B.S.M.E.	Mechanical Engineering
Michael	J	Cadmus	B.S.M.E.	Mechanical Engineering
Chandler	J	Calkins	Academic Certificate	Cybersecurity
Anne	M	Carper	B.S.	Biological Engineering
Bruno		Casino Remondo	B.S.	Biological Engineering
Mairen	Eleanore	Chard	B.S.	Biological Engineering
Ze Ying		Chen	B.S.E.E.	Electrical Engineering
James	Patrick	Chmelik	B.S.M.E.	Mechanical Engineering
Joseph	Abraham	Christensen	Ph.D.	Nuclear Engineering
Sheldon	Wayne	Christensen	M.S.	Technology Management
Kyle	Curtis	Christopher	B.S.M.E.	Mechanical Engineering
Roger	Carson	Chunn	M.S.	Technology Management
Sarah	Morgan	Cordier	B.S.C.E.	Civil Engineering

Brennen	T	Coulson	B.S.M.E.	Mechanical Engineering
Seth	P	Cram	B.S.Comp.E.	Computer Engineering
Joseph	Sebastian	Dekold	M.S.	Mechanical Engineering
Calvin	Myer	Downey	M.S.	Materials Science & Engr
Riley	J	Doyle	B.S.C.S.	Computer Science
Bryce		DuCharme	M.S.	Geological Engineering
Ross	Gerard	Dunworth	B.S.E.E.	Electrical Engineering
Megan	Marie	Eckroth	M.Engr.	Electrical Engineering
Macallyster	Shawn	Edmondson	B.S.E.E.	Electrical Engineering
Shane		Elmose	B.S.M.E.	Mechanical Engineering
Austin	W	Emerick	B.S.C.E.	Civil Engineering
Eugene	Tetty	Engmann	Ph.D.	Nuclear Engineering
Theodore	Griffin	Ertel	B.S.C.E.	Civil Engineering
Mary	Louise	Everett	M.S.	Computer Science
Glen	Warren	Findlay	B.S.M.E.	Mechanical Engineering
Delaney	Elizabeth	Fitzgerald	B.S.C.S.	Computer Science
Kade	J	Forbes	B.S.M.S.E.	Materials Science & Engr
John	Clark	Foster	M.Engr.	Electrical Engineering
Marcus	Joseph	Garcia	M.Engr.	Electrical Engineering
Noah	Martin	George	B.S.C.E.	Civil Engineering
Kurian		Georly Kunnathushery	B.S.C.S.	Computer Science
Ryan		Gilbert	M.Engr.	Mechanical Engineering
Michael	D.	Glaser	B.S.Tech.	Industrial Technology
Chad	Benjamin	Goodall	B.S.Comp.E.	Computer Engineering
Brendyn	Shea	Goodwin	B.S.M.E.	Mechanical Engineering
Chase	Alexander	Gornick	B.S.C.S.	Computer Science
Joel	Isaac	Gradin	B.S.C.E.	Civil Engineering
Lauren	Raye	Graves	B.S.	Biological Engineering
Madelynn	M	Gregoire	B.S.C.E.	Civil Engineering
Zesheng		Guo	B.S.E.E.	Electrical Engineering
Feichi		Han	B.S.C.S.	Computer Science
Blake	Douglass	Hansen	B.S.M.E.	Mechanical Engineering
Alyssa	Dawn	Hansten	B.S.	Biological Engineering
Ethan		Hardt	B.S.C.E.	Civil Engineering
Hunter	D	Hawkins-Stark	M.S.	Computer Science
Zach	Herchel	Heimbigner	B.S.C.S.	Computer Science
Taylor	Jet	Herndon	B.S.M.E.	Mechanical Engineering
Dawson	J	Hicks	B.S.M.E.	Mechanical Engineering
Ethan	Thomas	Hinkle	B.S.Comp.E.	Computer Engineering
Zane	Joseph	Holliday	M.S.	Mechanical Engineering
Jennifer	Ellaine	Houle	Ph.D.	Electrical Engineering
Ryan	C.	Hruska	Ph.D.	Computer Science
Keith	Owen	Hughes	B.S.Tech.	Industrial Technology
Sydney	Paige	Inman	B.S.	Biological Engineering
Brenden	Alan	Jack	B.S.C.E.	Civil Engineering
PeiCheng		Ji	B.S.E.E.	Electrical Engineering
Charles	Michael	Johnson	M.S.	Technology Management
Christopher	Dean	Johnson	B.S.E.E.	Electrical Engineering
Aakash		Kandai	M.Engr.	Electrical Engineering
Holly	Tatiana	Keir	B.S.C.S.	Computer Science
Vishwanath	Deepak	Ketkar	Ph.D.	Electrical Engineering
Katelyn	M	Kinson	B.S.M.E.	Mechanical Engineering
Koffi Anderson		Koffi	M.S.	Computer Science
Jonathan	Thomas	Kopf	B.S.C.S.	Computer Science
Erica	Marie	Koppes	M.Engr.	Civil Engineering
Ronald	Harry	Korn	B.S.M.E.	Mechanical Engineering
Samuel	J.	Kreslins	B.S.M.E.	Mechanical Engineering

Austin Mitchell	Paul Thomas	Kugler Langland	B.S.C.S.	Computer Science
Aaron	Daniel	Law	B.S.C.E.	Civil Engineering
Kyle	Patrick	LeDoux	B.S.Ch.E.	Chemical Engineering
Jackie	Ka Ming	Lee	Academic Certificate	Cybersecurity
Juhyung		Lee	B.S.Comp.E.	Computer Engineering
Hunter	Daniel	Leppek	B.S.Ch.E.	Chemical Engineering
Jack	Steven	Lewis	Academic Certificate	Cybersecurity
Philip	Angel	Lohman	B.S.	Biological Engineering
Grant	Vincent	Lucke	B.S.C.E.	Civil Engineering
Seth	Evyn	Lunders	B.S.M.E.	Mechanical Engineering
Yiqing		Ma	B.S.C.S.	Computer Science
Kenneth		Madsen	M.S.	Computer Science
Nathyn	L	Maller	B.S.C.E.	Civil Engineering
Shalom		Masango	B.S.C.E.	Civil Engineering
Rene	Mackenzie	Maura	B.S.M.E.	Mechanical Engineering
Trevor	Lance	McGeary	Ph.D.	Mechanical Engineering
Natalie	Sage	Mikels	Academic Certificate	Cybersecurity
Dennis	David	Miller	M.S.	Civil Engineering
Kyle	T	Monaghan	M.Engr.	Engineering Management
Lauren	Alexandria	Moore	B.S.M.E.	Mechanical Engineering
Michael	Benning	Myers	B.S.C.E.	Civil Engineering
Devan	Joseph	Naes	B.S.M.E.	Mechanical Engineering
Colin	Zane	Nancarrow	B.S.Ch.E.	Chemical Engineering
Gabriel	Isaac	Nelson	B.S.M.E.	Mechanical Engineering
Khoi	Anh	Nguyen	B.S.M.S.E.	Materials Science & Engr
Ashley		O'Connor	B.S.Comp.E.	Computer Engineering
Ryan	Alexander	Oliver	B.S.M.E.	Mechanical Engineering
Donald	C	Olsen	B.S.M.E.	Mechanical Engineering
Ernesto	Jose	Orozco	M.Engr.	Engineering Management
Peter	Arvid	Osterberg	B.S.M.E.	Mechanical Engineering
Melissa	Yao	Phung	B.S.C.E.	Civil Engineering
Ross	Calvin	Prestwich	B.S.	Biological Engineering
Kyle	Hunt	Rast	B.S.C.S.	Computer Science
Srividya		Raveendran	B.S.M.E.	Mechanical Engineering
David	C	Reetz	M.S.	Electrical Engineering
Timothy	John	Richard	B.S.	Biological Engineering
James	Derrill	Richards	M.Engr.	Civil Engineering
Guinevere	Denise	Richmond	Ph.D.	Nuclear Engineering
Steven	M	Rougeux	B.S.	Biological Engineering
Nicholas	Odean	Rowe	B.S.	Biological Engineering
Vincent	Gilbert	Russo	B.S.Ch.E.	Chemical Engineering
Luke	Randall	Rutherford	M.Engr.	Mechanical Engineering
Tyler	Leon	Sand	B.S.C.E.	Civil Engineering
Rowdy		Sanford	B.S.M.E.	Mechanical Engineering
Mary	Crawford	Savage	M.S.	Electrical Engineering
Ryan	A.	Schaefer	M.Engr.	Electrical Engineering
Bennett	William	Schlect	B.S.M.E.	Mechanical Engineering
Christopher	Garrett	Schultz	B.S.M.E.	Mechanical Engineering
Jarod	Patrick	Shannon	B.S.C.E.	Civil Engineering
Jiaqi		Shi	B.S.C.E.	Civil Engineering
Rashmi		Shrivastava	B.S.E.E.	Electrical Engineering
Sophia Grace	C.L.M.	Sivula	M.S.	Computer Science
Abdallah	Ali Ibrahim	Smadi	B.S.C.S.	Computer Science
Jacob	Raymond	Smith	Ph.D.	Electrical Engineering
Jacob	David	Snow	B.S.C.E.	Civil Engineering
Lindsey	Kaye	Stachofsky	B.S.Ch.E.	Chemical Engineering
			B.S.	Biological Engineering

Jason	Alexander	Starace	M.S.	Computer Science
Devin	Bain	Steed	B.S.C.E.	Civil Engineering
Timothy	M.	Stevens	B.S.M.E.	Mechanical Engineering
Jesse		Stoy	B.S.M.E.	Mechanical Engineering
Cameron	Lee	Summerfield	B.S.M.E.	Mechanical Engineering
Ryan	Charles	Sundburg	B.S.M.E.	Mechanical Engineering
Maria		Swartz	M.S.	Computer Science
Creed	Donald Joseph	Thie	B.S.Comp.E.	Computer Engineering
Matthew	Scott	Thompson	B.S.C.E.	Civil Engineering
Noah	William	Throm	B.S.C.E.	Civil Engineering
Timothy	Charles	Tilton	M.S.	Mechanical Engineering
Oakley	Roger	Todd	B.S.M.E.	Mechanical Engineering
Riya		Tomar	M.S.	Computer Science
Andrea	L.	Tomchak	B.S.M.E.	Mechanical Engineering
Nicolas	Christian	Trezza	M.Engr.	Electrical Engineering
Kevin		Underwood	M.S.	Computer Science
Kurt	Anthony	Vedros	M.S.	Computer Science
Christian	Rogelio	Vega	B.S.M.E.	Mechanical Engineering
David	James	Vorous	B.S.E.E.	Electrical Engineering
Jacques	Curtis	Vos	M.Engr.	Mechanical Engineering
Robert		Walko	Academic Certificate	Cybersecurity
Haotian		Wang	Ph.D.	Computer Science
Tao		Wang	B.S.C.S.	Computer Science
Criss	R.	Ward	M.S.	Civil Engineering
Jason		Wayment	M.Engr.	Engineering Management
Florence	De Guzman	Webster	M.Engr.	Engineering Management
Nickolas	Mathew	Whitman	B.S.M.E.	Mechanical Engineering
Jared	M.	Wood	M.S.	Materials Science & Engr
Scott	Howard	Woody	B.S.E.E.	Electrical Engineering
Benjamin	Michael	Wren	B.S.M.E.	Mechanical Engineering
Anna	Marie	Young	B.S.C.E.	Civil Engineering
Enfan		Zhang	M.Engr.	Mechanical Engineering
James	Matthias	Zillinger	M.S.	Nuclear Engineering

COLLEGE OF LAW

Alex	S	Andersen-DeVille	J.D.	Law
Brock	D	Arnold	J.D.	Law
Jahkari	Kashmir	Aujla-Singh	J.D.	Law
Mason	A	Bailey	J.D.	Law
Hailey		Barr	J.D.	Law
Johnathan	R.	Bassett	J.D.	Law
Malori	M.	Basye	J.D.	Law
Mitchell	William	Benjamin	J.D.	Law-Bus Law & Entreprnshp Emph
Alyson	Minnie	Blair	J.D.	Law
Cynthia	E	Boakye-Yiadom	J.D.	Law-Bus Law & Entreprnshp Emph
William	C	Boinest	J.D.	Law-Natural Res & Env Law Emph
Jack	Andrew	Borton	J.D.	Law
Helena	R.	Boyd	J.D.	Law
Jarrett	D	Broughton	J.D.	Law
Veta		Bustos	J.D.	Law-Bus Law & Entreprnshp Emph
Melisa	Cristina	Cedeno	J.D.	Law-Bus Law & Entreprnshp Emph
Zachary	B	Cooper	J.D.	Law-Bus Law & Entreprnshp Emph
Frederick		Coriell	J.D.	Law
Shawn	C	Cothren	J.D.	Law
Elizabeth	M	Cutler	J.D.	Law
Ann	Marie	Davis	J.D.	Law

Jake	A.	Dingel	J.D.	Law
Alexander	S	Dmitrich	J.D.	Law-Bus Law & Entreprnsh Emph
Bridger	Daniel	Dolan	J.D.	Law
Stacey	Marie	Donohue	J.D.	Law
Jefferson	James Thomas	Douglas	J.D.	Law
James	S.	Drennan	J.D.	Law
Sheldon	Ray	Eilers	J.D.	Law
Randall	S	Everett	J.D.	Law-Bus Law & Entreprnsh Emph
April	M	Fitzgerald	J.D.	Law
Natalie	G	Fontes	J.D.	Law
Bethany		Forst	J.D.	Law
Tristan	R.	Francis	J.D.	Law
Daniel	D.	Fredrickson	J.D.	Law
Emily	Gloria	Garcia	J.D.	Law
Gavin	J	Gilbert	J.D.	Law
Celeste	Elena	Gilman	J.D.	Law
Michael		Gluszcak	J.D.	Law
Kieran	Alexander	Gordon	J.D.	Law
Jillian	Frances	Greene	J.D.	Law
Spencer	P.	Guier	J.D.	Law
Arnold		Hammari	J.D.	Law-Natural Res & Env Law Emph
Cameron	Hunter	Haylett	J.D.	Law
Jessica	L	Heitzinger	J.D.	Law
Matthew	D	Hendricks	J.D.	Law
Marisol	E.	Hernandez	J.D.	Law-Native American Law Emph
Levi	T	Heuberger-Yearian	J.D.	Law
Lincoln	J	Higginson	J.D.	Law-Bus Law & Entreprnsh Emph
Conor		Holler	J.D.	Law
Tylor	C.	Hull	J.D.	Law
Susan	E	Hunt	J.D.	Law
Dia		Jada	J.D.	Law
Nicole	M.	Jenkins	J.D.	Law-Bus Law & Entreprnsh Emph
Rebecca	L.	Jensen	J.D.	Law
Auston	G	Jimmicum	J.D.	Law-Native American Law Emph
Connor		Johnson	J.D.	Law
Alyssa	Renee	Jones	J.D.	Law
Joshua	S	Kapuza	J.D.	Law
Dalton	R	Kelley	J.D.	Law
Clayton	Richmond	King	J.D.	Law
Donald	A.	King	J.D.	Law-Bus Law & Entreprnsh Emph
Christopher	R.	Kmoch	J.D.	Law
Mitchell	J	Kolberg	J.D.	Law
Kenneth	F	Kriske	J.D.	Law
Stephen	Patrick	Kwiatkowski	J.D.	Law
Ryan	Andrew	Lawrence	J.D.	Law-Bus Law & Entreprnsh Emph
McKenzie	Rae	Lewis	J.D.	Law-Bus Law & Entreprnsh Emph
Rosa Maria		Leyva	J.D.	Law
Steven	M	Littlefield	J.D.	Law
Benjamin	Lewis	Macomber	J.D.	Law
Nina	C	Marcello	J.D.	Law
Elizabeth	Anne	McClellan	J.D.	Law
Laegan	K	Meyers	J.D.	Law
Jarrett	B	Micklow	J.D.	Law
Mark	J	Miller	J.D.	Law
Kiersten	Miguelle	Molcak	J.D.	Law
Rebecca	A	Moore	J.D.	Law
Jordan	Lynne	Mosich	J.D.	Law

Katelyn	R.	Murphy	J.D.	Law
Whitney	P	Nelson	J.D.	Law-Bus Law & Entreprnsh Emph
Luke	John	Nickodemus	J.D.	Law
Megan		Nutley	J.D.	Law-Bus Law & Entreprnsh Emph
Austin	D	Ober	J.D.	Law
Joel	A	Paget	J.D.	Law
Zachary	A.	Patch	J.D.	Law-Bus Law & Entreprnsh Emph
Ashley	Melisondre	Peterson	J.D.	Law
Jaysson	F.	Pfeifer	J.D.	Law
Kyle	F	Pierce	J.D.	Law
Jeremy	T	Reagan	J.D.	Law
Shireen	S	Rezaei	J.D.	Law
Ruby	M	Sanford	J.D.	Law
Skylar	W	Schossberger	J.D.	Law
Jean	Eleanor	Schroeder	J.D.	Law
Jacob	C	Silvester	J.D.	Law
Tanner		Smith	J.D.	Law
Lauren	Lace	Smyser	J.D.	Law
Ryan	James	Spencer	J.D.	Law
Jessica		Steadman	J.D.	Law
Ashley	L.	Stilwell	J.D.	Law
Smith		Stubbs	J.D.	Law
Marshall	Wherry	Toryanski	J.D.	Law
Bailey	E	Twitchell	J.D.	Law
Dayton	K.	Uttinger	J.D.	Law
Makenzie	Jane	Wachtell	J.D.	Law
Trevor	D	Warren	J.D.	Law
Michael		Warth	J.D.	Law
Evan	M.	Westerfield	J.D.	Law
Abigail	R	Wheless	J.D.	Law
Davon		Williams-Garrett	J.D.	Law
Noah	W	Winfree	J.D.	Law
Patrick	E.	Withers	J.D.	Law
Caleb	C.	Wofford	J.D.	Law-Native American Law Emph

COLLEGE OF LETTERS, ARTS & SOCIAL SCIENCES

Kaitlynn	Sabrina	Adkins	B.Mus.	Music Ed-Instrumental Emph
Daina		Aguas	B.A.	English-Professional Wrtg Emph
Jose	Antonio	Aguayo Marquez	B.S.	Theatre Arts
Hailee	Jeannette	Aklyan	M.S.	Psychology
Almuataz	Mohamed Abdullah	Al Mahdhor	B.S.	Film & Television Studies
Rachel	Marie	Alsager	B.A.	International Studies
Stacie	LaJosie	Alston	M.F.A.	Theatre Arts
Michael	Alejandro	Amerine	B.S.	Political Science
Camden	Michael	Anderson	B.G.S.	General Studies
Carson	K	Anderson	B.S.	Film & Television
Corey	Kenneth Charles	Anderson	B.S.	Criminology
Kaitlyn	Marie	Atchison	M.Mus.	Music
Silvia		Avalos	B.S.	Psychology
Esteban	Cesar	Ayllon	B.S.	Criminology
Shayla	M	Baker	B.S.	Psychology
Kyle	Torres	Banzon	M.S.	Psychology
Kierian	Carlin	Barnes	B.S.	Criminology
Tasha	Renee	Barron	B.G.S.	General Studies
Tyler	Austin	Barron	B.G.S.	General Studies
Lesena		Bautista	B.S.	Psychology

Celina	Michelle	Baxter	Academic Certificate	Equity & Justice
Madison	Rolaine	Bechard	B.F.A.	Theatre Arts
Kailey		Berube	M.A.	Anthropology
Patricia	Joyce	Biddle	B.S.	Psychology
Maya	Elisabeth	Birdsong	B.A.	International Studies
Bradley	M	Blake	B.S.	History
Kathryn	Gail	Bodman	B.S.	Organizational Sciences
Marcus	Ryan	Boehm	B.G.S.	General Studies
Jayne	A.	Boehme	M.P.A.	Public Administration
Mckenzy	Hale	Bogden	B.S.	Psychology
Carter	F.	Bollinger	B.A.	English-Professional Wrtg Emph
Frank		Bowers	B.A.	Applied Music
Andrea	Michelle	Brannock	B.A.	International Studies
Allyson		Bray	B.F.A.	Theatre Arts
Sierra	Alana	Breaux	B.A.	International Studies
Anna Marie		Brendel	M.F.A.	Theatre Arts
Christina		Briggs-Mathers	B.S.	Psychology
Dakota	K.	Brown	B.A.	English-Teaching Emph
Deja	Chantel	Brown	B.G.S.	General Studies
Emily	Rose	Brown	B.S.	Psychology
Haily	L	Brown	B.Mus.	Music: Performance-Instrmt Opt
Erica	Marie	Burger Baillif	M.F.A.	Theatre Arts
Holly	Ann	Burgess Rock	B.S.	Psychology
Mary	F	Burke	B.S.	Sociology-Gen Sociology Emph
Ellamae	Rose	Burnell	M.P.A.	Public Administration
Keely	M	Burnes	B.S.	Advertising
Mikayla		Butler	B.S.	Psychology
Nicholas	Ryan	Butler	B.S.	Psychology
Haylee	Anne	Buyers	B.S.	Criminology
Alejandra		Cabrales	M.P.A.	Public Administration
Alex	Abram	Call	B.S.	Political Science
Vania		Campos	B.S.	Journalism
Michael		Cardinal	B.S.	Political Science
Aineka	R	Carlson	B.A.	English-Creative Writing Emph
Kinsey	Tyne	Carlson	B.S.	Communication
Monica	Lisset	Carrillo-Casas	B.A.	Spanish
Amanda	Bliss	Carruth	M.A.	English
Aundre		Carter	B.G.S.	General Studies
Paige		Carter	B.S.	Public Relations
Melissa	Mary	Castro	B.S.	Organizational Sciences
Jennifer	Heidi	Chaney	M.F.A.	Theatre Arts
Harper		Ciprotti	B.S.	Psychology
Connor	H	Claphan	B.S.	Psychology
Brett	Jonathan	Cluff	B.S.	Political Science
Tanner	Trace	Collier	M.F.A.	Theatre Arts
Ismael	G	Cortez	B.A.	Communication
Dylan	A	Couch	M.A.	English
Bianca	Brie'ann	Counihan	B.S.	Psychology
Rachael	Ashley	Crabb	B.Mus.	Music Ed-Instrumental Emph
Elisabetta	Rosa	Croce	M.F.A.	Creative Writing
Courtney	Lynn	Crocker	M.Mus.	Music
Shane	M	Cunningham	B.S.	Economics
Charles	Franklin	Daley	B.G.S.	General Studies
Chloe	Vlvianna	Dame	B.S.	Anthropology
Alena	Rae	Davenport	B.S.	Psychology
Esther	E	David	B.A.	English-Teaching Emph
Abby	L	Davis	Academic Certificate	Equity & Justice

Kirsten	Navarre	Decker	B.S.	Psychology
Jessica	Christine	Demich	M.S.	Psychology
Joshua	O'Daniel	Denning	M.F.A.	Theatre Arts
Jon	E	Denny	B.G.S.	General Studies
Donna		Deverell	M.F.A.	Theatre Arts
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Karlie	M	Embretson	B.S.	Psychology
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Cyndi	A	Enderle	B.A.	English-Literature Emph
Ellie	A	Erickson	B.A.	Political Science
Hallie	M	Eriksen	Academic Certificate	Equity & Justice
Jake	Andrew	Espeland	B.S.	Political Science
Ashley	Bailey	Evans	B.S.	Sociology-Gen Sociology Emph
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Karin	Isabelle	Falk	B.A.	English-Literature Emph
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Ryan	Taylor	Foss	B.S.	Psychology
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Jaxon	Kelly	Frederick	B.Mus.	Music: Performance-Instrmt Opt
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Kirsten		Fritz	B.S.	Psychology
Nicholas		Fuqua	M.F.A.	Theatre Arts
Alina	Ioana	Gallegos	B.A.	International Studies
Carissa	Shalyn	Gallegos	B.S.	Sociology-Gen Sociology Emph
Rebekah	Elizabeth	Gann	M.A.	English
Jamie		Gannon	M.F.A.	Theatre Arts
Jacob	Avram	Gardenhour	B.S.	History
Delaun	Eugene	Gaston	B.G.S.	General Studies
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Kathleen	M	Jones	B.S.	History
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Martha	Carolina	Lawrence	B.S.	Organizational Sciences
Thi	Dang	Le	M.S.	Psychology
Allyson	Noel	LeForce	B.S.	Political Science

Soyeon		Lee	M.S.	Psychology
Lisa	Anne	Leibering	M.F.A.	Theatre Arts
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Irelyne	Ann	McGee	B.S.	Anthropology
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Morgan	A.	Miller	B.A.	English-Literature Emph
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Tehya	LaRae	Miller	B.S.	Psychology
Alyssa	Lynn	Mills	B.S.	Criminology
Elyse	Joyce	Mills	B.S.	Psychology
Kameryn	Elisabeth	Mills	B.S.	Criminology
Rebecca	Leann	Mills	B.A.	History-General Emph
Alicia	Yaireth	Mojarra	B.G.S.	General Studies
Afton	Gray	Montgomery	M.F.A.	Creative Writing
Kelsie	F.	Montierth	B.S.	Criminology
Lucas	Isaiha	Moreno	B.A.	Political Science
Tyler	Floyd	Morris	B.S.	Criminology
Alexandar		Morrison	B.S.	Philosophy
Alejandro		Murillo	B.S.	Criminology
Edward	James	Murillo	B.S.	Sociology-Gen Sociology Emph
Ricardo	Antonio	Murillo	B.S.	Film & Television Studies
Matthew	Erik	Murphy	B.A.	International Studies
Preslie	Sara	Murray	B.S.	Anthropology
Rosa		Nava	B.S.	Psychology
Fletcher	S	Neil	B.S.	Psychology
Taylor	Arin	Nelson	B.G.S.	General Studies
Triston	John	Neubauer	B.S.	Criminology

Hanna	Christine	O'Leary	B.G.S.	General Studies
Hailey	R	Ocapan	B.A.	Political Science
Jessica	Kimiko	Oguri	B.S.	Organizational Sciences
Seth	R.	Olsen	B.S.	Advertising
James	Richard	Padilla	M.F.A.	Theatre Arts
Sean	G	Parker	B.A.	Spanish
Katie	Angela Lee	Paul	B.S.	Psychology
Anya	Kimberly	Payne	B.S.	Psychology
Edward	Christopher	Payne	B.S.	History
Emilly	Priscila	Perez	B.S.	Sociology-Gen Sociology Emph
Raffy		Perono	B.S.	Criminology
Mason	Alexander	Petersheim	B.S.	Psychology
Alexis	Christine	Pett	B.Mus.	Music Ed-Instrumental Emph
Avery	Parker	Pierce-Garnett	B.Mus.	
Kyli	Jane	Pierson	B.S.	History
Grayson	Gunnar	Pirie	B.G.S.	General Studies
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Ellea	R	Poxleitner	B.S.	Psychology
Carly	Star	Preston	M.F.A.	Theatre Arts
Ciarra	Nicole	Radicia	B.S.	Psychology
Vivek		Ramesh	B.S.	Psychology
Karen	Maricela	Ramirez	B.S.	Organizational Sciences
Naile		Ramirez Macias	B.S.	Criminology
Eli	Bradley	Rebillet	B.S.	Film & Television Studies
Korbin	James	Reichardt	B.S.	Anthropology
Healy	Christina	Reinholt	B.S.	Film & Television Studies
Avery	Grace	Reneau	B.Mus.	Music:Composition
Chayce	Elizabeth	Reynolds	M.A.	English
Elizabeth	Ann	Reynolds	B.S.	Psychology
Rebekah	Ashley	Riehm	B.S.	Psychology
Rachel	Ann	Roberts	B.S.	Psychology
Imanol		Rodriguez	Academic Certificate	Equity & Justice
Richard		Rodriguez	B.S.	Journalism
Riel	Maire	Rognon	B.A.	English-Professional Wrtg Emph
Yadira	Abigail	Rojas	B.A.	Political Science
Eugene	Thanh	Russell	M.S.	Psychology
Jeremiah		Salaam	B.G.S.	General Studies
Delilah		Saldate	B.A.	English-Teaching Emph
Mina	Rheanne	Sandino	B.S.	Criminology
Wesley	Dean	Sando	B.S.	Organizational Sciences
Tammy	Eileen	Sandoval	B.S.	Psychology
Jordan	Alexis	Sawle	B.S.	Journalism
Tristan	James	Schenk	M.P.A.	Public Administration
David	B.	Schroeder	M.F.A.	Theatre Arts
Vaughn	Geoffrey	Schroeder	B.S.	Philosophy
Lucy	Marie	Selph	B.A.	English-Creative Writing Emph
Raziel	Vincent	Sepulveda	B.A.	International Studies
Jonathan	David	Sexton	B.S.	Communication
Sullivan	Martin	Shannon	B.S.	Advertising
Peter	James	Shelley	M.Mus.	Music
Brenda		Shepard	B.S.	Organizational Sciences
Mary	Abigail	Silverberg	M.Mus.	Music
Madelynn	LaRaine	Simmons	B.S.	Psychology
Seth	Jennings	Siple	B.A.	International Studies
Lisa		Skinner	B.S.	Psychology

Joshua	Tobias	Slusher	B.S.	Psychology
Abigail	Elizabeth	Smith	B.S.	Interdisciplinary Studies
Kendall	D.	Smith	B.S.	Psychology
Rashad	Anthony	Smith	B.G.S.	General Studies
Trey		Smith	B.G.S.	General Studies
Damion	Jordan	Snodgrass	B.A.	International Studies
Katelyn	Kechelle	Sok	B.S.	Psychology
Cole	Michael	Sonday	B.S.	Psychology
Philip	R.	Soulen	B.G.S.	General Studies
Bianca	Marie Antionett	Stober	B.S.	Philosophy
Gianna	Teresa	Stoddard	M.F.A.	Creative Writing
Eric	Skyler	Storey	B.S.	Psychology
Paul	Felix	Stovall	M.Mus.	Music
Nicholas	Jeffery	Stuart	B.S.	Organizational Sciences
Matthew	Michael	Suhr	B.S.	Criminology
Sarah	Beth	Sullivan	B.S.	Psychology
Michael	Anthony	Sumner	B.G.S.	General Studies
Jennyfer	Brianna	Swafford	B.S.	Psychology
Kelsey	Ann	Swenson	B.A.	English-Professional Wrtg Emph
Allison		Talis	M.F.A.	Theatre Arts
Michelle	D.	Tanner	M.A.	History
Haadiya		Tariq	B.S.	Journalism
Ava	Lonnie	Taylor	B.S.	Organizational Sciences
Taylor		Telford	B.F.A.	Theatre Arts
Taylor	L.	Templeton	B.G.S.	General Studies
Alexa	R	Teneyck	B.S.	Film & Television Studies
Keira	Marie	Terchowitz	Academic Certificate	Organizational Dynamics
Sila	Saadia	Tesla	B.S.	Psychology
Racheal	Lynn Mietree	Thayer	B.S.	Communication
Christopher	Kenneth	Thorn	M.F.A.	Theatre Arts
Tristina	Teresa	Tiedeman	B.A.	International Studies
Erika	Taylor	Tingey	B.S.	Psychology
Aidan	Michael	Toole	B.S.	Anthropology
Breanna	Teresa	Torres	B.S.	Criminology
Josephine	Ellen	Tourville	B.S.	Psychology
Michaela	M.	Tourville	M.P.A.	Public Administration
Angela-Marie	Akamine	Trolio	M.S.	Psychology
Floriana		Tulli	M.A.	English
Dashiell	Eric	Tyler	M.S.	Psychology
Colt	Gordon	Uhlenkott	B.S.	Philosophy
Erin	M	Urick	M.F.A.	Theatre Arts
Tristan	E	Van Komen	B.S.	Economics
Alleluyah	Christi	Vance	B.Mus.	Music: Performance-Vocal Opt
Eduardo		Vargas	B.S.	Film & Television Studies
Madison	Jane	Vershum	M.S.	Psychology
Zachary	John	Von Raesfeld	B.A.	International Studies
Ngoc Duy		Vu	B.S.	Psychology
Jordan	Lynn	Wagner	B.S.	Communication
Bryan	Scot	Wallingford	M.F.A.	Theatre Arts
Eliana	Marie	Walsh	B.S.	Communication
MaryAnn		Walsh	B.S.	Criminology
Willow	Lidia	Walsh	B.S.	Psychology
Kinsey	C	Walt	B.S.	Advertising
Marguerite	Corinne	Watts	B.G.S.	General Studies
John	Paul	Webb	B.S.	Broadcasting & Digital Media
Cassidy	J.	Whalen	B.S.	History
Daniel	Lee	White	M.F.A.	Theatre Arts

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Sydney	Ann	Williams	B.S.	Psychology
Devin	Crawford	Williamson	B.S.	Psychology
Grant	Eugene	Willie	B.A.	International Studies
Jacob	David	Wisshack	B.G.S.	General Studies
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Kristen	Zoey	Wonenberg	B.S.	Advertising
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Renee	Rose	York	B.A.	International Studies
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Ron		Baron	M.S.	Environmental Science
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Craig	L.	Cochran	M.N.R.	Natural Res-Fire Ecol & Mgmt
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Denny	Sean	Densmore	M.S.	Environmental Science
Elyse	Marie	Doerr	M.N.R.	Natural Res-Integrated Nat Res
Brian	Christopher	Donato	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Colton	James	Dorchuck	B.S.Wildl.Res.	Wildlife Resources
Hadley	Ann	Dotts	B.S.Rangeland.Consv.	Rangeland Conservation
Prranoyaw		Eeturu	M.S.	Environmental Science
Sean	Monroe	Elison	B.S.Ecol.Cons.Biol.	Ecol & Cons Biol-Cons Biol Opt
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Tyler	Scott	Ernst	Academic Certificate	Restoration Ecology
Jack	Riley	Ewart	B.S.Fish.Res.	Fishery Resources
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Karly	Rose	Foster	Academic Certificate	Environmental Ed & Sci Comm
Camren		Fraser	B.S.Fish.Res.	Fishery Resources

Kayleigh	Anne	Frazier	M.N.R.	Natural Res:Fish&Wlf Mgmt Opt
Galen	Christopher	Friesen	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Michele	Aimee	Fuller	M.S.	Environmental Science
Mariah	Lillian	Gaede	B.S.Nat.Resc.Conserv.	Nat Resc Cons-Cnsv Sci Emph
Peter	Lasher	Goebel	B.S.Ecol.Cons.Biol.	Ecol & Cons Biol-Cons Biol Opt
Siena	Ansara	Greenberg	B.S.Fire.Ecol.Mgmt.	Fire Ecology & Management
Halie	Victoria	Hajek	M.S.	Environmental Science
Wade	Alan	Hammons	B.S.Wildl.Res.	Wildlife Resources
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Phoebe	April	Hayes	B.S.Nat.Resc.Conserv.	Nat Resc Cons-Cnsv Sci Emph
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Savion	Cordell	Henry	B.S.Fish.Res.	Fishery Resources
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Holly	Ann	Hokenson	M.S.	Environmental Science
Samuel	Thomas	Holtzen	B.S.Fire.Ecol.Mgmt.	Fire Ecology & Management
Gregory	James	Hoover	M.N.R.	Natural Res-Integrated Nat Res
Lauren		Howard	M.N.R.	Natural Res:Fish&Wlf Mgmt Opt
Braden	T	Jackson	B.S.Wildl.Res.	Wildlife Resources
Amanda	Lee	Jamison	B.S.Ecol.Cons.Biol.	Ecol & Cons Biol-N Rs Ecol Opt
Connor	Timothy	Jenkins	M.S.	Environmental Science
Brynne		Johnson	B.S.Forestry	Forestry
Robert	Perry James	Johnson	B.S.Env.S.	Env Sci: Integrated Sci Opt
Eureka		Joshi	Ph.D.	Environmental Science
Jackson	H	Kaiser	B.S.Wildl.Res.	Wildlife Resources
Anna	Carol	Keibler	M.N.R.	Natural Res-Integrated Nat Res
Brock	Daniel	Keller	B.S.Env.S.	Env Sc-Biological Science Opt
Nathaniel	A	Kimberling	B.S.Fish.Res.	Fishery Resources
Eslie	Marie	King	B.S.Env.S.	Env Sci: Integrated Sci Opt
Ashley	Elizabeth	Kirk	B.S.Forestry	Forestry
Austin	Canna	Kobernuss	B.S.Wildl.Res.	Wildlife Resources
Libby	Lee	Koch	B.S.Forestry	Forestry-General Emph
Laurren	Eilssa	Langford	M.S.	Environmental Science
Taylor	Lynn	Lantz	B.S.Forestry	Forestry
William	Blake	Leacock	Ph.D.	Natural Resources
Max	Lawrence	Levy	B.S.Env.S.	Env Sc-Social Science Opt
Brandon	N	Light	B.S.Forestry	Forestry-General Emph
Chloe	Ayiana	Lujan	B.S.Wildl.Res.	Wildlife Resources
Camryn	Leanna	Martin	M.N.R.	Natural Res-Integrated Nat Res
Ryan	Burke	Martin	B.S.Ecol.Cons.Biol.	Ecol & Cons Biol-Cons Biol Opt
Katherine	Ann	Masterson	M.S.	Natural Resources
Klara	Jane	McKay	B.S.Ecol.Cons.Biol.	Ecol & Cons Biol-Cons Biol Opt
Alisha		Mckittrick	M.S.	Environmental Science
Alexandrea	Marie	Meacham	B.S.Forestry	Forestry
Amelia		Meckelborg	M.S.	Environmental Science
Shari	Kay	Meeks	M.N.R.	Natural Res-Integrated Nat Res
Benjamin	Adam	Meredyk	B.S.Ecol.Cons.Biol.	Ecol & Cons Biol-N Rs Ecol Opt
Madison	Avery	Modde	B.S.Forestry	Forestry
Cooper	Richard	Moon	B.S.Env.S.	Env Sc-Physical Science Opt
Makenna	Marie-Rose	Moore	B.S.Wildl.Res.	Wildlife Resources
Jacob	Aaron	Morgan	M.S.	Environmental Science
Howard	deVere	Morrison	M.N.R.	Natural Res-Integrated Nat Res
Natalie	Christine	Nash	B.S.Env.S.	Env Sc-Physical Science 2 Opt
Mackenzie	Ruth	Nelson	B.S.Ecol.Cons.Biol.	Ecol & Cons Biol-Cons Biol Opt
Jonah	Don	Neville	B.S.Rangeland.Consv.	Rangeland Conservation
Sarah	Cathleen	Nolan	M.S.	Environmental Science
Berlinda Oluebube		Orji	Ph.D.	Environmental Science

Brittney	Leann	Osborn	M.N.R.	Natural Res-Fire Ecol & Mgmt
Ashley	Elizabeth	Paine	B.S.Nat.Resc.Conserv.	Nat Resc Cons-CnsvPln&Mgt Emph
Hannah	Marie	Pasek	Academic Certificate	Environmental Ed & Sci Comm
Chelsea	Spring	Pennick	Ph.D.	Natural Resources
Blair	Michael	Peters	B.S.Wildl.Res.	Wildlife Resources
Luis	Joany	Ramos	M.N.R.	Natural Res-Integrated Nat Res
Jill	C.	Randall	B.S.Env.S.	Env Sc-Physical Science 2 Opt
Sarah	Grace	Randolph	M.S.	Environmental Science
Liam	Michael	Reily	B.S.Env.S.	Env Sc-Social Science Opt
Sydnee	Logan	Reyes	B.S.Env.S.	Env Sci: Integrated Sci Opt
Nathan	B.	Rindlisbaker	M.N.R.	Natural Res-Integrated Nat Res
Conrad	M.	Robbins	B.S.Fish.Res.	Fishery Resources
Justin		Rose	B.S.Wildl.Res.	Wildlife Resources
Stephanie	Ann	Runs Through	M.N.R.	Natural Res-Integrated Nat Res
Tayson	Mark	Sargis	B.S.Env.S.	Env Sci: Integrated Sci Opt
Emma	Nicole	Sattler	B.S.Ecol.Cons.Biol.	Ecol & Cons Biol-Cons Biol Opt
Ethan	Joshua	Saxton	B.S.Fish.Res.	Fishery Resources
Theresa	Lynn	Schaffner	Academic Certificate	Fire Ecology, Mgt & Technology
Angelica	L	Schattler	M.S.	Environmental Science
Samantha	Ann	Schendel-Malin	B.S.Forestry	Forestry
Izsobel	Irene	Schmidt	B.S.Forestry	Forestry
Devon	Douglas	Schneider	B.S.Fish.Res.	Fishery Resources
Dale	Thomas	Schoth	B.S.Env.S.	Env Sc-Biological Science Opt
Callie	Frances	Sheker-Grothe	M.N.R.	Natural Res:Fish&Wlf Mgmt Opt
Seth	D	Shteir	M.N.R.	Natural Res-Integrated Nat Res
Andrew	Michael	Sibley	B.S.Fire.Ecol.Mgmt.	Fire Ecology & Management
Julian	Paul	Smith	B.S.Rangeland.Consv.	Rangeland Conservation
Melina	Jean	Smith	B.S.Forestry	Forestry
Delaney	Marie	Snaadt	B.S.Wildl.Res.	Wildlife Resources
Owen	Solomon	Snyder	M.S.	Environmental Science
Rachel		Stein	Ph.D.	Natural Resources
Levi	Jon	Sterzing	M.N.R.	Natural Res-Integrated Nat Res
Callie	E.	Story	B.S.Ecol.Cons.Biol.	Ecol & Cons Biol-Cons Biol Opt
Michael	Joseph	Struhs	B.S.Forestry	Forestry-General Emph
Heather	Catherine	Supic	M.S.	Environmental Science
Reid	Franklin	Sutton	M.N.R.	Natural Res-Integrated Nat Res
Cade	Ryan	Tiller	B.S.Fish.Res.	Fishery Resources
Coretta	Jebbeh	Tommy	M.S.	Environmental Science
Larissa	Kealani	Tubbs	B.S.Env.S.	Env Sci: Integrated Sci Opt
Abbie		Van Raden	Academic Certificate	Fire Ecology, Mgt & Technology
Kelsey	Marie	Vershum	B.S.Nat.Resc.Conserv.	Nat Resc Cons-Cnsv Sci Emph
Reena	H	Walker	Ph.D.	Natural Resources
Alexander	James	Waltman	B.S.Fire.Ecol.Mgmt.	Fire Ecology & Management
Jacob	Jeremiah	Wilkins	B.S.Fish.Res.	Fishery Resources
Curtis	Alan	Youngren	B.S.Fish.Res.	Fishery Resources

COLLEGE OF SCIENCE

Ibrahim	A.	Al Janabi	B.S.Microbiol.	Microbiology
Steven	Yi-Hua	Alberding	M.S.	Statistical Science
Rayan	Mohammad	Alshamrani	Academic Certificate	Data Science
Madison		Anderholm	B.S.	Math:Applied-Mathematical Biol
Seth	Lockett Edward	Aurelius	B.S.	Geography
Cameron	Seth	Bowen	B.S.	Biology
Bailey	Colleen	Briggs	Academic Certificate	Geographic Information Systems
Mackenzie	Grace	Brown	B.S.	Mathematics-General Opt
Margaret	Alene	Casale	B.S.	Biology

Micah		Casale	B.S.	Biology
Mellisa	Rae	Clemons	Ph.D.	Microbiol, Molec Biol/Biochem
Laurel	Lin	Coleman	B.S.	Chemistry-Pre-Medical Opt
Elizabeth	Erin	Crisp	M.A.T.	Mathematics
Phoenix	Z	Crossley	B.S.	Biology
Elijah		Danquah Darko	M.S.	Statistical Science
Justin	Allen	Detweiler	B.S.Biochem.	Biochemistry
Madison	Alexandra	Dobson	B.S.	Medical Sciences
Tammy	Lynn	Domras	Academic Certificate	Statistics
Lily	Ann	Dotson	B.S.	Biology
Alexis	Marie	Dunham	B.S.	Chemistry-General Opt
Aidan	O	Dusho	B.S.Biochem.	Biochemistry
Rilee	Nicole	Escalante	B.S.	Medical Sciences
Anairis		Estrada Garza	B.S.	Biology
Tanya	Cristal	Estrada-Garza	B.S.	Medical Sciences
Kama	Rachelle	Ferguson	B.S.	Medical Sciences
Caleb	T	Goode	B.A.	Physics
Bethany	Kate	Gutridge	B.S.	Chemistry-General Opt
Augustus	John	Hahn	B.S.	Physics-General Emph
Megan	Leanne	Hatley	B.S.	Statistics-General
Gareth	Rhys	Haug	M.S.	Geography
Ethan	Scott	Henley	B.S.	Geography
Febe	Rose	Higbee	B.S.	Medical Sciences
Bernadette	Deniz	Johnson	Ph.D.	Biology
Amruta Suresh		Kale	Academic Certificate	Data Science
Minji		Kang	B.S.	Chemistry-General Opt
Bandita		Karki	M.S.	Statistical Science
Luke	J	Kendra	B.S.	Mathematics-App Computatn Opt
Emma-Jane	Kathryn	Kimmett	Academic Certificate	Geographic Information Systems
Liam	Dandurand	Knudsen	M.S.	Geology
Hailey	Melony	Konda	B.S.	Medical Sciences
Riley	John	Kouns	B.S.	Mathematics-App Quant Mod Opt
Luxien	Lych	Landrus	B.S.	Biology
Karla	Yarixa	Llaguno-Saucedo	B.S.	Medical Sciences
Secilia	Itzel	Lopez	B.S.	Biology
Dawson	Jacob	Mathes	B.S.	Biology
Zoe	Frances	McCormick	B.S.	Biology
Rodney	Byron	McCoy	B.S.	Mathematics-General Opt
Benjamin	Gene	McMurtry	Academic Certificate	Climate Change
Marianne	Margaret	Milander	B.S.Microbiol.	Microbiology
Abigail	Kay	Moody	B.S.	Statistics-General
Johnny	James	Moore	M.S.	Physics
Kellen	J.	Moore	B.S.	Chemistry-General Opt
Megan	E	Moser	B.S.	Medical Sciences
Molly	K	Murphy	B.S.	Medical Sciences
Holden	Nathaniel	Nelson	B.S.	Mathematics-App Computatn Opt
Dakota	Sky	Nieland	B.S.	Chemistry-General Opt
Keera	A.	Paull	B.S.Microbiol.	Microbiology
Jhonnathan	A.	Plascencia	B.S.	Chemistry-Professional Opt
Jaden	Rose	Preece-Sabrowski	B.S.	Medical Sciences
Eduardo		Ramos-Arteaga	M.S.	Mathematics
Samantha	E	Salinas	B.S.	Mathematics-General Opt
Lauren	Renae	Saucedo	B.S.Microbiol.	Microbiology
Steven	James	Sawhill	B.S.	Statistics-Actuarial Sci & Fin
Jacob	Xavier	Schow	B.S.	Biology
Madysen	Elizabeth	Sunell	B.S.	Medical Sciences
Zackery	Taylor	Szymczycha	B.S.	Statistics-General

Natasha	Laine	Textor	B.S.	Chemistry-General Opt
Scott	Benon	Troka	B.S.	Mathematics-App Computatn Opt
Jordyn	Elizabeth	Tuning	B.S.	Chemistry-Forensics Opt
Adam	Richard	Valaydon-Pillay	Ph.D.	Chemistry
Zaira	Tatiana	Velasco	B.S.	Chemistry-General Opt
Zhe		Wang	Ph.D.	Geography
Keegan	Brynevan	Webb	B.S.	Biology
Ashley	May	Webler	B.S.	Chemistry-Pre-Medical Opt
Emma	Marie	Welch	B.S.M.B.B.	Molecular Biol & Biotechnology
Kaylyn	S.	Westergard	B.S.M.B.B.	Molecular Biol & Biotechnology
Bradley	Ryan	Wikert	B.S.	Geography
Taylor	Renae	Wilson	B.S.	Medical Sciences
Malachi	Clayton Lee	Witherwax	B.S.	Chemistry-General Opt
Julia	Anne	Wolfe	B.S.	Medical Sciences
Wenbo		Zhan	M.S.	Geology

Committee	Employee Type	Committee Designation	Last name	First Name	Term End	Email	Department/Unit	College
Academic Hearing Board	Faculty		Hansen	Robert (Keith)	2025-26	rkhansen@uidaho.edu	Counseling & Testing Center	Student Affairs
Academic Hearing Board	Faculty		Engle-Newman	Christopher	2025-26	cnewman@uidaho.edu	Law	LAW
Academic Hearing Board	Faculty/Administrator	Administrator	Holyoke	Laura	2024-25	holyoke@uidaho.edu	Leadership and Counseling	EHHS
Academic Hearing Board	Faculty	Chair	Turpin	Zach	2023-24	zturpin@uidaho.edu	English	CLASS
Academic Hearing Board	Faculty		Liang	Xi	2025-26	xliang@uidaho.edu	Plant Sciences	CALS
Academic Petitions Committee	Faculty/Associate Dean	Associate Dean	Nielsen	Mark	2024-25	markn@uidaho.edu	Associate Dean	COS
Academic Petitions Committee	Faculty/Alternate	Alternate	Attebury	Ramirose	2024-25	rattebur@uidaho.edu	Library	LIB
Academic Petitions Committee	Faculty		Baggs	Belle	2023-24	belleb@uidaho.edu	Movement Sciences	CEHHS
Academic Petitions Committee	Registrar or Designee	w/o vote	Brown	Lindsey	N/A	lindseybrown@uidaho.edu	Registrar's Office	
Academic Petitions Committee	Faculty/CTC	Chair	Kitzrow	Martha	2023-24	mkitzrow@uidaho.edu	CTC	CTC
Academic Petitions Committee	Faculty/Alternate/Associate Dean	Alternate						
Academic Petitions Committee	Faculty		Abdel-Rahim	Ahmed	2025-26	ahmed@uidaho.edu	Civil & Environmental Engineering	COE
Academic Petitions Committee	Faculty/Alternate/Associate Dean	Alternate						
Academic Petitions Committee	Faculty/Alternate	Alternate						
Academic Petitions Committee	Faculty/Associate Dean	Associate Dean	Craig	Traci	2024-25	tcraig@uidaho.edu	Associate Dean	CLASS
Academic Petitions Committee	Faculty/Alternate/CTC	Alternate						
Administrative Hearing Board	Faculty	Chair	Swenson	Matthew	2023-24	swenson@uidaho.edu	Mechanical Engr.	COE
Administrative Hearing Board	Registrar or Designee	Ex Officio	Hubbard	Dwaine	N/A	dhubbard@uidaho.edu	Registrar's Office	
Administrative Hearing Board	Student Accounts Manager or Designee	Ex Officio	Wambeke	Connie	N/A	cwambeke@uidaho.edu	Student Accounts	
Administrative Hearing Board	Faculty		Bernards	Matthew	2024-25	mbernards@uidaho.edu	Chemical & Biological Engineering	COE
Administrative Hearing Board	Staff		Harner	Arch	2023-24	aharner@uidaho.edu	Research Assurances	ORED
Administrative Hearing Board	Student		Loffer	Peyton	2023-24	loff3470@vandals.uidaho.edu	ASUI	ASUI
Administrative Hearing Board	Faculty/Law		Adams	Mark	2024-25	marka@uidaho.edu	Law	LAW
Administrative Hearing Board	Faculty		Gordon	Stefan	2025-26	sgordon@uidaho.edu	Music	CLASS
Admissions Committee	Director Counseling & Testing Center or Designee				N/A			
Admissions Committee	Director of Admissions or Designee	w/o vote	Goodwin	Melissa	N/A	mgoodwin@uidaho.edu	Admissions	SEM
Admissions Committee	Faculty		Scheef	Andrew	2025-26	ascheef@uidaho.edu	Curriculum & Instruction	EHHS
Admissions Committee	Faculty	Chair	Baker-Eveleth	Lori	2024-25	levelth@uidaho.edu	Accounting & MIS	CBE
Admissions Committee	Faculty		Hong	Zonglie	2025-26	zhong@uidaho.edu	Plant Sciences	CALS
Admissions Committee	Faculty		Omodt	Kelly	2025-26	kellyomodt@uidaho.edu	Library	LIB
Admissions Committee	Faculty		Manker	Gretchen	2024-25	gretchenm@uidaho.edu	Family and Consumer Sciences	CALS
Admissions Committee	Faculty/American Language & Culture Program (ALCP)		Hussein	Ibtesam	2025-26	ihussein@uidaho.edu	Modern Languages and Cultures	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						
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair						
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair						
Admissions Committee	Professional Advisor	w/o vote			N/A			
Admissions Committee	Student Support Services designee	w/o vote	Fausto	Mercedes	N/A	mercedesf@uidaho.edu	Academic Support Programs	
Admissions Committee	Student Support Programs (optional)	w/o vote	Mai	Nhu	N/A	nhumai@uidaho.edu	Associate Director of Clinical Services	& Testing Center
Admissions Committee	Office of Multicultural Affaris	w/o vote	Martinez	Jesse	2024-25	jessem@uidaho.edu	OMA	
Admissions Committee	Ubuntu Chair or Designee		Hollingshead	Aleksandra	2023-24	ahollingshead@uidaho.edu		
Americans with Disabilities Act Advisory Committee	Center for Disability Access and Resources or Designee		Voss	Cory	N/A	voss@uidaho.edu	Director, CDAR	Student Affairs
Americans with Disabilities Act Advisory Committee	Director Counseling & Testing or Designee		Mushlitz	Ally	N/A	amushlitz@uidaho.edu	Counseling & Testing Center	Student Affairs
Americans with Disabilities Act Advisory Committee	Director of the OCRI or Designee		Lindquist	Art	N/A	alindquist@uidaho.edu	ORCI	
Americans with Disabilities Act Advisory Committee	Staff		Feldman	Amber	2024-25	afeldman@uidaho.edu	ORCI	
Americans with Disabilities Act Advisory Committee	Faculty/Library		Stone	Julia	2024-25	juliastone@uidaho.edu	Digital Scholarship Librarian	LIB
Americans with Disabilities Act Advisory Committee	OIT Director or Designee		English	Tom	N/A	tome@uidaho.edu	ITS	

Americans with Disabilities Act Advisory Committee	Faculty/Disability experience knowledge	Boise	Rumel	John	2025-26	jrumel@uidaho.edu	Law	LAW
Americans with Disabilities Act Advisory Committee	Student/Graduate							
Americans with Disabilities Act Advisory Committee	Faculty/Academic Administrator		Eichner	Katrina	2024-25	katrinae@uidaho.edu	Culture, Society, and Justice	CLASS
Americans with Disabilities Act Advisory Committee	Director of Housing and Residence Life	Chair	Kerr	Julie	N/A	juliekerr@uidaho.edu	Assistant Director, Housing Operat	Housing and Residence
Americans with Disabilities Act Advisory Committee	Staff		Bass	Kaity	2024-25	kaitlynb@uidaho.edu	Accountant	General Accounting
Americans with Disabilities Act Advisory Committee	Public Safety & Security or Designee	w/o vote	Lovell	Bruce	N/A	blovell@uidaho.edu	Emergency Management	
Americans with Disabilities Act Advisory Committee	Center on Disabilities and Human Development	w/o vote	Kramer	Krista	N/A	kkramer@uidaho.edu	Program Coordinator	Center on Disabilities
Americans with Disabilities Act Advisory Committee	Facilities Director or Designee		Pankopf	Ray	N/A	rayp@uidaho.edu	Facilities	
Americans with Disabilities Act Advisory Committee	Parking & Transportation Services	w/o vote	Schwartz	Nik	N/A	nschwartz@uidaho.edu	Parking & Transportation	
Americans with Disabilities Act Advisory Committee	Executive Director for Human Resources or Designee		Schumaker	Robin	N/A	rschumacker@uidaho.edu	HR	
Americans with Disabilities Act Advisory Committee	General Counsel Representative	w/o vote	Rytter	Kim	N/A	kimrytter@uidaho.edu	OGC	
Americans with Disabilities Act Advisory Committee	Student/Undergraduate		Loffer	Peyton	2023-24	loff3470@vandals.uidaho.edu	ASUI	ASUI
Arts Committee	Faculty		Nomee	Shaina	2023-24	snomee@uidaho.edu	Ag and Ext. Education	CALS
Arts Committee	Moscow Arts Commission Art Director or Designee	Ex Officio/Non-voting	Cherry	Megan	N/A	mcherry@ci.moscow.id.us		
Arts Committee	Faculty		Garrison	Leonard	2025-26	leonardg@uidaho.edu	Music	CLASS
Arts Committee	Administrator/Designated by the President	Ex Officio/Non-voting	Miller	Craig	N/A	craigmiller@uidaho.edu	Curriculum & Instruction	CEHHS
Arts Committee	Administrator/Designated by the President	Ex Officio/Non-voting	Galioto	Jeannie	N/A	jgalioto@uidaho.edu	Theatre Arts	CLASS
Arts Committee	Administraor in the Arts	Ex Officio/Non-voting	Corry	Shauna	N/A	scorry@uidaho.edu	Dean	CAA
Arts Committee	Staff		Espinoza-Aguilar	Norma	2025-26	normaea@uidaho.edu	Housing & Residence Life	
Arts Committee	Faculty		Smith	Rochelle	2025-26	rsmith@uidaho.edu	Library	LIB
Arts Committee	Student/ASUI Fine Arts Committee when possible		Belliveau	Jaclyn	2023-24	bell3442@vandals.uidaho.edu	ASUI	ASUI
Arts Committee	Facilities Management	Ex Officio/Non-voting	Pankopf	Raymond M.	N/A	rayp@uidaho.edu	Facilities	
Arts Committee	Faculty	Chair	Klement	David	2024-25	dklement@uidaho.edu	Music	CLASS
Arts Committee	Faculty		McCleary	Lauren	2025-26	laurenm@uidaho.edu	Art & Design	CAA
Arts Committee	Student		Smith	Luella	2023-24	luel3528@vandals.uidaho.edu	ASUI	ASUI
Arts Committee	UI Foundation or Designee	Ex Officio/Non-voting	Linduist	Shawna	N/A	shawnal@uidaho.edu	Interim Executive Director	UI Foundation
Arts Committee	Library Special Collections	Ex Officio/Non-voting	Kersting-Lark	Dulce	N/A	dulce@uidaho.edu	Director	Collections
Borah Foundation Committee	Faculty	Former Chair	Gottwald	Dave	2023-24	dgottwald@uidaho.edu	Art & Design	CAA
Borah Foundation Committee	Associate Director of the Martin Institute	w/o vote	Afatchao	Kodjotse	N/A	afatchao@uidaho.edu	Martin Institute	CLASS
Borah Foundation Committee	Faculty		Vierling	Lee	2024-25	leev@uidaho.edu	Natural Resources & Society	CNR
Borah Foundation Committee	Faculty		Roberson	Dakota	2023-24	dakotar@uidaho.edu	Engineering	ENG
Borah Foundation Committee	Student		Niemi	Olivia	2023-24	oniemi@uidaho.edu	ASUI	ASUI
Borah Foundation Committee	Student		Sauste	Natalie	2023-24	suaste@uidaho.edu	ASUI	ASUI
Borah Foundation Committee	Faculty		Conlon Khan	Lori	2024-25	lorick@uidaho.edu	Music	CLASS
Borah Foundation Committee	Student		Khetan	Saloni	2023-24	salonik@uidaho.edu	ASUI	ASUI
Borah Foundation Committee	Faculty		Prorak	Diane	2023-24	prorak@uidaho.edu	Library	LIB
Borah Foundation Committee	Staff							
Borah Foundation Committee	Staff		Burns	Ariana	2023-24	arianab@uidaho.edu	Special Collections	LIB
Borah Foundation Committee	Student		Weber	Ella	2023-24	eweber@uidaho.edu	ASUI	ASUI
Borah Foundation Committee	Faculty		Roy	Alyson	2023-24	aroy@uidaho.edu	History	CLASS
Campus Planning Advisory Committee	Faculty		Pyo	TH	2024-25	tpyo@uidaho.edu	Department of Business	CBE
Campus Planning Advisory Committee	Student							
Campus Planning Advisory Committee	Vice President for Information Technology (CIO)		Ewart	Daniel	N/A	dewart@uidaho.edu	ITS	
Campus Planning Advisory Committee	Designee		Salisbury	Kim	N/A	kims@uidaho.edu	Finance & Admin	
Campus Planning Advisory Committee	Assistant Vice President for Facilities		Vineyard	Rusty	N/A	vineyard@uidaho.edu	Facilities	
Campus Planning Advisory Committee	Faculty Senate		Schwarzlaender	Mark	2024-25	markschw@uidaho.edu	Entomology, Plant Pathology & Ne	CALS
Campus Planning Advisory Committee	Faculty Senate							
Campus Planning Advisory Committee	Faculty		Perret	Robert	2024-25	rperret@uidaho.edu	Library	LIB
Campus Planning Advisory Committee	Faculty		Fehrenkamp	Bethaney	2025-26	bethaney@uidaho.edu	WWAMI	WWAMI

Campus Planning Advisory Committee	Coordinator for CDAR or designee		Voss	Cory	N/A	voss@uidaho.edu	CDAR	
Campus Planning Advisory Committee	Staff		Matson	Eric	2024-25	ecmatson@uidaho.edu	CDAR	
Campus Planning Advisory Committee	Faculty							
Commencement Committee	Faculty		Kenyon	Jylisa	2025-26	jylisadoney@uidaho.edu	Program Director	LIB
Commencement Committee	Registrar		Brown	Lindsey	N/A	lindseybrown@uidaho.edu	Registrar's Office	
Commencement Committee	Faculty		Wilson	Miranda	2025-26	mirandaw@uidaho.edu	Music	CLASS
Commencement Committee	Faculty		Park	Young	2025-26	youngpark@uidaho.edu	Business	CBE
Commencement Committee	Faculty		Barannyk	Lyudmyla	2024-25	barannyk@uidaho.edu	Science	COS
Commencement Committee	Faculty	Chair	Smith	Bill	2023-24	bills@uidaho.edu	International Studies	CLASS
Commencement Committee	Honors Student							
Committee on Committees	Vice Chair/Fac Senate	Chair	Haltinner	Kristen	2023-24	khaltinner@uidaho.edu	Culture, Society and Justice	CLASS
Committee on Committees	Staff Council Elections Chair		Jameson	Arlette	2023-24	ajameson@uidaho.edu	Human Resources	
Committee on Committees	Student/ASUI President or Designee		McClain	Tanner	2023-24	tmccclain@uidaho.edu	ASUI Pres	
Committee on Committees	Faculty		Noguera	Magdy	2023-24	mnoquera@uidaho.edu	Department of Business	CBE
Committee on Committees	Faculty		Powell	Madison	2023-24	mpowell@uidaho.edu		
Committee on Committees	Faculty		Alessa	Lilian	2024-25	alessa@uidaho.edu	Landscape Architecture	CAA
Committee on Committees	Faculty		Campbell	Sarah	2024-25	sarahcampbell@uidaho.edu	Theatre	CLASS
Committee on Committees	Faculty Secretary	w/o vote	Sammarruca	Francesca	N/A	fsammarr@uidaho.edu	Physics	COS
Committee on Committees	Faculty		Blaine	Anna	2024-25	annablaine@uidaho.edu	Law	LAW
Committee on Committees	Faculty		Lee	Katherine	2025-26	katherinelee@uidaho.edu	Ag Econ and Rural Sociology	CALS
Dismissal Hearings Committee	Faculty		Schwarzlaender	Mark	2023-24	markschw@uidaho.edu	EPPN	CALS
Dismissal Hearings Committee	Faculty/Administrator/Alternate		Barton	Ben	2023-24	barton@uidaho.edu	Psychology & Communication	CLASS
Dismissal Hearings Committee	Faculty		Spear	Rhett	2024-25	rhetts@uidaho.edu	Plant Sciences	CALS
Dismissal Hearings Committee	Faculty/Alternate		Grieb	Terrance	2023-24	tgrieb@uidaho.edu	College of Business and Finance	CLASS
Dismissal Hearings Committee	Faculty/Alternate		Zhao	Meng	2025-26	mengz@uidaho.edu	Geograh	COS
Dismissal Hearings Committee	Faculty/Administrator/Alternate		Hollingshead	Aleksandra	2024-25	ahollingshead@uidaho.edu	Curriculum and Instruction	EHHS
Dismissal Hearings Committee	Faculty/Alternate		Robertson	Daniel	2025-26	danieljr@uidaho.edu	Mechanical Engineering	COE
Dismissal Hearings Committee	Faculty/Alternate		Ay	Suat	2025-26	suatay@uidaho.edu	Engineering	COE
Dismissal Hearings Committee	Faculty/Administrator		Strand	Eva	2025-26	evas@uidaho.edu	Associate Dean	CNR
Dismissal Hearings Committee	Faculty/Alternate		Dublin	Merritt	2024-25	mdublin@uidaho.edu	Law	LAW
Dismissal Hearings Committee	Faculty	Chair	Raney	Taylor	2023-24	traney@uidaho.edu	Curriculum & Instruction	CEHHS
Dismissal Hearings Committee	Faculty		Albertson	Doug	2024-25	dalbertson@uidaho.edu	Department of Business	CBE
Dismissal Hearings Committee	Faculty/Alternate		Ball	Katherine	2024-25	ktball@uidaho.edu	Law	LAW
Dismissal Hearings Committee	Faculty/Alternate		Warren	William	2023-24	williamw@uidaho.edu	County Ext.	CALS
Faculty Affairs Committee	Faculty	Chair	Smith	Alistair	2023-24	alistair@uidaho.edu	Earth and Spatial Scienves	CNR
Faculty Affairs Committee	Faculty		Adjesiwor	Albert	2023-24	aadjesiwor@uidaho.edu	Extension	CALS
Faculty Affairs Committee	Faculty		Durgesh	Vihab	2023-24	vdurgesh@uidaho.edu	Mechanical	ENGR
Faculty Affairs Committee	Faculty		Gessler	Paul	2023-24	paulg@uidaho.edu	Forest, Rangeland & Fire	CNR
Faculty Affairs Committee	Vice Provost for Faculty	Ex Officio/Non-voting	Kelly-Riley	Diane	N/A	dkr@uidaho.edu	Provost's Office	
Faculty Affairs Committee	Faculty		Hormel	Leontina	2025-26	lhormel@uidaho.edu	Sociology & Anthropology	CLASS
Faculty Affairs Committee	Faculty/Department Chair							
Faculty Affairs Committee	Faculty		Manrique Hoyos	Carolina	2023-24	cmanrique@uidaho.edu	Architecture	CAA
Faculty Affairs Committee	Faculty Secretary	Ex Officio/Non-voting	Sammarruca	Francesca	N/A	fsammarr@uidaho.edu	Physics	COS
Faculty Affairs Committee	Faculty		Gunder	Jessica	2024-25	jgunder@uidaho.edu	Law	LAW
Faculty Affairs Committee	Faculty		Blevins	Kathryn	2024-25	katieblevins@uidaho.edu	Journalism	CLASS
Faculty and Staff Policy Group	Staff		Jones	Lisa	2023-24	lisajones@uidaho.edu	Plant Sciences	CALS
Faculty and Staff Policy Group	Faculty							
Faculty and Staff Policy Group	Staff		Amos	Teresa	2025-26	tamos@uidaho.edu	OIT	
Faculty and Staff Policy Group	Faculty Secretary	Ex Officio	Sammarruca	Francesca	N/A	fsammarr@uidaho.edu	Physics	COS

Faculty and Staff Policy Group	Faculty/Senate Member		Raney	Taylor	2024-25	tcraney@uidaho.edu	Assoc. Dept. Chair	Instruction
Faculty and Staff Policy Group	Policy Coordinator or Designee	Ex Officio	Whitney	Diane	N/A	dwhitney@uidaho.edu	Provost's Office	
Faculty and Staff Policy Group	Faculty	Chair	Nelson	Sarah	2024-25	snelson@uidaho.edu	Modern Languages and Cultures	CLASS
Faculty and Staff Policy Group	Staff/Council Member		Jameson	Arlette	2024-25	ajameson@uidaho.edu	Benefits Services	Human Resources
Faculty Appeals Hearing Board	Faculty	Chair	Kerr	Ashley	2025-26	akerr@uidaho.edu	Modern Languages and Cultures	CLASS
Faculty Appeals Hearing Board	Faculty							
Faculty Appeals Hearing Board	Faculty		Skinner	Kate	2025-26	kates@uidaho.edu	Music	CLASS
Faculty Appeals Hearing Board	Faculty		Maas	Alex	2024-25	alexmaas@uidaho.edu	Agricultural Economics & Rural Soc	CALS
Faculty Appeals Hearing Board	Faculty	Coeur d'Alene	Stauffer	Larry	2025-26	stauffer@uidaho.edu	Mechanical Engineering	COE
Faculty Appeals Hearing Board	Faculty/Alternate		Overton	Michael	2025-26	moverton@uidaho.edu	Politics and Philosophy	CLASS
Faculty Appeals Hearing Board	Faculty/Alternate		Dong	Hanwen	2023-24	hanwendong@uidaho.edu	Library	Library
Faculty Appeals Hearing Board	Faculty/Alternate		Pimentel	David	2025-26	dpimentel@uidaho.edu	Law	LAW
Faculty Appeals Hearing Board	Faculty/Alternate		Schab	Aaron	2025-26	aschab@uidaho.edu	English	CLASS
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Boise	Walsh	Olga	2024-25	owalsh@uidaho.edu	Plant Sciences	CALS
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Boise						
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Idaho Falls	Roberson	Dakota	2025-26	dakotar@uidaho.edu	Engineering	COE
Faculty Appeals Hearing Board	Faculty/Department Chair		Smith	Alistair	2023-24	alistair@uidaho.edu	Dept. of Earth and Spatial Science	COS
Faculty Appeals Hearing Board	Faculty/Department Chair/Alternate		Scruggs	Philip	2025-26	pwscruggs@uidaho.edu	Movement Sciences	EHHS
Faculty Appeals Hearing Board	Faculty/Department Chair/Alternate		Butterfield	Sean	2025-26	sbutterfield@uidaho.edu	Music	CLASS
Grievance Committee for Student Employees	Student		Belliveau	Jaclyn	2023-24	bell3442@vandals.uidaho.edu	ASUI	ASUI
Grievance Committee for Student Employees	Staff/Council Member		Noble	Tami	2024-25	tnoble@uidaho.edu	EPSCoR	
Grievance Committee for Student Employees	Student		Smith	Luella	2023-24	luel3528@vandals.uidaho.edu	ASUI	ASUI
Grievance Committee for Student Employees	Faculty/Senate Member		Raney	Taylor	2024-25	tcraney@uidaho.edu	Curriculum & Instruction	CEHHS
Grievance Committee for Student Employees	Student		Nappo	Dosa	2023-24	dnappo@uidaho.edu	ASUI	ASUI
Honors Program Committee	Director of University Honors Program	w/o vote	Reineke	Sandra	N/A	sreineke@uidaho.edu	Honors Program	
Honors Program Committee	Faculty		Zajchowski	Chris	2025-26	czajchowski@uidaho.edu	Natural Resources & Society	CNR
Honors Program Committee	Faculty	Chair	Trujillo-Barrera	Andres	2024-25	aatrujillo@uidaho.edu	Economics & Rural Sociology	CALS
Honors Program Committee	Faculty		Aston	D. Eric	2025-26	aston@uidaho.edu	Chemical & Materials Engineering	COE
Honors Program Committee	Faculty		Franklin	Samantha	2025-26	sthompsonfranklin@uidaho.edu	Library	LIB
Honors Program Committee	Faculty		Sarathchandra	Dilshani	2025-26	dilshanis@uidaho.edu	Culture, Society & Justice	CLASS
Honors Program Committee	Faculty		McDunn	Benjamin	2025-26	bmcdunn@uidaho.edu	Psychology & Communication	CLASS
Honors Program Committee	Academic Dean (annual appointment)							
Honors Program Committee	Program Coordinator of University Honors Program	Secretary - w/o Vote	Tkach	Mary	N/A	mtkach@uidaho.edu	Honors Program Coordinator	Honors Program
Honors Program Committee	President of Honors Student Advisory Board or Designee							
Information Technology Committee	Faculty	Fort Hall Reservation	Gunn	Danielle	2025-26	dgunn@uidaho.edu	Central District	CALS
Information Technology Committee	Vice President for Research or Designee		Ehlert	Blair	N/A	bmehlert@uidaho.edu	Analyst	OSP
Information Technology Committee	Registrar or Designee	w/o vote	Miller	Tammy	N/A	tmiller@uidaho.edu	Registrar's Office	
Information Technology Committee	Designee	w/o vote	Milleson	Jake	N/A	jacobmilleson@uidaho.edu	Buyer	Purchasing Services
Information Technology Committee	Vice Provost for Digital Learning or Designee	w/o vote	Udas	Ken	N/A	kudas@uidaho.edu	Vice Provost for Digital Learning	Provost's Area
Information Technology Committee	Vice President for Information Technology or Designee	w/o vote	Amos	Teresa	N/A	tamos@uidaho.edu	ITS	
Information Technology Committee	Director of CETL or Designee		Quallen	Sean	N/A	squallen@uidaho.edu	CETL	
Information Technology Committee	Faculty							
Information Technology Committee	Faculty	Chair	Woolley	Darryl	2025-26	dwoolley@uidaho.edu	CBE	CBE
Information Technology Committee	Faculty		Zadehghol	Ata	2025-26	azadehghol@uidaho.edu	Engineering	COE
Information Technology Committee	Faculty		Shih	Ting-Yen	2024-25	tshih@uidaho.edu	Engineering	COS
Information Technology Committee	Faculty/Library		Coats	Erik	2025-26	ecoats@uidaho.edu	Civil & Environmental Engineering	COE
Information Technology Committee	Faculty/Off Campus		Godfrey	Bruce	2024-25	bgodfrey@uidaho.edu	Library	LIB
Information Technology Committee	Student Computing Advisory Committee or Designee							

Institutional Animal Care and Use Committee	Members placed by ORED; post roster online							
Institutional Biosafety Committee	Members placed by ORED; post roster online	Chair	Rowley	Paul	2024-25	prowley@uidaho.edu	Sciences	COS
Institutional Biosafety Committee	Members placed by ORED; post roster online		McClanahan	Russell	N/A	biosafety@uidaho.edu	Interim Biosafety Officer	
Institutional Biosafety Committee	Members placed by ORED; post roster online		Russell	Steven	N/A	campusvet@uidaho.edu	Attending Veterinarian	
Institutional Biosafety Committee	Members placed by ORED; post roster online		Alan	Poplawsky	2023-24	alpop@uidaho.edu	Nematology	CALS
Institutional Biosafety Committee	Members placed by ORED; post roster online							
Institutional Biosafety Committee	Members placed by ORED; post roster online		Schiele	Nathan	2024-25	nrschiele@uidaho.edu	Biological Engineering	ENGR
Institutional Biosafety Committee	Members placed by ORED; post roster online		Skibiel	Amy	2024-25	askibiel@uidaho.edu	Science	CALS
Institutional Biosafety Committee	Members placed by ORED; post roster online							
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	aharner@uidaho.edu	Administration	ORED
Institutional Biosafety Committee	Members placed by ORED; post roster online	w/o vote	Shahat	Samir	N/A	samir@uidaho.edu	Director	Health and Safety
Institutional Review Board	Selected by ORED	Chair	Stoll	Sharon	2023	stoll@uidaho.edu	Movement Sciences	EHHS
Institutional Review Board	Selected by ORED		Paveglio	Travis	2023	tpaveglio@uidaho.edu	Natural Resources and Society	CNR
Institutional Review Board	Selected by ORED		Smith-Hill	Janice	2023		Community Member	
Institutional Review Board	Selected by ORED	Vice Chair	Thorsteinson	Todd	2023	tthorste@uidaho.edu	Psychology and Communication	CLASS
Institutional Review Board	Selected by ORED		Baker	Russell	2024	russellb@uidaho.edu	Movement Sciences	EHHS
Institutional Review Board	Selected by ORED		Kern	Anne	2024	akern@uidaho.edu	Professor Emerita	
Institutional Review Board	Selected by ORED - Alternate		Werner	Steffen	2023	swerner@uidaho.edu	Psychology and Communication	CLASS
Institutional Review Board	Selected by ORED - Alternate		Wallen	Kenneth	2023	kwallen@uidaho.edu	Natural Resources and Society	CNR
Institutional Review Board	Selected by ORED - Alternate		Bailey	Joshua	2023	joshuabailey@uidaho.edu	Movement Sciences	EHHS
Institutional Review Board	Selected by ORED - Alternate		Sanchez	Belinda	2024	belindas@uidaho.edu	Movement Sciences	EHHS
Institutional Review Board	Selected by ORED - Alternate		Chapman	Erin	2023	chapman@uidaho.edu	FCS	CALS
Institutional Review Board	Selected by ORED - Alternate		Fowler	Brian	2023	bfowler@uidaho.edu	Movement Sciences	EHHS
Institutional Review Board	Selected by ORED - Alternate		Roever	Carrie	2024		Community Member	
Institutional Review Board	Selected by ORED - Special Member	Prisoner Specialist	De Angelis	Joseph	2023	itdeangelis@uidaho.edu	Sociology & Anthropology	CLASS
Institutional Review Board	Selected by ORED - Special Member	Medical Specialist	Worth	Dustin	2023	dworth@uidaho.edu	WWAMI	
Institutional Review Board	Selected by ORED - Special Member, Alternate	Prisoner Specialist	Levan	Kristine	2024	klevan@uidaho.edu	Sociology & Anthropology	CLASS
Institutional Review Board	Selected by ORED - Non-Voting Member, Ex-Officio	IRB Coordinator	Neelon	Jennifer	N/A	jneelon@uidaho.edu	Office of Research Assurances	
Institutional Review Board	Selected by ORED - Non-Voting Member, Ex-Officio	Research Administration	Harner	Arch	N/A	aharner@uidaho.edu	Research Administration	
Instructional Space Committee	Registrar or Designee	Chair	Unzicker	Ted	N/A	tunzicker@uidaho.edu	Assistant Registrar	Registrar
Instructional Space Committee	Faculty		Sonnichsen	Mike	2024-25	msonic@uidaho.edu	Art & Design	CAA
Instructional Space Committee	Facilities				N/A			
Instructional Space Committee	Representative		Habib	Douglas	N/A	dhabib@uidaho.edu	CETL	
Instructional Space Committee	Student/ASUI Representative		Suaste	Natalie	2023-24	suaste@uidaho.edu	ASUI	ASUI
Instructional Space Committee	Purchasing Representative		Mcllroy	Julia	N/A	juliam@uidaho.edu	Purchasing	
Instructional Space Committee	Registrar Office Representative		Miller	Tammy	N/A	tmiller@uidaho.edu	Registrar's Office	
Instructional Space Committee	Faculty		Locke	Kenneth	2024-25	klocke@uidaho.edu	Psychology and Communication	CLASS
Instructional Space Committee	Director of General Education	Ex Officio/Non-voting	Panttaja	Dean	N/A	panttaja@uidaho.edu	Gen Ed	
Instructional Space Committee	Faculty		Galioto	Jeannie	2024-25	hubbs@uidaho.edu	Politics and Philosophy	CLASS
Instructional Space Committee	Student/ASUI Representative		Mankotia	Sameer	2023-24	mank8837@vandals.uidaho.edu	ASUI	ASUI
Instructional Space Committee	Information Technology Representative		Schmidt	Ken	N/A	kschmidt@uidaho.edu		ITS
Instructional Space Committee	Facilities		Vineyard	Rusty	N/A	vineyard@uidaho.edu	Facilities	
Library Affairs Committee	Faculty/Library	Chair	Seiferle-Valencia	Marco	2024-25	marcosv@uidaho.edu	Library	LIB
Library Affairs Committee	Faculty/Humanities		Klement	David	2025-26	dklement@uidaho.edu	Music	CLASS
Library Affairs Committee	Student/Undergraduate		Hobbs	Shelby	2023-24	hobb0745@vandals.uidaho.edu	ASUI	ASUI
Library Affairs Committee	Dean Library Services	w/o vote	Hunter	Ben	N/A	bhunter@uidaho.edu	Library	LIB
Library Affairs Committee	Faculty/Sciences		Hedman	Matthew	2024-25	mhedman@uidaho.edu	Physics	COS
Library Affairs Committee	Faculty	Kimberly	Olsen Nelson	Nora	2025-26	norao@uidaho.edu	Plant Sciences	CALS

Library Affairs Committee	Faculty/CLASS		Grindal	Matt	2024-25	mgrindal@uidaho.edu	Culture, Society & Justice	CLASS
Library Affairs Committee	Student/Graduate							
Officer Education Committee	Faculty		Awad-Rafferty	Rula	2025-26	rulaa@uidaho.edu	Interior Architecture & Design	CAA
Officer Education Committee	Head of Aerospace Studies (WSU)		Jeffers	Nickolas	N/A	nickolasjeffers@uidaho.edu	ROTC	
Officer Education Committee	Faculty	Chair	Baumann	Dianne	2023-24	dianneb@uidaho.edu	Culture, Society & Justice	CLASS
Officer Education Committee	Vice Provost for Academic Affairs or or Designee	Ex Officio	Kelly-Riley	Diane	N/A	dkr@uidaho.edu	Provost's Office	
Officer Education Committee	Head of Naval Science		Lockard	Price	N/A	pricelockard@uidaho.edu	ROTC	
Officer Education Committee	Faculty		Bauscher	Rich	2024-25	rbauscher@uidaho.edu	Leadership & Counseling	EHHS
Officer Education Committee	Head of Military Science		Warren	Ross	N/A	thomaswarren@uidaho.edu	ROTC	
Officer Education Committee	Student						ASUI	ASUI
Officer Education Committee	Student/ROTC							
Parking Committee	Staff		Smith	Randy	2025-26	rsmith@uidaho.edu	Director of Mtce & ops	Facilities
Parking Committee	Staff		Bogar	Ashley	2024-25	ashley@uidaho.edu		
Parking Committee	Parking Coordinator	w/o vote	Schwartz	Nikolas	N/A	nschwartz@uidaho.edu	Parking & Transportation	
Parking Committee	Staff		Knickerbocker	Beth	2023-24	kknicker@uidaho.edu	CBE	Academic Advising
Parking Committee	Student		Jabril	Mo	2023-24	jabr1057@vandals.uidaho.edu	ASUI	ASUI
Parking Committee	Student		Young	Lauren	2023-24	leyoung@uidaho.edu	ASUI	ASUI
Parking Committee	Faculty		Ekins	James	2024-25	jekins@uidaho.edu	Northern District	CALS
Parking Committee	Faculty		McBrayer	Markie	2024-25	mmcbrayer@uidaho.edu	Politics and Philosophy	CLASS
Parking Committee	Faculty	Chair	Xing	Tao	2023-24	xing@uidaho.edu	Mechanical Engr.	ENGR
Radiation Safety Committee	Faculty/Technical		Cole	Doug	2023-24	dcole@uidaho.edu	Biology	COS
Radiation Safety Committee	Director of EHS and University Safety Officer	Secretary	Abd El-Fatah	Samir I.	N/A	samir@uidaho.edu	University Safety Officer	Radiation
Radiation Safety Committee	Radiation Safety Officer				N/A			
Radiation Safety Committee	Faculty/Technical		Ahmadzadeh	Amin	2023-24	amin@uidaho.edu	Animal & Vet Sciences	CALS
Radiation Safety Committee	Faculty/Technical							
Radiation Safety Committee	Faculty/Technical, Dean or Dept. Chair		Fairly	Jerry	2023-24	jfairley@uidaho.edu	Geography & Geological Science	COS
Radiation Safety Committee	Faculty/Technical							
Radiation Safety Committee	Faculty/Technical		Hong	Zonglie	2023-24	zhong@uidaho.edu	Plant Sciences	CALS
Radiation Safety Committee	Faculty/Technical		Stoian	Sebastian	2024-25	ssstoian@uidaho.edu	Chemistry	COS
Radiation Safety Committee	Faculty/Technical	Chair						
Radiation Safety Committee	Faculty/Technical		Xiao	Fangming	2024-25	fxiao@uidaho.edu	Plant Sciences	CALS
Sabbatical Leave Evaluation Committee	Faculty/Natural Science	Hagerman	Powell	Madison	2025-26	mpowell@uidaho.edu	Hagerman Experiment Station	CALS
Sabbatical Leave Evaluation Committee	Faculty		Hickman	Dan	2025-26	dhickman@uidaho.edu	Business	CBE
Sabbatical Leave Evaluation Committee	Faculty		Vella	Chantal	2024-25	cvela@uidaho.edu	Movement Sciences	EHHS
Sabbatical Leave Evaluation Committee	Vice Provost of Academic Affairs or Designee	w/o vote	Kelly-Riley	Diane	N/A	dkr@uidaho.edu	Provost's Office	
Sabbatical Leave Evaluation Committee	Faculty/Humanities	Chair	Teague	Alexandra	2023-24	ateague@uidaho.edu	English	CLASS
Sabbatical Leave Evaluation Committee	Faculty/Social Sciences		Thorsteinson	Todd	2023-24	tthorste@uidaho.edu	Psychology & Communication	CLASS
Safety and Loss-Control Committee	Asstistant VP of Facilities or Designee	Chair	Vineyard	Rusty	N/A	vineyard@uidaho.edu	Facilities	
Safety and Loss-Control Committee	Commander, Moscow Police Department	Ex Officio/Non-voting	Berrett	Tyson	N/A	tberrett@ci.moscow.id.us		
Safety and Loss-Control Committee	Director of Environmental Health & Safety	Ex Officio/Non-voting	Abd El-Fatah	Samir	N/A	samir@uidaho.edu	University Safety Officer	Radiation
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		Ray	Corey	N/A	rayc@uidaho.edu	Life	University Housing
Safety and Loss-Control Committee	Event Support Services		Sheffler	KC	N/A	sheffler@uidaho.edu	Bldng Ops & Athletic Event Mgr	Ops
Safety and Loss-Control Committee	Faculty/CAA		Lew	Roger	2024-25	rogerlew@uidaho.edu	Virtual Technology and Design	CAA
Safety and Loss-Control Committee	Faculty/CALS		Lynch	Laurel	2025-26	llynch@uidaho.edu	Soil & Water Systems	CALS
Safety and Loss-Control Committee	Faculty/CBE		Stone	Robert	2023-24	rstone@uidaho.edu	Accounting	CBE
Safety and Loss-Control Committee	Faculty/CEHHS		Pomerantz	Kirsten	2024-25	kpomerantz@uidaho.edu	Curriculum and Instruction	EHHS
Safety and Loss-Control Committee	Faculty/CLASS		Cohen	Rajal	2025-26	rcohen@uidaho.edu	Psychology/Communications	CLASS
Safety and Loss-Control Committee	Faculty/CNR		Cal	Lili	2024-25	lcai@uidaho.edu	Sciences	CNR

Safety and Loss-Control Committee	Faculty/COS		Hernandez Vargas	Abelardo	2025-26	esteban@uidaho.edu	Mathematics	COS
Safety and Loss-Control Committee	Faculty/ENGR		Mirkouei	Amin	2024-25	amirkouei@uidaho.edu	Idaho Falls	ENG
Safety and Loss-Control Committee	Faculty/LAW		Murphy	Tim	2024-25	temurphy@uidaho.edu	Law	LAW
Safety and Loss-Control Committee	Faculty/Library	(Previous Chair)	Perret	Robert	2023-24	rperret@uidaho.edu	Library	Library
Safety and Loss-Control Committee	OIT Represetative		Hall	Cass	N/A	cassidyh@uidaho.edu	OIT	
Safety and Loss-Control Committee	Occupational Safety Specialist	Ex Officio/Non-voting	Ewart	Char	N/A	ewart@uidaho.edu	Facilities	
Safety and Loss-Control Committee	Research & Economic Development		Cavolo	Bryon	N/A	bcavolo@uidaho.edu	Accounting Specialist II	OSP
Safety and Loss-Control Committee	Risk Manager or Designee		Spink	Nancy	N/A	risk@uidaho.edu	Risk	
Safety and Loss-Control Committee	Senior Human Resources Executive or Designee		Lindquist	Steven	N/A	stevenrl@uidaho.edu	HR	
Safety and Loss-Control Committee	Staff Council Representative		Barber	Matthew	2024-25	mjbarber@uidaho.edu	Administrative Coordinator	Services
Safety and Loss-Control Committee	Student/Graduate							
Safety and Loss-Control Committee	Student/Undergraduate		Nguyen	Kayla	2023-24	nguy7867@vandals.uidaho.edu	ASUI	ASUI
Scientific Misconduct Committee	Faculty/Tenured							
Scientific Misconduct Committee	Faculty/Tenured		Kobziar	Leda	2024-25	lkobziar@uidaho.edu	Natural Resources and Society	CNR
Scientific Misconduct Committee	Faculty/Tenured		Datta	Somantika	2023-24	sdatta@uidaho.edu	Math	COS
Scientific Misconduct Committee	Faculty/Tenured		Waits	Lisette	2024-25	lwaits@uidaho.edu	Fish and Wildlife Sciences	CNR
Scientific Misconduct Committee	Faculty/Tenured		Kassem	Emad	2023-24	ekassem@uidaho.edu	Civil & Environmental Engr.	ENGR
Scientific Misconduct Committee	Faculty/Tenured		Tohaneanu	Stefan	2024-25	tohaneanu@uidaho.edu	Sciences	COS
Scientific Misconduct Committee	Faculty/Tenured - Alternate		Boris Tarre	Marta	2025-26	martab@uidaho.edu	Modern Languages & Cultures	CLASS
Scientific Misconduct Committee	Faculty/Tenured - Alternate		Freeman	Sydney	2024-25	sfreemanjr@uidaho.edu	Department	CEHHS
Scientific Misconduct Committee	Faculty/Tenured - Alternate		Borrelli	R.A.	2025-26	rborrelli@uidaho.edu	Nuclear Engineering	COE (Idaho Falls)
Student Conduct Board	Faculty		Heimgartner	Candi	2025-26	cheim@uidaho.edu	Biological Sciences	COS
Student Conduct Board	Staff		Barber	Mathew	2023-24	mjbarber@uidaho.edu	Military and Veteran Services	
Student Conduct Board	Student/Graduate							
Student Conduct Board	Faculty	Chair	Bailey	Josh	2024-25	joshuabailey@uidaho.edu	Movement Sciences	CEHHS
Student Conduct Board	Staff		Tomlin	Erin	2025-26	erintomlin@uidaho.edu	Assistant Dean of Student Affairs	LAW
Student Conduct Board	Student		Smith	Martha	2023-24	marthas@uidaho.edu		
Student Conduct Board	Faculty		Moreno	Perri	2025-26	pmoreno@uidaho.edu	Library	LIB
Student Conduct Board	Faculty		Gottwald	Dave	2024-25	dgottwald@uidaho.edu	Art & Design	CAA
Student Conduct Board	Student		Scrupps	Emily	2023-24	escrupps@uidaho.edu	ASUI	ASUI
Student Conduct Board	Staff		Exline	Annie	2024-25	aexline@uidaho.edu	Web Team Manager	UCM
Student Conduct Board	Faculty		Martin	Todd	2025-26	tcmartin@uidaho.edu	Business	CBE
Student Conduct Board	Staff		Cook	Christopher	2025-26	chrisco@uidaho.edu	Recruitment	Campus Visits
Student Conduct Board	Student		Trachimowicz	Nathaniel	2023-24	ntrachimowicz@uidaho.edu	ASUI	ASUI
Student Conduct Board	Student		Johnston	Emma	2023-24	ejohnston@uidaho.edu	ASUI	ASUI
Student Conduct Board	Faculty		McDunn	Benjamin	2023-24	bmcdunn@uidaho.edu	Psychology & Communication	CLASS
Student Conduct Board	Faculty		Smith	Kasee	2025-26	klsmith@uidaho.edu	Education	CALS
Student Conduct Board	Staff		Sheikh	Mahmood	2023-24	msheikh@uidaho.edu	Vandal Scholarship Fund	Development
Student Conduct Board	Staff		Jameson	Arlette	2024-25	ajameson@uidaho.edu	Senior Benefits Specialist	Human Resources
Student Conduct Board	Staff		Smith	Jen	2023-24	jcsmith@uidaho.edu		Career Services
Student Conduct Board	Student/Law							
Student Conduct Board	Student		Worwood	Tyler	2023-24	worw9156@vandals.uidaho.edu	ASUI	ASUI
Student Financial Aid Committee	Faculty	Boise	Billing	Carol	2025-26	cbilling@uidaho.edu	Curriculum & Instruction	EHHS
Student Financial Aid Committee	Staff Designated by Director of Student Financial Aid		Arevalos	Evelina	N/A	evelinaa@uidaho.edu	CAMP	
Student Financial Aid Committee	Director of Student Financial Aid	w/o vote	Croyle	Randi	N/A	rcroyle@uidaho.edu	Financial Aid	
Student Financial Aid Committee	Faculty		Becker	Hydee	2025-26	hydeeb@uidaho.edu	Family and Consumer Scienes	CALS
Student Financial Aid Committee	Student		Jozin	Annika	2023-24	jozi21100@vandals.uidaho.edu	ASUI	ASUI
Student Financial Aid Committee	Faculty	Chair	Mai	Nhu	2023-24	nhumai@uidaho.edu	Counseling and Testing	CTC
Student Financial Aid Committee	Faculty		Pula	Kacy	2024-25	kpula@uidaho.edu	Psychology and Communication	CLASS

Student Financial Aid Committee	Student		Jabril	Mo	2023-24	jabr1057@vandals.uidaho.edu	ASUI	ASUI
Student Financial Aid Committee	Student Support Staff Representative	w/o vote	Damron	Cori	N/A	cdamron@uidaho.edu	Prevention	Dean of Students
Student Financial Aid Committee	Faculty	Idaho Falls	Mirkouei	Amin	2024-25	amirkouei@uidaho.edu	Manufacturing Lab	COE
Ubuntu	Coordinator of Student Support Services or Designee	Ex Officio/Non-voting	Fausto	Mercedes	N/A	mercedesf@uidaho.edu		
Ubuntu	Director CDAR or Designee	Ex Officio/Non-voting	Gash	Katelyn	N/A	ecmatson@uidaho.edu	CDAR	
Ubuntu	Director Multicultural Affairs or Designee	Ex Officio/Non-voting	Martinez	Jesse	N/A	jessem@uidaho.edu	Multicultural Affairs	
Ubuntu	Director of International Programs or Designee	Ex Officio/Non-voting	Kestle	Mimi	N/A	mkestle@uidaho.edu	Program Coordinator - IPO	
Ubuntu	Designee	Ex Officio/Non-voting	Samuels	Sydel	N/A	ssamuels@uidaho.edu	Native American Student Center	
Ubuntu	Director Women's Center or Designee	Ex Officio/Non-voting	Critchfield	Katrina	N/A	kcritchfield@uidaho.edu	Program Coordinator	Women's Center
Ubuntu	Diversity & Human Rights Chief Diversity Officer	Ex Officio/Non-voting	Bisbee	Yolanda	N/A	yobiz@uidaho.edu	Diversity Office	
Ubuntu	Faculty	Cayon County	Howard	Tasha	2025-26	thoward@uidaho.edu	Southern District	CALS
Ubuntu	Faculty		Cieslik-Miskmen	Caitlin	2024-25	caitlinc@uidaho.edu	Media	CLASS
Ubuntu	Faculty	Chair	Hollingshead	Aleksandra	2024-25	ahollingshead@uidaho.edu	Curriculum & Instruction	CEHHS
Ubuntu	Faculty		Ritcher	Jamaica	2025-26	jritcher@uidaho.edu	English	CLASS
Ubuntu	Human Resources Representative	Ex Officio/Non-voting	Terwilliger	Brandi	N/A	brandit@uidaho.edu	HR	
Ubuntu	LGBTQA Coordinator or Designee	Ex Officio/Non-voting	Keleher	Julia	N/A	jkeleher@uidaho.edu	LGBTQA	
Ubuntu	Staff		Armitage	Kali	2024-25	kali@uidaho.edu	OIT	
Ubuntu	Staff/Council Member		Gutierrez-Aguirre	David	2024-25	dgaguirre@uidaho.edu	Irrigation System Coordinator	Facilities
Ubuntu	ASUI Director of Diversity Affairs or Designee	Ex Officio/Non-voting	Suaste	Natalie	2023-24	suaste@uidaho.edu	Director of Diversity and Inclusion	ASUI
Ubuntu	Student/Graduate							
Ubuntu	Student/Undergraduate		Khetan	Saloni	2023-24	salonik@uidaho.edu	ASUI	ASUI
University Advising Committee	Faculty		Swenson	Matthew	2025-26	swenson@uidaho.edu	Mechanical Engineering	COE
University Advising Committee	Designee		Lebeau	Jennifer	N/A	jlebeau@uidaho.edu	Academic Support Programs	
University Advising Committee	Academic Advisor		Weso	(Kay Kay)	2024-25	kweso@uidaho.edu	Academic Advisor - CBE	
University Advising Committee	Associate Dean		Craig	Traci	2023-24	tcraig@uidaho.edu	Psychology & Communication	CLASS
University Advising Committee	Faculty		Kittell	Ellen	2025-26	kittell@uidaho.edu	History	CLASS
University Advising Committee	Faculty		Vella	Chantal	2025-26	cvella@uidaho.edu	Movement Sciences	EHHS
University Advising Committee	Faculty	Boise	Vos	Jaap	2025-26	jvos@uidaho.edu	Natural Resources and Society	CNR
University Advising Committee	Faculty	Chair	Chapman	Erin	2023-24	chapman@uidaho.edu	Family and Consumer Sciences	CALS
University Advising Committee	Student/Undergraduate		Smith	Martha	2023-24	mart8476@vandals.uidaho.edu	ASUI	ASUI
University Advising Committee	Student/Undergraduate		Jozin	Annika	2023-24	jozi21100@vandals.uidaho.edu	ASUI	ASUI
University Advising Committee	Associate Director for Advising		Bertlin	Shawna	2022-23	sbertlin@uidaho.edu	Academic Support Programs	
Committee	Associate Director of Assessment and Accreditation	ex officio/Non-voting			N/A			
Committee	Office of Equity, Diversity, and Inclusion Representative	ex officio/Non-voting	Anthony-Stevens	Vanessa	N/A	vstevens@uidaho.edu	Curriculum & Instruction	CEHHS
Committee	Faculty/CAA		Sonnichsen	Mike	2024-25	msonic@uidaho.edu	Art & Design	CAA
Committee	Faculty/CALS		Doumit	Matthew	2023-24	mdoumit@uidaho.edu	Animal, Vet., and Food Sciences	CALS
Committee	Faculty/CBE		Sisodiya	Sanjay	2025-26	sisodiya@uidaho.edu		
Committee	Faculty/CLASS		Johnson	Robin	2025-26	rsjohnson@uidaho.edu	Journalism & Mass Media	CLASS
Committee	Faculty/CNR		Shook	Steven	2023-24	shook@uidaho.edu		CNR
Committee	Faculty/COS		Ytreberg	Marty	2025-26	ytreberg@uidaho.edu	Physics	COS
Committee	Faculty/EHHS		Raney	Taylor	2024-25	traney@uidaho.edu	Curriculum & Instruction	EHHS
Committee	Faculty/Engineering	Chair	Crepeau	John	2023-24	crepeau@uidaho.edu	Mechanical Engr.	ENGR
Committee	Faculty/Graduate Studies		McMurtry	Jerry	2023-24	mcmurtry@uidaho.edu		COGS
Committee	Faculty/Law		Murphy	Tim	2023-24	temurphy@uidaho.edu	Law	
Committee	Faculty/Library		Attebury	Ramirose	2023-24	rattebur@uidaho.edu	Library	LIB
Committee	Recorder, Office of Assessment and Accreditation	ex officio/Non-voting			N/A			
Committee	Strategic Enrollment Management Representative	ex officio/Non-voting	McMullin	Kristen	N/A	kmcmullin@uidaho.edu	Assoc. Director Advising	Advising
Committee	Student Affairs Representative	ex officio/Non-voting			N/A			
Committee	Vice Provost of Academic Initiatives or Designee	ex officio/Non-voting	Gorzelsky	Gwen	N/A	gwen@uidaho.edu	VProv AI	Provost Office

University Budget & Finance Committee	Budget Office Representative	Ex Officio/Non-voting	Mahoney	Trina	N/A	tmahoney@uidaho.edu	Budget Office	
University Budget & Finance Committee	Faculty/At-Large		Kersting-Lark	Dulce	2025-26	dulce@uidaho.edu	Special Collections	LIB
University Budget & Finance Committee	Faculty/CAA	Chair	Barakat	Hala	2023-24	hbarakat@uidaho.edu	Architecture	CAA
University Budget & Finance Committee	Faculty/CALS		West	Andy	2023-24	andywest@uidaho.edu	Central District	CALS
University Budget & Finance Committee	Faculty/CBE		Groza	Mya	2025-26	myagroza@uidaho.edu	Business Dept. Head	CBE
University Budget & Finance Committee	Faculty/CEHHS		Kim	Juhee	2025-26	juheekim@uidaho.edu	Leadership & Counseling	CEHHS
University Budget & Finance Committee	Faculty/CLASS		Lange	Michelle	2025-26	mlange@uidaho.edu	Music	CLASS
University Budget & Finance Committee	Faculty/CNR		Latta	Greg	2025-26	glatta@uidaho.edu	Natural Resources and Society	CNR
University Budget & Finance Committee	Faculty/COS		Ridenhour	Benjamin	2025-26	bridenhour@uidaho.edu	Mathematics	COS
University Budget & Finance Committee	Faculty/ENGR		Li	Feng	2025-26	fengli@uidaho.edu	Engineering	ENGR
University Budget & Finance Committee	Faculty/LAW		McIntosh	Deb	2022-24	debmcin@uidaho.edu		LAW
University Budget & Finance Committee	Faculty/Senate Member		Long	Jerry	2024-25	jlong@uidaho.edu	Law	LAW
University Budget & Finance Committee	Provost & Executive Vice President	Ex Officio/Non-voting	Lawrence	Torrey	N/A	provost@uidaho.edu	Provost's Office	
University Budget & Finance Committee	Staff/Academic Affairs		Buchert	Charity	2024-25	charityb@uidaho.edu	CALS	
University Budget & Finance Committee	Staff/Advancement		Doering	Zachary	2025-26	zdoering@uidaho.edu	Prospect Data Analyst	Advancement
University Budget & Finance Committee	Staff/Finance & Administration		Richards	Kenwyn	2025-26	kenwynr@uidaho.edu	Provost Office	
University Budget & Finance Committee	Staff/ITS		Amos	Teresa	2024-25	tamos@uidaho.edu	ITS	
University Budget & Finance Committee	Staff/ORED		Franklin	Chelsea	2025-26	cfranklin@uidaho.edu	OSP	ORED
University Budget & Finance Committee	Student/ASUI		Scrupps	Emily	2023-24	escrupps@uidaho.edu	ASUI	ASUI
University Budget & Finance Committee	Student/Graduate/GPSA							
University Budget & Finance Committee	Student/Law/SBA							
University Budget & Finance Committee	Designee	Ex Officio/Non-voting	Foisy	Brian	N/A	brianfoisy@uidaho.edu	Finance & Admin	
University Committee for General Education	Designee	w/o vote			N/A			
University Committee for General Education	CLASS Dean or Designee	w/o vote	Quinlan	Sean	N/A	quinlan@uidaho.edu	History	CLASS
University Committee for General Education	COS Dean or Designee	w/o vote	Nielsen	Mark	N/A	markn@uidaho.edu		COS
University Committee for General Education	Director of Academic Advising or Designee	w/o vote	Bertlin	Shawna	N/A	sbertlin@uidaho.edu	Academic Support Programs	
University Committee for General Education	Director of General Education	w/o vote	Panttaja	Dean	N/A	panttaja@uidaho.edu		
University Committee for General Education	Faculty/CAA							CAA
University Committee for General Education	Faculty/CALS		Glaze	Benton	2025-26	zglaze@uidaho.edu	Animal, Vet., and Food Sciences	CALS
University Committee for General Education	Faculty/CBE	Chair	Stuen	Eric	2024-25	estuen@uidaho.edu	Economics	CBE
University Committee for General Education	Faculty/CEHHS		Dixon	Raymond	2024-25	rdixon@uidaho.edu	Instruction	CEHHS
University Committee for General Education	Faculty/CNR	Former Chair	Goebel	Charles	2023-24	cgoebel@uidaho.edu	Sciences	CNR
University Committee for General Education	Faculty/ENGR		Moberly	James	2024-25	jgmoberly@uidaho.edu	Engineering	ENGR
University Committee for General Education	Faculty/Library		Rodrigues	Tyler	2024-25	trodrigues@uidaho.edu	First Year Experience Librarian	LIB
University Committee for General Education	Faculty/SBOE GEM - Humanistic & Artistic		Volem	Margot	2025-26	mvolem@uidaho.edu	English	CLASS
University Committee for General Education	Faculty/SBOE GEM - Humanistic & Artistic		Celaya	Lori	2023-24	lcelaya@uidaho.edu	School of Global Studies	CLASS
University Committee for General Education	Faculty/SBOE GEM - Mathematical		Boester	Tim	2025-26	boester@uidaho.edu	Science	COS
University Committee for General Education	Faculty/SBOE GEM - Mathematical		Welhan	Manuel	2024-25	mwelhan@uidaho.edu	Science	COS
University Committee for General Education	Faculty/SBOE GEM - Oral Comm.		Carter	Diane	2024-25	dcarter@uidaho.edu	Psychology & Communication	CLASS
University Committee for General Education	Faculty/SBOE GEM - Oral Comm.		Folwell	Annette	2024-25	folwell@uidaho.edu	Interim Associate Dean	CLASS
University Committee for General Education	Faculty/SBOE GEM - Scientific		Heinse	Robert	2024-25	rheinse@uidaho.edu	Soil & Water Systems	COS
University Committee for General Education	Faculty/SBOE GEM - Scientific		Cross	Jeff	2025-26	jacross@uidaho.edu	Chemistry	COS
University Committee for General Education	Faculty/SBOE GEM - Social & Behavioral		Kolpan	Katharine	2025-26	kkolpan@uidaho.edu	Sociology & Anthropology	CLASS
University Committee for General Education	Faculty/SBOE GEM - Social & Behavioral		Thorsteinson	Todd	2024-25	tthorste@uidaho.edu	Psychology & Communication	CLASS
University Committee for General Education	Faculty/SBOE GEM - Written Comm.		Krahn	Katie	2023-24	katiek@uidaho.edu	English	CLASS
University Committee for General Education	Faculty/SBOE GEM - Written Comm.		Oswald	Oscar	2024-25	owoswald@uidaho.edu	English	CLASS
University Committee for General Education	Registrar or Designee	w/o vote	Frost	Rebecca	N/A	rfrost@uidaho.edu	Registrar's Office	
University Committee for General Education	Student/Undergraduate		Gill	Nikhil	2023-24	gill5796@vandals.uidaho.edu	ASUI	ASUI
University Committee for General Education	Student/Undergraduate		Blattner	Emily	2023-24	blat5579@vandals.uidaho.edu	ASUI	ASUI

University Curriculum Committee	Director of General Education	w/o vote	Panttaja	Dean	N/A	panttaja@uidaho.edu	Gen Ed	
University Curriculum Committee	Faculty Secretary or Designee	w/o vote	Sammarruca	Francesca	N/A	fsammarr@uidaho.edu	Physics	COS
University Curriculum Committee	Faculty/At-Large		James	Erin	2025-26	ejames@uidaho.edu	English	CLASS
University Curriculum Committee	Faculty/CAA		Isenbarger	Stacy	2023-24	stacyi@uidaho.edu	Art & Design	CAA
University Curriculum Committee	Faculty/CALS		Doumit	Stacey	2024-25	sdoumit@uidaho.edu	Animal & Veterinary Sciences	CALS
University Curriculum Committee	Faculty/CBE		Noguera	Magdy	2025-26	mnoquera@uidaho.edu	Business	CBE
University Curriculum Committee	Faculty/CEHHS	Chair	Paul	Dave	2024-25	dpaul@uidaho.edu	Movement Sciences	EHHS
University Curriculum Committee	Faculty/CLASS		Howerton	Kyle	2024-25	howerton@uidaho.edu	JAMM	CLASS
University Curriculum Committee	Faculty/CNR	Former Chair	Shook	Steven	2024-25	shook@uidaho.edu		CNR
University Curriculum Committee	Faculty/COS		Buzbas	Erkan	2025-26	erkanb@uidaho.edu	Sciences	COS
University Curriculum Committee	Faculty/ENGR		Kassem	Emad	2023-24	ekassem@uidaho.edu	Civil & Environmental Engr.	ENGR
University Curriculum Committee	Faculty/LAW		Long	Jerry	2024-25	jlong@uidaho.edu	Law	LAW
University Curriculum Committee	Faculty/Library		Dong	Hanwen	2023-24	hanwendong@uidaho.edu	Library	LIB
University Curriculum Committee	Registrar or Designee	w/o vote	Brown	Lindsey	N/A	lindseybrown@uidaho.edu	Registrar's Office	
University Curriculum Committee	Student/Graduate							
University Curriculum Committee	Student/Undergraduate/Upper Division		Johnston	Emma	2023-24	ejohnston@uidaho.edu	ASUI	ASUI
University Curriculum Committee	Student/Undergraduate/Upper Division		Trachimowicz	Nate	2023-24	ntrachimowicz@uidaho.edu	ASUI	ASUI
University Curriculum Committee	Vice Provost Academic Initiatives or Designee	w/o vote	Gorzelsky	Gwen	N/A	gwen@uidaho.edu	VProv AI	Provost Office
University Security & Compliance Committee	Executive Director Public Safety & Security	Chair	Nichols	Jake	N/A	jnichols@uidaho.edu	E.D. Public Safety & Security	Safety
University Security & Compliance Committee	Title IX Coordinator		Lindquist	Art	N/A	alindquist@uidaho.edu	Civil Rights Investigator	OCRI
University Security & Compliance Committee	Faculty		Callister	David	2025-26	dcallister@uidaho.edu	Eastern District	CALS (Butte County)
University Security & Compliance Committee	Moscow Police Department Representative		Berrett	Tyson	N/A	tberrett@ci.moscow.id.us		
University Security & Compliance Committee	General Counsel Representative	w/o vote	Rytter	Kim	N/A	jimcraig@uidaho.edu	Legal	
University Security & Compliance Committee	EHS Safety Specialist		Daniels	Kelvin	N/A	kelvind@uidaho.edu	EHS	
University Security & Compliance Committee	Dean of Students		Eckles	Blaine	N/A	beckles@uidaho.edu	Dean of Students	Dean of Students
University Security & Compliance Committee	Faculty		Hodwitz	Omi	2023-24	omi@uidaho.edu	Sociology & Anthro	CLASS
University Security & Compliance Committee	Student/Undergraduate		Pennington	Addisen	2023-24	penn6502@vandals.uidaho.edu	ASUI	ASUI
University Security & Compliance Committee	Faculty/Staff Off-site Representative	Kimberly	Teixeira	Gustavo	2024-25	gteixeira@uidaho.edu	Plant Sciences	CALS (Kimberly)
University Security & Compliance Committee	Staff/Staff Council		Stanton	Mark	2024-25	mstanton@uidaho.edu	University Residence Manager	Auxiliary Services
University Security & Compliance Committee	Student/Undergraduate		Nappo	Dosa	2023-24	dnappo@uidaho.edu	ASUI	ASUI
University Security & Compliance Committee	Student/Graduate							
University Staff Compensation Committee	Designee	Ex Officio/Non-voting	Salisbury	Kim	N/A	kims@uidaho.edu	Finance & Admin	
University Staff Compensation Committee	Senior Executive of Human Resources	Ex Officio/Non-voting	Terwilliger	Brandi	N/A	brandit@uidaho.edu	HR	
University Staff Compensation Committee	Staff/Off-Campus	Idaho Falls	Moore	Sara	2023-24	saram@uidaho.edu	Financial and Administrative	
University Staff Compensation Committee	Staff/Off-Campus	Kimberly Research	Albright	Theresa	2024-25	theresae@uidaho.edu	Center	CALS
University Staff Compensation Committee	Staff		Francetich	Omni	2023-24	omnif@uidaho.edu	Diversity Unit	
University Staff Compensation Committee	Staff/Staff Council		Mattoon	Michele	2024-25	mmattoon@uidaho.edu	IMIC	
University Staff Compensation Committee	Staff		Anderson	Eric	2024-25	esanderson@uidaho.edu	Career Services	
University Staff Compensation Committee	Staff		Brown	Lindsey	2025-26	lindseybrown@uidaho.edu	University Registrar	Registrar's Office
University Staff Compensation Committee	Staff		Bunney	Cretia	2025-26	cretiab@uidaho.edu	Director, Payroll	Payroll Services
University Staff Compensation Committee	Staff		Keim	Elissa	2023-24	ekeim@uidaho.edu	Learning	
University Staff Compensation Committee	Staff		Osborne	Kimberly	2025-26	kosborne@uidaho.edu	Dir., Admin & Fiscal Ops.	CAA
University Teaching Committee	Faculty	Former Chair	Halverson	Rachel	2023-24	rhalverson@uidaho.edu	Modern Languages & Cultures	CLASS
University Teaching Committee	Faculty		Strickland	Michael	2025-26	mstrickland@uidaho.edu	Soil and Water Systems	CALS
University Teaching Committee	Faculty		Miller	Brant	2025-26	bgmiller@uidaho.edu	Curriculum & Instruction	EHHS
University Teaching Committee	Faculty		Sharma	Bal Krishna	2024-25	balsharma@uidaho.edu	English	
University Teaching Committee	Associate Dean		Kitchel	Allen	2023-24	akitchel@uidaho.edu		EHHS
University Teaching Committee	Representative	w/o vote			N/A			
University Teaching Committee	Director of General Education		Panttaja	Dean	N/A	panttaja@uidaho.edu	Gen Ed	



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 6580 REPRODUCTION OF COPYRIGHTED MATERIAL**

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 Henrich

Policy sponsor, if different from originator: Ben Hunter

Reviewed by General Counsel: Yes No Name & Date: Kent Nelson, 5/25/23

Comprehensive review? Yes No

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

The policy was rewritten to remove outdated and non-policy information. Library maintains extensive copyright guidance on its website, where it can be updated as frequently as needed.

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 6580
Reproduction of Copyrighted Material

A. Purpose

The purpose of this policy is to address proper use of copyrighted material at the University of Idaho in compliance with applicable policy and law, including federal copyright law.

B. Scope

This policy applies to all University of Idaho employees, students and affiliated individuals.

C. Policy

C-1. In general. It is the policy of the University of Idaho to comply with all U.S. copyright laws, including but not limited to Title 17 of the United States Code, the Copyright Act of 1976, and all subsequent amendments to copyright law. The University of Idaho recognizes that the exclusive rights of copyright holders are balanced by the limitations on those rights under federal copyright law. These limitations include the right to make a fair use of copyrighted materials in the course of face-to-face instruction and teaching activities, as protected under 17 U.S.C. §§ 107 (Fair Use), 108 (Reproduction by Libraries and Archives), 109 (First Sale Doctrine and Transfers), 110 (Teaching Exception) and other statutory exemptions and limitations to the exclusive rights granted to the owner of a copyright protected work.

C-2. Responsibilities. Every member of the U of I community is responsible for making their own good faith determination about the nature of their intended use of copyrighted materials in compliance with copyright law.

C-3. Guidance. The [Copyright Guide](#) maintained by the University of Idaho Libraries assists members of the U of I community in complying with federal copyright law. Members of the U of I community are expected to become familiar with and follow these guidelines.

C-4. Noncompliance. Employees, students and other university-affiliated individuals who willfully and with knowledge violate the University's copyright policy or other federal copyright laws may place themselves individually at risk of liability in the event of a claim of copyright infringement. In such cases, the University may refuse to defend or indemnify an employee named in an infringement of copyright action. Violation of this policy may also result in discipline up to and including termination.

D. Contact Information. For further assistance, contact the University of Idaho Libraries or the Office of General Counsel.

E. References

[FSH 5300 Copyrights, Protectable Discoveries and Other Intellectual Property Rights](#)
University of Idaho Libraries [Copyright Guide](#)
[Copyright Law of the United States \(Title 17\)](#)



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **APM 45.05 EARLY SETUP AND ADVANCE FUNDING OF SPONSORED PROJECT BUDGETS**

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

Policy originator: Sarah Martonick, Director OSP

Policy sponsor, if different from originator:

Reviewed by General Counsel: X Yes __No Name & Date: Manisha Wilson, 5/17/23

Comprehensive review? Yes __No

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

Comprehensive review. Updates to align with procedure changes and new system implementation as well as federal compliance requirements.

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.

As soon as approved.

ER45.05 -- Early Setup and Advance Funding of Sponsored Project Budgets
December 11, 2018(rewrite)

A. General Purpose

A-1. Early Setup. Principal investigators (“PIs”) are frequently informed that a sponsor has made or intends to make an award to the University, but the University has either not received the award document or has received but not fully executed (see C-2) an agreement related to the sponsored project (see B-2). In such circumstances, a PI (or unit/college) may request that the Office of Sponsored Programs (OSP) set up a grant code early in advance (“early setup”), thus allowing the PI to start work and spending on the project and reducing or eliminating the need for cost transfers at a later date.

A-2. Advance Funding. ~~Frequently, for~~ For an existing project, the PI may be informed that the sponsor intends to issue an amendment to add time, funding, or both, but the amendment has not yet been received and/or fully executed (see BC-2). The unit/college may request that OSP allow expenditures beyond the current allocation or end-date of the grant sponsored project account, ~~until prior to~~ until prior to an amendment is being received (“advance funding”). ~~thus~~ This eliminating-reduces or eliminates the need for cost transfers at a later date and allowing the PI to continue working on the project without interruption.

B. Scope. This policy applies to all sponsored projects. However, for the purposes of this policy, contracts and other types of non-assistance agreements are not eligible for an early setup, unless an exception is given by the authorized official of the University or his/her the official's delegated designee of the University.

CB. Definitions

CB-1. Award Document document or Notice-notice of Awardaward: Any of the various funding vehicles used by external sponsors to indicate that the sponsor is making a commitment to fund a proposal. These may take the form of:

- a) a grant notice or subaward, which may or may not require signature by the University;
- b) a contract, sub-contract or agreement (including a cooperative agreement), requiring execution by the University and the sponsor;

c) an award letter or email, which may or may not include a check payment in advance; or

d) a federal non-assistance contract or subcontract.

~~For the purposes of this policy, contracts and other types of non-assistance agreements are not eligible for an early setup, unless an exception is given by the authorized official of the University.~~

CB-2. Fully ~~E~~xecuted award or amendment: An agreement or amendment which has all of the required authorized signatures for both the University and the sponsor. For the sponsor, the authorized signatory is typically the granting or contracting officer; for the University, the authorized signatory is the Director of the Office of Sponsored Programs or ~~authorized~~ designee.

~~G.~~ **D. Policy**

DC-1. Early ~~Setup~~setup. Early setups are generally established for not more than 90 days from the request date and for ~~not more than~~ 25% of the expected first year's funding amount.

a) Early set ups may not be used ~~F~~for awards where the terms and conditions indicate that the start date is the date of last signature.
~~early setups may not be used.~~

b) For direct federally ~~_~~ funded grants and cooperative agreements, the Vice President for Research and Economic Development (VPRED),⁷ or designee,⁷ may provide the funding guarantee on the early setup limited to 90 ~~-~~days from the request date and 25% of the first increment unless express permission is given for additional time or amounts.

cb) For non-direct federally funded (flow-through) grants (~~flow-through~~) or cooperative agreements (and at the discretion of the Director of OSP,⁷ or designee), the unit/college must provide the funding guarantee on the early setup.

de) For all ~~other non-federal/federal flow-through~~ sponsored program ~~contracts~~awards, including industry sponsored contracts, OSP will perform a risk evaluation to determine whether^{if} an early setup is

~~reasonable~~permissible. Upon OSP approval, the unit/college must provide the funding guarantee for the early setup.

ed) Situations that arise outside of these parameters will be evaluated and a determination made on a case-by-case basis by the Director of the OSP, or designee.

fe) If the project is subject to any additional compliance obligations, including but not limited to those subject to oversight by the IACUC (see APM 45.01), IBC (see APM 35.11, APM 45.20, and 45.23), IRB (FSH 5200), or Radiation Safety Committee (FSH 1640.71), or to those imposed by financial conflict of interest policies (FSH 5600 and 5650), all associated-then applicable requirements must be completed and approved via the appropriate authority before project work can begin and ~~before~~ an early setup ~~will be~~ established.

DE-2. Advance funding. Advance funding is generally authorized for not more than 90 days from the request date or project end -date and for not more than ~~twenty-five percent (25%)~~ of the expected additional funding amount. For direct federally--funded grant projects, the Vice President for Research and Economic Development will provide the advance funding guarantee, as long as the unit/college provides certification~~certification~~, using the template made available by the Office of Sponsored Programs that confirmings that the PI is compliant with all deliverables and protocols per Section ED-2.

To initiate advance funding approval, see ED-2 below.

a) By submitting an advance funding request, the unit/college is requesting that OSP allow expenditures beyond the current allocation or end-date of the grant account for federal or state awards (but not contracts), only when the agency has indicated in writing to the University that it intends to issue an amendment for the proposed addition of time, funding, or both. If an amendment is not received to continue the project, all expenditures will be transferred to the unit/college guarantee source and the project account will be closed.

b) Situations that arise outside of the parameters cited in this policy will be evaluated and a determination made on a case-by-case basis by the Director of ~~the~~ OSP or designee.

c) If the project is subject to any additional compliance obligations, such as those subject to oversight by the IACUC (see APM 45.01), IBC (see APM 35.11, APM 45.20, and 45.23), IRB (FSH 5200), Radiation

Safety Committee ([FSH 1640.71](#)), or those imposed by financial conflict of interest [policies](#) ([FSH 5600](#) and [5650](#)), and the amendment that gives rise to the advance funding request either extends, alters, or creates new compliance obligations that are then applicable, all such research compliance requirements must be met before any work with respect to such obligations may be undertaken.

d) If advance funding is not approved by the unit and OSP, the PI must cease all project-related work and spending until an amendment is received and executed.

DE. Process/Procedures.

DE-1. Early ~~Setup~~ ~~setup~~ Requestrequest. The PI (or unit/college) must submit an Early Setup Request Form to OSP for review and approval. This form is available [on the OSP website in the electronic research administration system \(VERASERA\)](#).

DE-2. Advance ~~Funding~~ ~~funding~~ Requestrequest. Written advance funding approval [confirming the following](#) is to be provided to OSP from the provost, dean, [or](#) institute director, or equivalent, or an approved designee, prior to [expenditures spending](#) in deficit or past the end-date of a continuation project, ~~confirming the following~~:

- a)** The project is in compliance with all project deliverables, including technical reports;
- b)** All project compliance protocols, if any, are up to date; and
- c)** The unit/college understands they will be responsible for incurred costs, should the amendment not be received and/or approved.

For sample unit/college certification and approval text, as well as additional details on advance funding (and how it differs from an early setup) please visit the [Sponsored Project Compliance section Departmental Grant Administrator \(DGA\) tab](#) of the OSP [Website website](#).

DE-3. Non-Receipt ~~receipt~~ of ~~Aa~~award [or amendment](#) within 90 ~~Days~~days. Barring extenuating circumstances and the approval of the Director of OSP or designee to do otherwise, if an official award document, notice of an award, or amendment is not received within 90 days of the early setup establishment or advance funding approval, all expenditures must be transferred by the unit/college to the previously identified guarantee source identified.

| **EF. Information.** Any questions regarding the early setup of a sponsored project or advance funding of an existing project should be addressed to the Office of Sponsored Programs Post Award Unit at 208-885-6651 or by emailing the [OSP Post Award team](#).



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: **05.03 Inland Marine**

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

Originator: Carry Salonen, Risk Management

Policy Sponsor, if different from Originator: Nancy Spink, Risk Management

Reviewed by General Counsel Yes No Name & Date: Kim Rytter, 6/15/23

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion. The University will discontinue participating in inland marine coverage as of 07/01/2023.
- 2. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have? The high cost of production time by all our unit personnel and UI Risk to participate in the coverage far outweighed the benefit of having coverage. In the past six years, we had just two claims for a combined reimbursement of \$292.01.
- 3. Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
UI APM - 05.02 Property Coverage.
SBOE V.I. Real and Personal Property and Services 4.b. Inland Marine is optional coverage through State Risk.
- 4. Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
July 1, 2023

~~05.03 — Inland Marine Insurance Coverage~~

~~Last updated December 19, 2008~~

CONTENTS

- ~~A. — Policy~~
- ~~B. — Process/Procedure~~
- ~~C. — Contact Information~~
- ~~D. — Forms~~

~~**A. Policy.** Inland Marine coverage is for items that are valued under \$2,000, are owned by the University or are contractually obligated to be insured by the University, and may be subject to theft, or physical damage. Inland Marine coverage is not automatic coverage. Departments must report annually all items to be covered. If a new item is purchased or an addition is needed during the year, a department may request an addition to its covered items. The cost for coverage to the department is \$.035 per \$100 of the value of each item. Premiums are billed annually and are not prorated based on the length of time an item is covered. Items that have a locking mechanism to prevent theft can be covered by request at no charge to the department. In the event of a loss, the department must work with the university Department of Risk Management (Risk) to make a claim to the State of Idaho Insurance Fund. When a loss occurs, there is a \$50 deductible that the department must pay. [ed. 12-13]~~

~~**A-1. Coverage Exclusions.** Inland Marine insures against risk of physical loss or damage, except as provided by policy exclusions, which include, but are not limited to, the following:~~

- ~~i) Loss or damage to student or employee personal property unless:
 - ~~a) the loss is due to clear negligence of the University, or~~
 - ~~b) in the case of employee property, the employee has been requested in writing by an authorized representative of the University to bring personal property to the workplace for employment purposes and a copy of that written request is forwarded to Risk prior to any loss;~~~~
- ~~ii) Inventory shortage or unexplained disappearances;~~
- ~~iii) Theft of University property by an employee;~~
- ~~iv) Ordinary wear and tear, inherent vice, moths, termites, or vermin;~~
- ~~v) Mechanical breakdown;~~
- ~~vi) Nuclear reaction;~~
- ~~vii) War;~~
- ~~viii) Real property or buildings;~~
- ~~ix) Autos;~~
- ~~x) Vehicles licensed for the road; and~~
- ~~xi) Consumable supplies.~~

~~B. Process/Procedure:~~

~~**B-1. Annual Renewal.** Departments are responsible for maintaining their Inland Marine Insurance schedule. Departments must submit an updated schedule of items to be covered to Risk once a year (usually in the spring). Risk will collect from each department an electronic schedule of items to cover. Risk will compile all data and will send the necessary information to the State of Idaho Department of Administration Division of Insurance and Internal Support Risk Management Program. The State of Idaho will bind coverage with an insurance company. Items can be added for coverage at any time during the fiscal year. For specific instructions on procedure see D below.~~

~~B-2. **Adding Items to Coverage during the fiscal year.** Items may be added at any time during the year. The coverage of the item will begin on the date the request is sent to the State of Idaho Risk office and, unless deleted prior, will continue until the end of the fiscal year, June 30. Inland Marine Insurance premiums for the fiscal year are not pro-rated, so regardless of when you add an item during the year you will pay for a full year's coverage of that item. For specific instructions on procedure see D below.~~

~~B-3. **Deleting Items from Coverage during the fiscal year.** Items may be deleted at any time during the year. The coverage of the item will end on the date requested. Inland Marine Insurance premiums for the fiscal year are not pro-rated. For specific instructions on procedure see D below.~~

~~B-4. **Claims.** The department can file a claim to receive funds to cover the cost of the replacement or damage of an Inland Marine insured item. For specific instructions on procedure see D below.~~

~~C. **Contact Information.** Any problems or questions concerning the requirements for increasing insurance coverage with Inland Marine Insurance or maintaining inventory schedules, please call Risk at (208) 885-7177, risk@uidaho.edu or by fax at (208) 885-9490.~~

~~D. **Forms and Examples.** To request forms for use, e-mail risk@uidaho.edu. For instructions and examples of completed forms, visit www.uidaho.edu/risk/insurance/inlandmarine and search worksheets by category.~~



POLICY COVER SHEET

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

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

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

Administrative Procedures Manual (APM)
 Addition Revision* Deletion* Interim Minor Amendment
 Policy Number & Title: **APM 05.02 PROPERTY COVERAGE**

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

Policy originator: Carry Salonen, Risk Management

Policy sponsor, if different from originator: Nancy Spink, Risk Management

7-24-23

Reviewed by General Counsel: Yes No Name & Date: Kent Nelson 7/19/23

Comprehensive review? Yes No

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

The University discontinued participating in inland marine coverage as of 07/01/2023. APM 05.03 was removed. Removing reference to inland coverage in this policy. Additionally, updating for the deductibles charged by State Risk which changed on 07/01/22 to a tiered structure and for the claims process that changed from unit paid expenses to Risk paid expenses in 2022. Removed fax number. Update the damage notification timing to State Risk requirement and dollar thresholds for reporting a loss.

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

No fiscal impact other than deductible change. State Risk Management and Insurance changed the deductibles from \$2,000 to tiered \$5,000 for claims under \$50,000 and \$10,000 for claims over \$50,000.

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.

05.02 -- Property Coverage

July 28, 2010 (rewrite)

- A. Purpose
- B. Scope
- C. Definitions
- BD. Policy
- CE. Addition of New Location
- DF. Changes to Existing Location
- EG. Annual Renewal Property
- FH. Annual Renewal Business Interruption and Rental Income
- GI. Claims
- HK. Contact Information
- IL. Forms and Examples

A. Purpose. This policy sets forth unit responsibilities and procedures pertaining to property insurance coverage and claims.

B. Scope. This policy applies to all University of Idaho units.

A.C. Definitions.

AC-1. **Boiler and Machinery** covers losses arising from: an explosion of a steam boiler, steam turbine, steam piping or steam engine; mechanical breakdown or failure; or electrical injury. Boiler and Machinery coverage is reported annually using data from the property schedule.

AC-2. **Building** is a structure or an improvement such as a barn, pump house, research lab, classroom, or office facility, etc. Outdoor structures such as bleachers, electronic message or score boards, large signs, etc. are included in this category.

AC-3. **Builders Risk** is coverage designed to cover property in the course of construction. Coverage is usually written on an all-risk basis, and generally includes materials on-site but not yet installed. The estimated completed value of the project is typically used as the limit of insurance.

AC-4. **Business Interruption** is coverage for loss of income suffered by a business when a covered loss causes damage to its premises and results in a slowdown or suspension of its operations during the time required to repair or replace the damaged property.

AC-5. **Contents** is business property such as office furniture, equipment, computers, non-motorized Mobile Equipment, and other property not permanently attached to a Building. Property permanently attached to a Building such as HVAC equipment is considered part of the Building value. Outdoor structures such as bleachers, electronic message or score boards, large signs, etc. are not considered Contents.

AC-6. **COPE Form** is used for reporting newly acquired property. The abbreviation, COPE, stands for Construction, Occupancy, Protection, and Exposures and is an industry standard form.

AC-7. **Draft** is the draft property spreadsheet of the annual statement of property values that has the Contents and Mobile Equipment values supplied by Asset Accounting and all changes that Risk has received during the year.

AC-8. **Extra Expense** is the expenses incurred after a loss that would not have been incurred during normal operations. Examples of Extra Expense include the cost for obtaining a temporary location or setting up equipment at the temporary location.

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AC-9. Facilities is the University of Idaho Facilities Services.

AC-10. Fine Art is coverage for items owned by another party that are on exhibit temporarily in a University facility or that the University owns and is temporarily loaning out for an exhibit. University owned art is covered in the Contents figures for a Building. Coverage for art on exhibit at the University must be requested through the Risk by providing a completed worksheet that contains specifics about the item.

AC-11. IDRMISS is the Idaho Risk Management Information System. IDRMISS is a web-based program administered and maintained by the State of Idaho.

~~**A-12. Inland Marine** is coverage for equipment and business property valued under \$2,000 that are moveable in nature (i.e., laptop, power tools, music instruments, or GPS units). Coverage must be requested through Risk by providing a completed worksheet that contains specifics about the item. See APM-05.03 for more information.~~

AC-1312. Mobile Equipment is anything motorized and not licensed for road use, such as road building machinery, ATV's, off-road motorcycles, riding lawn mowers, golf carts, tractors, etc. Mobile equipment values are actual cash values.

AC-1413. Real Property is land, including improvements. The University's property coverage does not cover land. Property coverage only covers Buildings and Contents.

AC-1514. Rental Income is coverage that pays for the loss of rental income resulting directly from loss or damage by a covered event when property is rendered wholly or partially unusable.

AC-1615. Risk is the University of Idaho's Risk Management Office.

AC-1716. State RMP is the State of Idaho Risk Management Program.

AC-1817. Stock and Supplies is property such as paper, pencils, office supplies, goods for sale, etc.

AC-1918. Tuition or Fees is coverage for the loss of income from tuition or fees should a loss occur and the University be unable to operate.

AC-2019. Unit refers to primary management units within the University, including recognized colleges, administrative centers, such as the Division of Finance and Administration, or the Research Office, and recognized University Centers located remote from the main campus, such as Idaho Falls.

~~**A-21. University** is the University of Idaho.~~

BD. Policy. The University participates in the State RMP for property coverage. Units may not make any separate arrangements for property insurance. Property coverage includes: Buildings, Contents, Mobile Equipment, Stock and Supplies, Business Interruption, Rental Income, Extra Expense, Tuition or Fees, Builders Risk, and Fine Art for which the State has an insurable interest or for which the State has assumed responsibility in writing. The property policy has a **\$25,000** deductible for covered events under \$50,000 or a \$10,000 deductible for over \$50,000. Losses arising from: an explosion of a steam boiler, steam turbine, steam piping or steam engine; mechanical breakdown or failure; or electrical injury will be adjudicated through Boiler and Machinery coverage with a \$5,000 deductible. Employees who use personally-owned equipment at work should consult with Risk. In order to participate in property coverage, the University must report through the IDRMISS. Risk inputs coverage data into the IDRMISS. Typically the State RMP requests the information and/or confirmation of data during spring for the July renewal of the property policy.

BD-1. Building, Contents, Mobile Equipment, and Stock and Supplies. Units must report this information to Risk **as changes occur**. Follow steps in section **C-E** or **D-F** as applicable. Units must **verify** property values during the renewal process **annually**. Follow steps in section **E-G**.

BD-2. Fine Art. Fine Art values are captured through the Contents figures obtained from Asset Accounting.

Fine Art not owned by the University can be covered by the State RMP if a contractual agreement obligates the University to cover the piece(s) while it is in the University's care, custody, or control. Coverage can be arranged by completing a Fine Art Insurance Request form. Return the Fine Art Insurance Request form to Risk at risk@uidaho.edu or fax to 885-9490.

BD-3. Builders Risk. Coverage is not always automatic. Project managers (Facilities/other Units as appropriate) must consult with Risk about larger construction projects. During the planning phase of these projects, involve Risk if any of the following apply:

- (i) any new "ground up" projects, **regardless of project value**;
- (ii) renovations or additions in excess of \$5,000,000; and
- (iii) renovations/additions that increase the existing Building's square footage by more than 50%. Units are responsible for completing and forwarding the Builders' Risk Application to Risk. Typically, the State RMP is able to include projects valued at less than \$15,000,000 on the property policy. The State RMP will seek alternate coverage for projects valued at more than \$15,000,000. It is important to consult with Risk during the planning phase of construction projects in order to provide enough time for the Unit to complete the application and for Risk and the State RMP to work on coverage. If Risk and the State RMP are not consulted in a timely manner, it could jeopardize the start date of the project.

BD-4. Business Interruption, Rental Income, and Extra Expense. As the situation occurs, income generating Units need to request coverage for any new location or existing operation that have changed locations by completing the Business Interruption Loss and Rental Income form and returning it to Risk at risk@uidaho.edu or faxing it to 885-9490. Units need to annually report to Risk any data on Business Interruption, Rental Income, and Extra Expense, see section F.

GE. Addition of New Location. The Unit is responsible for reporting to Risk all newly acquired real property or new leased locations by completing a COPE form. Policies regarding real property transactions, including purchase, sale, lease, easement, or exchange can be found in APM 61.62.

Return the COPE form to Risk at risk@uidaho.edu or fax to 885-9490.

DE. Changes to Existing Location.

DE-1. Additions to Existing Location. The Unit is responsible for reporting to Risk all

- (i) newly acquired Contents valued over \$25,000,
- (ii) newly purchased or changes in location for Mobile Equipment,
- (iii) changes in Stock and Supplies of more than ~~\$500~~**1,000**, and
- (iv) changes in retail locations that are temporary or have moved, by completing the Property Value Adjustment form.

Return the Property Value Adjustment form to Risk at risk@uidaho.edu or fax to 885-9490.

DE-2. Deletions to Existing Location. The Unit is responsible for reporting to Risk any

- (i) divested Real Property,
- (ii) Building demolition,
- (iii) Building move,
- (iv) lease termination,

- (v) sale or destruction of Contents valued over \$25,000,
- (vi) sale of Mobile Equipment, (vii) changes in Stock and Supplies of more than \$1,0500, and
- (viii) changes in retail locations that are temporary or have moved, by completing the Property Value Adjustment form.

Return the Property Value Adjustment form to Risk at risk@uidaho.edu or fax to 885-9490.

EG. Annual Renewal Property. Risk prepares and circulates the Draft to Units responsible for providing information regarding Buildings, Contents, Mobile Equipment, and Stock and Supplies. Changes to the values listed in the Draft need to be done by completing the Property Value Adjustment form. Units need to ensure all new Buildings and locations in which the University has operations and equipment appear on the Draft, as well as freestanding improvements such as extensive fencing, bleachers, scoreboards, astro turf, electronic signs, etc.

Multi-Unit Structures: Each Unit within a Building reports its own values separately. Risk will add the values from the different Units to obtain a final figure.

Changes to the Draft need to be done by completing the PROPERTY VALUE ADJUSTMENT FORM.

EG-1. Units receiving the Draft should do the following:

- a. Add a Building or Location. Follow steps in section **GF** if a Building or location does not appear on the Draft.
- b. Increase or Decrease Building Value. Review existing Building values that have been carried forward with an appreciation factor from the prior year. Building values should be increased if a remodel or addition increases the value.
- c. Removing a Building or Location. Report Buildings that need to be removed from the Draft because they were removed, demolished, sold, or a facilities use agreement or lease has terminated.
- d. Contents. Review for accuracy the value for Contents listed for Buildings that the Unit controls. These values have been supplied from Asset Accounting and should be reviewed for any changes.
- e. Mobile Equipment. Review for accuracy the value for Mobile Equipment listed for Buildings that the Unit controls. These values have been supplied from Asset Accounting and should be reviewed for any changes.
- f. Stock and Supplies. Review for accuracy the value of all Stock and Supply items. These values have been carried forward from the prior year and may have changed or may not have been previously listed. The value should be an estimate of an average monthly value for Stock and Supplies.
- g. Return the completed Property Value Adjustment form, or COPE form, to Risk at risk@uidaho.edu or fax to 885-9490. If the Unit has no changes to the Draft, email risk@uidaho.edu that the Unit has no changes for the Unit's area of responsibility.

FH. Annual Renewal for Business Interruption and Rental Income. Units will need to provide details for any income generating operation, listing figures per Building on the Business Interruption and Rental Income spreadsheet provided from Risk. Provided figures should include:

- (i) net profit after all expenses from production or service operation;
- (ii) rental income;
- (iii) cost of salaries and benefits of all executives, officers, deans, unit managers and heads, full-time faculty, and coaches and employees under contract that would not be discharged in the event of a loss;
- (iv) cost of bonded debts secured by real property;
- (v) cost of all non-cancellable contracts (i.e., rent, utilities, other services, etc.); and

(vi) any budgetary changes that will occur during the year. Units can participate in this coverage by completing the Business Interruption Loss and Rental Income form and returning it to Risk at risk@uidaho.edu or by faxing it to 885-9490.

GJ. Claims. A property claim would be for covered damages to University Buildings, Contents (including equipment valued over \$2,000 and owned Fine Art), Mobile Equipment, Stock and Supplies and Business Interruption. Call Risk within 24 hours to report any water event and any possible claim that could be over \$25,000. **Prompt reporting allows Risk to assist with remediation, and allows time for an independent adjuster to do a review, if necessary.** Damages that are under \$2,000 can be reported within 90 days to Risk by completing a property reporting form.

Risk will work with Facilities and/or the independent contractors to get bids for repairs to a Building. The Unit will work with Facilities and/or the independent contractors to schedule the repairs and make the area accessible. Within two weeks after the initial report of the incident, the Unit will need to supply to Risk any invoices for the replacement of Contents that were damaged or two estimates for the repair or future replacement of the Contents.

Risk will alert the State RMP that there is a possible claim by supplying them with details of the incident. The State RMP will determine if an independent adjuster is needed to review the damages.

Risk will collect costs from Facilities for

- (i) materials and/or the independent contractor's invoice for the job performed,
- (ii) the two estimates for replacement or repair, or
- (iii) the invoice for the replacement of any Contents, and any Stock and Supplies replacement cost documents from the Unit to present a final claim to State RMP for the recovery of damages. The State RMP will adjudicate the claim and make payment if the damages are from a covered event.

Units are responsible for providing the index number to Risk for transferring the deductible to the insurance reimbursement account. The payment from State RMP will reflect the applicable deductible \$2,000 deductible for a property claim. When the check is received from State RMP, Risk will deposit it into the insurance reimbursement account and will request from the Unit the budget number to which the Unit would like the funds to be cost transferred. Risk will request a cost transfer from General Accounting for the amount of reimbursement. Risk will pay invoices to contractors and, when applicable, or request a cost transfer from General Accounting to Unit for Unit-paid expenses related to Contents and Stock and Supplies reimbursements.

HJ. Contact Information. For any questions regarding the coverage for property, Business Interruption or property claims, please contact Risk at (208) 885-7177, or risk@uidaho.edu.

HK. Further Instructions; Forms and Examples. For further instructions on procedures, please visit: <https://www.uidaho.edu/dfa/division-operations/risk-management/insurance>



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)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision Deletion* Interim 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."

Policy originator: Arch Harner

Policy sponsor, if different from originator: Kay Dee Holmes

Reviewed by General Counsel: XX Yes No Name & Date: Manisha Wilson

Comprehensive review? XX Yes No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change. Updated to reflect federal policy changes by NSF to require training by more individuals. Made editorial revisions to get the policy in a standard format and improve usability and readability.
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.

45.21 – Responsible Conduct of Research Training

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:

- a. the National Institutes of Health (“NIH”),
- b. the National Science Foundation (“NSF”),
- c. the US Department of Agriculture National Institute of Food Agriculture (“NIFA”), and
- d. 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](#)) [ed. 4-18]

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 may be completed either online or in person (but see section E-6 for NIH online training restrictions). The online or in-person seminars fulfill the RCR requirements for NSF- and NIFA-funded projects.

a. Online training. Online training is provided through the University's membership to the online Collaborative Institutional Training Initiative (CITI) program (<http://www.citiprogram.org>). Instructions on how to register for or access CITI through the University may be found [here](#). ORA maintains individual training records in CITI.

b. In-person seminars. In-person seminars are offered every fall and spring semester by the ORA. The schedule for the seminars is posted on the Responsible Conduct of Research [website](#) at the beginning of each semester. ORA maintains individual attendance records for the seminars.

E-2. 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.

b. Other sources. Undergraduate students, graduate students, and postdoctoral researchers receive mentoring from faculty in the RCR; such mentoring is an obligation of every PI at the University. Elements of RCR training are also incorporated into required and elective courses at the University. Face-to-face classes are offered on campus that cover principles of the ethical conduct of research. For information on current courses offered, please contact the College of Graduate Studies or the Office of Research Assurances.

E-3. 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-4. 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-5. 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. The PI should work with the individuals or leave it to their discretion to determine if the training will be completed via CITI or in-person. It is the responsibility of the PI to maintain RCR training records of the individuals on their project. The PI may contact ORA for verification of in-person or CITI trainings completed.

E-6. NIH requirements. For NIH projects that require RCR training (see section D-3), the PI must include an RCR training plan with the grant proposal. Online instruction alone is not acceptable 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-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](#)



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

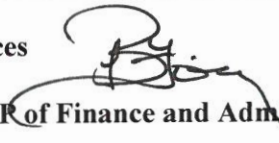
Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **APM 50.03 How to Prepare Electronic personnel Action Forms (EPAFs)**

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

Originator: Brandi Terwilliger, Director of Human Resources

 3-29-23

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

Reviewed by General Counsel Yes X No Name & Date: Kim Rytter, 8-10-22

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
Update to reflect current processes. Comprehensive review was conducted.
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.
The Director of Payroll reviewed and agrees with the changes.
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.

50.03 -- How to Prepare Electronic Personnel Action Forms (EPAFs)

Last updated ~~November 6, 2006~~

A. **General.** All personnel actions such as appointments, terminations or other changes in employment status, including labor distribution, are processed by means of the Electronic Personnel Action Form (EPAF). Departments should appoint employees by creating EPAFs as soon as employment is accepted or status change is approved. If this is not done a full three weeks before the first pay date following an appointment or change in status, the employee's initial direct deposit ~~will~~ may not be received until the second pay date.

B. **Process.** EPAFs are electronic documents which travel through approval queues and are applied directly to the Banner database.

B-1. **Deadlines.** The final deadline for EPAFs is Tuesdays at 5:00 p.m., three weeks prior to the payday. For example, the deadline is 5:00 p.m., ~~7/31/0322~~ for pay received on ~~7/31/0322~~. However, please complete as soon as employment is accepted, or status change is approved. Please refer to the payroll deadline calendar on the Human Resource website at www.uidaho.edu/human-resources/payroll/payroll-calendarshr.uidaho.edu.

B-2. **Academic Year Appointment Pay Periods.** Faculty on a ~~fifty-percent~~ 0.5 FTE or more regular academic year appointment shall have their salary paid over the academic year (19.5 pay periods), ~~twelve months (26 pay periods) as long as there is an expectation for reappointment in the subsequent year. All academic year faculty will have their pay deferred. All academic year faculty who have been grandfathered into deferred pay over the full year need to make that election each year to continue on deferred pay.~~

i) Exception. Faculty and staff on less than ~~fifty-percent~~ 0.5 FTE academic year appointment or on temporary nine-month or mid-year appointments for only one or two semesters shall be paid only over the length of their appointments when there is no expectation of reappointment.

B-3. **Appointment on Holidays.** Unless actual work is performed, appointments shall not commence on a holiday. To receive holiday pay without a work requirement, the individual must be appointed and work the work day prior to the holiday or, if terminating, work the day subsequent to the holiday, ~~if terminating. Whenever, possible, new employees should begin their employment on the first Monday of a pay period.~~

B-4. **Retroactive EPAFs.** For EPAFs that affect previous pay periods, a ~~\$50~~ special check fee may apply. If you are trying to retroactively pay a board-appointed benefits-eligible position, you will need to request a special check from the Payroll Office which will incur a fee. Please consult with Payroll on the current special check fee cost \$50. If the position is not benefits eligible, you can make the adjustment in the employee's next paycheck, costing the department nothing. If the employee cannot wait an additional pay period, departments can request a special check from the Payroll Office for a ~~\$50~~ fee. Special checks are usually processed every Monday with the exception of holidays. ~~the Tuesday following payday Friday.~~

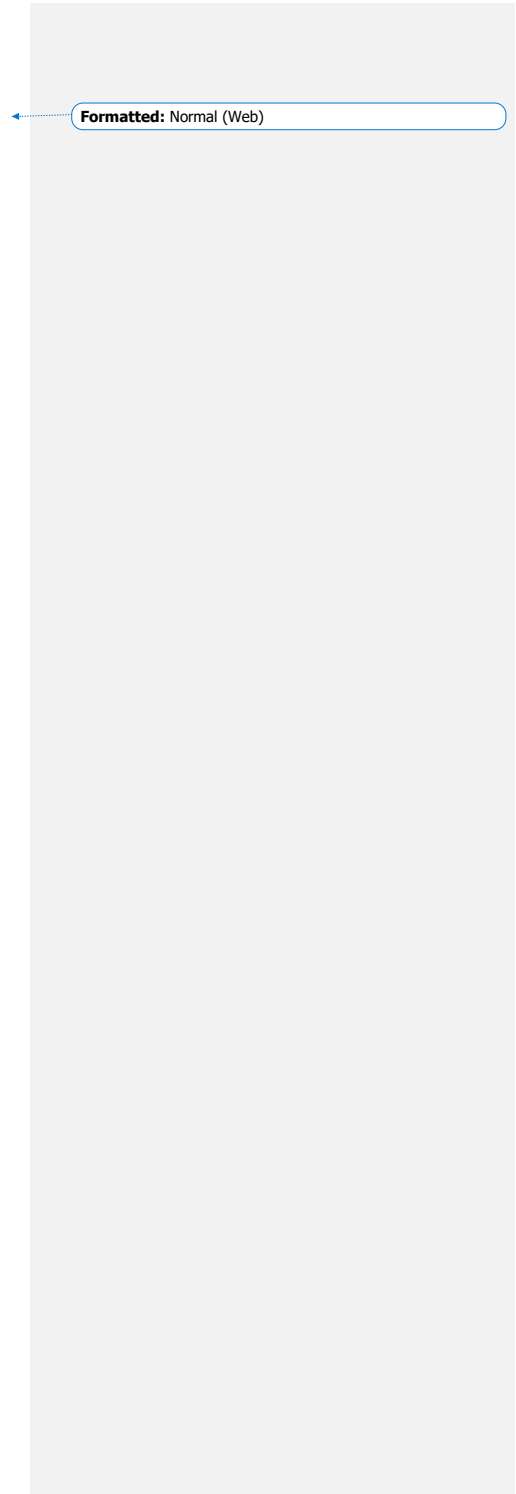
B-5. **Process for Retroactive EPAFs.** For payroll cost transfers affecting past payrolls, the labor redistribution process must be followed. Please visit Payroll Website for instructions. complete a Payroll Cost Transfer Form [See 55.03], include documentation, and send to the Payroll Office, Campus Mail Stop 4345. [Note: If the position is paid on a grant or contract, send it to the Grants and Contracts Office, Campus Mail Stop 3020.]

C. **Procedure.** For instructions on entering an Electronic Personnel Action Form (EPAF), please refer to the Human Resources Information System (HRIS) Module Manual, distributed during the HRIS module training, or at:

<https://www.uidaho.edu/human-resources/managers/banner-epaf>~~http://www.uidaho.edu/banner/hris-~~

D. **Information.** For further information or questions regarding EPAFs, call Employment Services (208) 885-3677~~28~~.

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **APM 90.24 STUDENT HEALTH INSURANCE REQUIREMENT**

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

Policy originator: Crystal Hogg, Director, DOS Admin & Fiscal Ops

Policy sponsor, if different from originator: Blaine Eckles, DOS

Reviewed by General Counsel: Yes No Name & Date: Kim Rytter, 9/1/23

Comprehensive review? Yes No

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

Comprehensive review and rewrite to clarify language and bring policy into alignment with federal regulatory requirements.

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.

90.24 -- - Student Health Insurance Requirement

A. Purpose. The purpose of this policy is to ensure the health and wellness of students by setting forth requirements for student health insurance.

B. Scope. This policy applies to all students at the University of Idaho.

C. Policy

C-1. In general. At the University of Idaho, preserving our student's health and wellness is paramount. Access to health services and payments for healthcare services can hinder a student from achieving their academic goals. This policy was founded on removing as many obstacles as possible for our students to reach graduation.

C-2. Health insurance required. All domestic full-time degree-seeking undergraduate students enrolled in 12 or more credits, graduate and law students enrolled in 9 or more credits, student athletes enrolled in 1 or more credits and all international students with sponsored government health insurance as part of their educational program are required to show proof of personal health insurance before they can complete enrollment of academic classes each semester. In each semester, if proof of personal health insurance is not provided, the student will be enrolled automatically into the Student Health Insurance Program (SHIP) and will be responsible for the associated charges.

C-3. Coverage requirements for all non-SHIP policies. All personal health insurance policies for both domestic and international students must adhere to the Affordable Care Act. In order to opt out of the Student Health Insurance Program (SHIP), a student must provide proof of a health insurance policy that meets the following requirements:

- a. The plan does not have any limitations or exclusions on pre-existing conditions.
- b. The plan covers hospital stays for medical and surgical care and inpatient care for mental health conditions.
- c. The plan covers doctors' office visits for medical care and outpatient care for mental health conditions.
- d. The plan covers prescriptions written by a doctor. Prescription benefits through a third-party vendor such as CVS Caremark, etc. are acceptable.
- e. The plan provides access to a provider network within the Moscow/Pullman area. Coverage must be available for routine, diagnostic, urgent and hospital care. Coverage for only telehealth, urgent and emergency care is not acceptable.
- f. The plan covers services related to injury from participation in all types of recreational sports, including intercollegiate athletics.
- g. If the plan has a deductible, either 1) the deductible is less than \$1500 or 2) the student provides proof of financial means to meet the higher deductible amount. A funded FSA or HSA account may be used to meet this requirement.

- h. The plan covers maternity care, including prenatal care and delivery, with no pre-existing condition limitations.
- i. The plan provides coverage for diagnostic services, including laboratory tests.
- j. The plan pays 70% or more of usual, customary, reasonable charges per accident or illness, after deductible is met, for in-network providers, and 50% or more of usual, customary, reasonable charges for out-of-network providers per accident or illness.

C-4. Medical evacuation and repatriation coverage for students in J visa status.

The University provides the medical evacuation and repatriation coverage required by the Department of State for international students in J visa status.

C-5. Policies not accepted. Travel plans, county medical service plans (i.e., Medicaid) outside the state of Idaho or Washington, fixed indemnity plans, short-term plans, and supplemental or reimbursement plans are not accepted as comparable coverage.

C-6. Effective dates of coverage. All plans must meet the following requirements:

- a. The plan is effective on or before the first day of the semester with no break in coverage.
- b. The plan is effective on the first day of the calendar month following the first day of the semester.
- c. The plan is effective on or before the first day of the calendar month following an involuntary loss of previous coverage.
- d. The plan does not have a gap in coverage of more than seven days. If the plan has a gap in coverage longer than seven days, the student must provide proof of COBRA coverage.

C-7. Audit. To ensure legal compliance, information provided by students is forwarded to a third-party auditor each semester for verification. Students who are discovered to be uninsured or to have insurance that does not meet the minimum requirements will be enrolled in the Student Health Insurance Program and the charge will be placed on the student's account.

D. Procedure. For SHIP program procedure, including enrollment, appeals, and policy coverage, please see the [Student Health Insurance Program](#) website.

University of Idaho
2023 – 2024 University Faculty Meeting Minutes – Pending Approval Approved at Mtg #3
April 29, 2024

Meeting #2

Wednesday, December 6, 2023, at 3:00pm (PT) / 4:00pm (MT)
via Zoom

President Scott Green Presiding

- President Green called the meeting to order at 3:00pm (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 Sammarruca
Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1.) and the meeting protocol.
- Quorum count: Faculty Secretary Sammarruca
 - 98 voting members of the faculty were required for a quorum. 167 eligible voters were counted and thus a quorum was present.
- Approval of minutes – President Green
 - The minutes of the 2023-2024 University Faculty Meeting #1 (September 18, 2023) were approved as distributed.
- Special Orders – Faculty Senate Chair Jean-Marc Gauthier
 - Proposed Changes/Additions to the Faculty Staff Handbook (voting items)
 - FSH 1565 Academic Ranks and Responsibilities
Changes have been made to **G-1. Lecturer** and **G-2 Visiting Faculty** to align with revised FSH 1520.
 - FSH 1520 II-1 Constitution of the University Faculty
Article II, Section 1 has been revised to clarify that voting rights arise from faculty rank. Non-faculty in administrative roles do not have voting rights. Also, a conflict with FSH 1565 has been resolved regarding the terms on which visiting faculty and lecturers are granted voting rights.
Vote on FSH 1565 and 1520: 141/144 yes; 3/144 no. Motion passes.
 - FSH 1620 University-Level Committees
Comprehensive review. Revised to clarify procedures for university-level committees and to highlight that all faculty who have voting privileges, and all board-appointed staff are welcome to serve on committees.
 - FSH 1640 Committee Directory

Committee directory sections renamed for consistency with FSH 1620, and to clarify which committees are within the purview of Faculty Senate. Title of FSH 1640.69 updated to University Promotion and Tenure Committee.

Vote on FSH 1620 and 1640: 156/157 yes; 1/157 no. Motion passes.

- FSH 1565 Academic Ranks and Responsibilities
Section D-8 University Distinguished Professor was revised to make Extension faculty eligible for the rank of Distinguished Professor.
Votes: 151/166 yes; 15/166 no. Motion passes.
- FSH 3320 Annual Performance Evaluations and Salary Determination of Faculty Members and Performance Evaluation of Academic Administrators, A-1.d Evaluation of Faculty by Supervisors.
A-1.d was revised to clarify that chairs may confer with deans during the evaluation process. This reflects common practices.
Votes: 156/164 yes; 8/164 no. Motion passes.
- FSH 1565 C-2 Scholarship and Creative Activities
C-2 was revised to clarify how advising responsibilities can be credited for evaluative purposes.
Votes: 138/144 yes; 6/144 no. Motion passes.
- FSH 2300 Student Code of Conduct & FSH 2400 Disciplinary Process for Alleged Violations of Student Code of Conduct
FSH 2300 Student Code of Conduct and FSH 2400 University Disciplinary Process for Alleged Violations of Student Code of Conduct have been combined into one policy, FSH 2300 Student Code of Conduct and Resolution Process. Main changes: language more accessible and understandable for students; Removed processes related to Title IX sexual harassment to align with the recently revised FSH 6100; more clarity in the language around academic dishonesty resolution; Added language aligning with case law to follow best practices in student conduct policies; Added a section on free speech. This revision is accompanied by the proposed deletion of FSH 2400.
Votes (on FSH 2300 and deletion of FSH 2400): 155/158 yes; 3/158 no. Motion passes.
- FSH 4620 Academic Calendar
This revision delays all dates for Fall 2025, Spring 2026, and Summer 2026 by one week. The current dates for Academic Year 2025-26 align with WSU for Spring commencement on May 9, 2026. This will be a major challenge for the Moscow and Pullman communities and our families seeking housing and dining. UI's calendar currently "flips" to a later start in AY 26-27. With this revision, the change will take place during AY 25-26 to avoid concurrent spring commencements while still following the normal pattern of UI semesters. In addition, delaying all AY 25-26 dates avoids the hardship of earlier starts for many UI students who are involved in agricultural harvest or firefighting. Also, the irregular 14-week summer (normally 13 weeks) will shift from Summer 2026 to Summer 2025.
Votes: 148/163 yes; 15/163 no. Motion passes.
- Informational items: Faculty Senate Vice Chair Kristin Haltinner
 - University of Phoenix Survey Results: A Preview

At the last UFM, faculty requested a survey to gauge employee support and opinions on the University of Phoenix affiliation. Faculty Senate formed a task force charged with developing such survey. The survey was sent to all employees of the university. Results came out this week, and, therefore, a thorough analysis has not yet been done. A complete report will be shared with everyone through the senators early in the spring semester.

- Spread Pay Task Force Recommendations and Challenges

Brief history: Last year, the Faculty Senate convened a task force charged with investigating the possibility of offering “spread pay” as a benefit for academic faculty currently on nine-month appointments. A survey was conducted to verify that faculty were interested. 570 faculty were on academic contracts, and 122 faculty were on the “legacy spread pay” system, currently in place. 63% of the survey respondents indicated that they would immediately switch to spread pay, given the option. Kristin described the complexity of the implementation. With our current spread pay schedule, we pay people in advance for their work during the latter weeks of the summer, and part of their pay is deferred to pay them in May and June. A schedule where employees are paid in advance of their work is inconsistent with state law. Thus, the legacy spread pay system needs to be discontinued regardless. A possible option is an updated deferred pay schedule, where a portion of faculty's paychecks are held and then paid out over the summer after their contract period. The 122 faculty currently on the old pay schedule will have to move to either a new deferred pay system or standard pay, where faculty receive paychecks over nine months. Either way, there would be three pay periods, or six weeks, in July and August when these faculty would not receive a paycheck. Payroll has offered to set up an option for faculty on the legacy spread pay schedule to have a portion of their salaries withheld during the spring semester and paid out in July and August of 2024. The task force recommended to the Senate that we begin offering deferred pay as a benefit starting academic year 2024-25. The Senate voted in support of this recommendation, but it's important to keep in mind that it's only a recommendation to bring to President Green for his consideration. Faculty Senate spent many hours of emotional discussions on this difficult choice. On the one hand, faculty currently on spread pay will be financially impacted by the move to defer pay; on the other, many of the faculty on standard pay wish to move to deferred pay. For some families, a six-week pause in pay can be devastating. But again, it's strictly a recommendation for the president to consider. We will continue to work on a solution.

Discussion:

Some faculty on the standard payroll schedule described the anxiety caused by missing pay periods every summer. Also, embedded in this three-month gap is the idea that faculty don't do any work in the summer, which is not true. They offered their expertise to help colleagues with accounting and financing matters.

More faculty on standard pay shared the struggle of saving several thousands of dollars over nine months to make sure their mortgage is paid.

Vice Chair Haltinner emphasized that Faculty Senate listened to all the voices of the constituents. They addressed spread pay again yesterday and went back to the same recommendation as the week before. Senators did not take this lightly. As this conversation continues, feedback is welcome and encouraged.

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

Back to President Green for announcements and remarks.

- President's Remarks and Announcements:
We have a lot to celebrate as a university and we appreciate the central role that you, our faculty, play in our success. I'll provide a few highlights and then open it up for questions.

Enrollment:

The last time we met, we had speculative enrollment numbers, but we can now confirm that we welcomed our second-largest freshman class in school history this fall – only behind last year's record. Overall, our enrollment is up 3.2%. At a time when many universities across the country are struggling, our steady growth is excellent news.

We also improved our retention rate, which is another key to strengthening our overall enrollment. Our freshman retention rate increased 1.4% over the prior year.

Research:

The U of I's research portfolio continues to expand and deepen. Our faculty and support units consistently punch above their weight, winning grants, publishing papers and presenting research around the world. In the fiscal year 2022 we set a record for research expenditures – \$115.6 million. This total does not include the record \$55 million grant for climate-smart agriculture in Idaho that we won last fall. We will begin benefiting from that grant this coming year.

Recently, the *Chronicle of Education* evaluated research categories under a new rubric that is being rolled out. They determined that several universities would fall out of the highest indicator of research activity, R1, in the next release in late 2025/early 2026. They identified the U of I as one of the universities that will replace them. We are on the cusp of reaching the strategic goal of being recognized among the greatest research institutions in the nation.

We're also finding new ways to highlight our research. In November we had a standing-room only crowd for our POP Talks, which featured eight faculty members giving very short presentations about their research. We've made those presentations into YouTube videos, and we'll be sharing them far and wide.

University of Phoenix:

A quick update to the timeline. We've approval from HLC – Phoenix's accreditors, and we're waiting to hear from NWCCU – our accreditors. We're still on track to go to the market in the first quarter of next year. We appreciate the strong support of our working groups and our employees that are contributing to the success of the affiliation going forward.

Events

It's an exciting time to be a Vandal! Our football team is one of the last eight teams standing in the FCS playoffs. We host Albany in our quarter final game Saturday at 7 p.m. We hope you can make it to the P1FCU Kibbie Dome on Saturday to cheer on our student-athletes.

Tomorrow night is our annual Holiday Concert at the ICCU Arena. This is always a great event for our community. The show begins at 7:30 p.m.

And of course, Saturday is our winter commencement at the ICCU Arena with two ceremonies, at 9:30 a.m. and 2 p.m. We hope you can be there to celebrate our graduates.

We appreciate your care for our students and your commitment to the University of Idaho. I hope you're able to spend time with your loved ones this holiday season. Go Vandals!

I'm happy to answer any questions you may have at this time. I think it would only be right to call on Kenton Bird for our first question. Dr. Bird is a U of I alum and he started as a part-time lecturer in the School of Journalism and Mass Media at the U of I in 1979. He joined the faculty full time in 1999 and earned tenure as an associate professor in 2005. He's taught and mentored hundreds of students in his career – many of whom have gone on to successful careers in media. Kenton served as the director of the School of Journalism and Mass Media from 2003 to 2015 and the director of General Education from 2015 to 2017. He's been an active, engaged faculty member and this is Kenton's final Faculty Meeting before he retires. We could always rely on him to kick off our Q&A with a great question. Congratulations, Dr. Bird!

Discussion:

Kenton Bird thanked the president for the kind introduction. He suggested returning to in-person meetings of the university faculty. From his long experience with shared governance, he has seen in-person meetings contributing to the collegiality that makes the University of Idaho so distinctive and have made his time here so rewarding.

Faculty: We are six weeks away from the opening of the Idaho Legislature 2024 session. How do you, as president, and we, collectively as faculty, demonstrate the value of higher education to an increasingly skeptical audience? What's your two-minute "elevator speech" for the State House about why the University of Idaho and our sister institutions deserve the continued support and investment of the people of Idaho?

President Green: Some people just refuse to hear the truth. They are politically motivated and don't care about higher education, but we prepare for that as well. Abraham Lincoln, a republican, signed into law the Morrill Act, which started one of the greatest educational systems in the world. The Morrill Act focused on mechanical arts, military science, engineering and agriculture (not at the exclusion of liberal arts). Signing that into law created land-grant institutions and research investments in the country. We became world leaders in agriculture, military science and engineering. Higher education and research in those areas improved our standard of living, our value as citizens and our ability to protect our country. This would be my two-minute speech to our elected officials.

Faculty: Today, we have seen the value of a large survey about the University of Phoenix. Would you be willing to consider a survey that reaches out to more people than just those in Faculty Senate regarding the spread pay issues that were raised earlier? We have 200 people online today. Senators are great ambassadors for us, but they are only 22 people. So, I'm wondering if you'd be willing to collect broader input, for instance from an informal straw poll, so you have the best information at your fingertips to make informed choices.

President Green: I believe that we need to understand all the issues and how we could mitigate them, and then put together a plan to take to our employees. Surveys are not very helpful if people's answers are based on fear and insufficient knowledge of the matter. I think that right now we need to have a plan. What we have is a recommendation from the Senate that we will consider carefully. I realize the timeline is critical and we'll do our best. I'm not against surveys. The Phoenix survey is a good example of surveys conducted at the appropriate time. Had we done it in May, when rumors were spread and many of the facts were not yet out, we might

have had a different result. People have asked great questions and we've done our best to answer them.

Faculty: Has there been any conversation about adding a parking deck or more parking spaces on campus so that faculty can access their buildings more easily?

President Green: We are looking at a master plan mostly about residential housing, and parking is part of that. I don't know whether there will ever be enough parking, but we brought in subject matter experts. We need to have sufficient parking space for students, and we'll act on that as best as we can.

There was an inquiry in the chat about onboarding, addressed by OIT Vice President Dan Ewart. There is an onboarding committee. They developed some proposed new processes to help along with onboarding as well as identified some mechanisms both from a process perspective and a technology perspective, with the primary goal being to get all the information we need to make an onboarding process smooth from the very beginning. If anyone is interested in seeing what the committee has come up with, please contact Dan Ewart. They have made progress and hope to kick off the project in early spring.

Faculty: To follow up on our progress towards R1 status, I always see research as part of a catalyst that ties just as closely to our teaching and our outreach. Once we reach R1 status, what do you see as the next goals and steps to enhancing and improving research, scholarship and education?

President Green: We're trying to build a *virtuous circle*. When you win a grant, you have money to hire post docs and bring in more graduate researchers, and (for some grants) potentially add some faculty and experts as part of the award. I personally can't do much to take us to the next level, but what I can do is create the environment for faculty to do so. We'll continue to focus on those areas where we have a competitive advantage, and there are many. The research we do here is amazing and we'll continue to grow it. There are faculty on this call that focus on teaching and are great teachers, and we need that. But it's important to get your students out into the field, lab, internship, writing program, or conference, where they learn by doing.

Follow-up from faculty: From some of the discussions I had with the State Board of Education, it's challenging to figure out what captures the interest and the upset of legislative members. We do have some champions and we have been working with them as best we can to communicate the value of higher education. I know how challenging it is to have that message received and not rejected by unwilling ears.

Faculty: Several years ago, a study was done on how much money the University of Idaho pumps in to the Idaho economy for every dollar that the Legislature invests. It may still be somewhere in the files and could be updated. That might be something helpful with JFAC.

President Green: We're still doing it and we recently updated it. There's over a billion dollars of economic impact. When universities shrink and enrollment goes down, it has a profound economic impact on the state. I was just at the ribbon cutting for our new airport talking about what that flight to Boise meant for us and our enrollment. Our shops and restaurants are full, and our dorms are full to the point that we must rent hotel rooms to house all our students. All this happened because of the university and is great for the community because it creates jobs. In addition, the university provides a tremendous choice of intellectually stimulating opportunities for the community. We have some problems in our own backyard, and we all need help. We also need to engage with legislature members from other parts of the state.

Faculty: Has there been any follow-up from the discussions about critical race theory?

President Green: It's been quiet, but it may change around January, when the legislature comes back into session. We've been preparing for it and monitoring with the IFF has been posting.

I appreciate you all and the great turnout today. This kind of participation shows that we're all engaged in our university.

- Adjournments
The agenda being completed, President Green adjourned the meeting at 4:20pm.

Respectfully Submitted

Francesca Sammaruca
Secretary of the University Faculty

University of Idaho

2023 – 2024 University Faculty Meeting Agenda

Meeting #2

Monday, December 6, 2023, at 3:00pm (PT) / 4:00pm (MT)
via Zoom

President Scott Green Presiding

- I. Call to Order – President Green
- II. In Memoriam – President Green
- III. Meeting Logistics – Faculty Secretary Francesca Sammarruca
- IV. Quorum – Faculty Secretary Francesca Sammarruca
- V. Approval of Minutes (vote) – President Green
 - Minutes of the 2023-2024 University Faculty Meeting #1 (September 18, 2023) – **Attach. #1**
- VI. Special Orders – Faculty Senate Chair, Jean-Marc Gauthier
 - Proposed Changes/Additions to Faculty-Staff Handbook (vote)
 - FSH 1565 Academic Ranks and Responsibilities **Attach. #2**
 - FSH 1520 Constitution of the University Faculty **Attach. #3**
 - FSH 1620 University-Level Committees **Attach. #4**
 - FSH 1640 Committee Directory **Attach. #5**
 - FSH 1565 Academic Ranks and Responsibilities **Attach. #6**
 - FSH 3320 Annual Performance Evaluations and Salary Determination of Faculty Members and Performance Evaluation of Academic Administrators **Attach. #7**
 - FSH 1565 Academic Ranks and Responsibilities **Attach. #8**
 - FSH 2300 Student Code of Conduct **Attach. #9**
 - FSH 2400 Disciplinary Process for Alleged Violations of Student Code of Conduct **Attach. #10**
 - FSH 4620 Academic Calendars **Attach. #11**
 - Informational Items – Faculty Senate Vice Chair, Kristin Haltinner
 - University of Phoenix Survey Results: A Preview
 - Spread Pay Task Force Recommendations and Challenges **Attach. #12**
- VII. Announcements and Remarks – President Green
- VIII. Adjournments – President Green

University of Idaho

2023 – 2024 University Faculty Meeting Minutes – Pending Approval

Meeting #1

Monday, September 18, 2023, at 3:00pm (PT) / 4:00pm (MT)
via Zoom

President Scott Green Presiding

- President Green called the meeting to order at 3:01pm (PT).
- President Green read the names of those who died, as from information received by the Provost Office since the previous University Faculty Meeting. Faculty omitted will be recognized at the next University Faculty Meeting.
- President Green requested a moment of silence in honor of the colleagues who passed away.
- Meeting Logistics – Faculty Secretary Sammarruca
Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1.) and the meeting protocol.
- Quorum count: Faculty Secretary Sammarruca
96 voting members of the faculty were required for a quorum. 141 eligible voters were counted and thus a quorum was present.
- Approval of minutes – President Green
The minutes of the 2022-2023 University Faculty Meeting #3 (May 3, 2023) were approved as distributed.
- Special Orders – Faculty Senate Chair Jean-Marc Gauthier
 - Recognition – a complete list can be found in the slides attached to these minutes
 - Reading of new leadership – Provost
 - Reading of internal leadership changes – Provost
 - Reading of new faculty and recognition of promotion and/or tenure – College Deans
 - Reading of faculty senators who completed their terms in 2022-23 – Faculty Senate Chair Jean-Marc Gauthier
 - Consent Agenda (voting items)
 - Sabbatical Leave Committee Recommendations
 - Spring Graduates
 - 2023-24 Senate Committee RostersThere were no requests to remove items from the consent agenda for discussion and vote. The consent agenda was approved by unanimous consent.
 - Proposed Changes/Additions to Faculty-Staff Handbook (voting items)
 - FSH 6580 Reproduction of Copyrighted Material

The policy was rewritten to remove outdated and non-policy information. The library maintains extensive copyright guidance on its website, where it can be updated as often as needed.

Vote: 129/130 in favor; 1/130 against. Motion passes.

This concluded the Special Orders part of the meeting.

- President's Remarks

I'm happy to provide some updates and highlights from the past several months and we'll have time for questions at the end.

We'll start with some late-breaking news that we were thrilled to get: for a fourth straight year, the University of Idaho was ranked the No. 1 Best Value Public University in the West! U.S. News tweaked their methodology for this year's rankings, so for us to remain No. 1 in the West is a great sign that we're delivering tremendous value for our students. And it's a great credit to our dedicated faculty who deliver a world class educational experience.

U.S. News & World Report 2024 Best Colleges badges are available to download from the [U.S. World News Badges gallery](#) in the [U of I Media Library](#). U of I was recognized for: Best Undergraduate Computer Science, Best Undergraduate Psychology, Social Mobility — National Universities, Best Value — National Universities, and Top Public Schools.

Diving right into our financial picture, we're doing very well. At the close of fiscal year 2023 we posted a small budget surplus for the fourth straight year. We distributed \$2.5 million back to the colleges and units through the Vandal Hybrid budget model.

Our strong enrollment drives our budget success and we're looking forward to another excellent class coming this fall. We won't have official numbers until census day next month, but we can report that this year's freshman class will be our second largest ever, just behind last year's record-setting class. And overall enrollment will increase for a fourth straight year – probably about 2%.

Across the country, college enrollment is dropping, so we continue to buck national trends.

Moving on to research, we're well on our way to earning our rightful place as an R1 institution. The U of I set a record in 2022 with annual research expenditures of \$115.6 million. Not included in that total is a record \$55 million grant to study and implement climate-smart growing practices across Idaho.

- We are national leaders in water, soil, forestry, and a wide array of agricultural research.
- Research is a true hallmark of a U of I education – faculty are building real, tangible experiences for undergraduates and graduate students to engage in hands-on learning. This prepares them for rewarding careers and it's one reason our graduates earn the highest starting salaries of any public university in Idaho.

Our excitement is building for the partnership with the University of Phoenix to be finalized. It will expand opportunities for Idaho learners of all ages and enhance our ability to grow and thrive as a university. President Lynne and his leadership team have made a few trips to Boise to meet with legislators and other stakeholders and those conversations have gone very well. I'm

happy to hear that Phoenix Provost John Woods is scheduled to meet with our faculty senate soon.

We were in Phoenix earlier this month to meet with their accreditors and again the discussions were very positive, so we're expecting a smooth transaction.

The University of Idaho and our Board of Regents remain committed to closing this deal as the benefits for our university and the state of Idaho are more compelling than ever. These benefits include:

- The revenues generated by this growing market will help offset the projected declines in traditional college-going students. As I mentioned earlier, there was a baby bust in the recession that began in 2008, and some estimates indicate that a smaller cohort of traditional college-going students will result in an enrollment decline of at least 15%. Many predict a number of colleges in the nation will go out of business as a result. The adult learner category, however, is expected to increase 5% to 10% over this period. This is the market the University of Phoenix serves.
- This is a good deal financially for the University of Phoenix and the U of I. By affiliating with the U of I and becoming a not-for-profit, the previous profits and taxes paid out to investors and governmental entities — totaling tens of millions of dollars — can be retained for the benefit of the University of Phoenix, the U of I and our students. The purchase price, less cash left on the balance sheet, is approximately 2.5 times EBITDA (earnings before interest, taxes, depreciation and amortization), which any accountant or businessperson will tell you is a very attractive valuation.
- The state of Idaho will gain access to world class online education delivery and student support systems. These systems have been developed and refined over decades of use by the University of Phoenix students.
- Idaho students will have more choice. The U of I and the University of Phoenix will work together to build educational pathways for the benefit of our rural place-bound students and traditional students. There are options currently not offered online by any Idaho institution that the U of I can integrate into a model of both live and online instruction to meet marketplace needs.
- The University of Phoenix has robust student support and technology capabilities. We will work together to leverage these capabilities for the benefit of our students.

The University of Phoenix holds significant value as an institution of higher education by providing accessible and flexible learning opportunities. Through its online programs, the university caters to working adults and non-traditional learners who may face constraints in pursuing a traditional college education.

The enrollment cliff is looming in 2025. Projections show colleges will lose more than 500,000 students from 2025 to 2028. Meanwhile the adult learner market is growing by 5% each year. After three years of enrollment growth on our campus, we're in a good position as we approach the cliff. The partnership with the University of Phoenix allows us to invest in an area of projected growth and gain access to a true pioneer in online learning.

The U of I will continue to serve a more traditional student population while the University of Phoenix will serve more non-traditional students. Our two institutions together will ensure that anyone wishing to pursue higher education can find the program they need, delivered how they need it, so they are equipped with the tools necessary to thrive in a rapidly evolving global landscape.

We anticipate revenue of at least \$10 million per year from the investment in Phoenix, along with the tools to diversify our offerings at a critical time for higher education.

Our faculty play a key role in a successful partnership with Phoenix. In the near future we'll form multiple working groups to discuss various aspects of the partnership and identify areas for collaboration. Look for a call for nominations and volunteers to serve on the working groups soon!

Along with the University of Phoenix partnership, we're also pursuing other means to increase opportunities for students in Treasure Valley. In partnership with the College of Western Idaho, we launched the JumpStart program. Jump Start simplifies the transfer process and aligns with our land-grant mission of providing practical, accessible educational opportunities for all of Idaho.

Our alumni, employees and corporate partners are stepping up their support of the University of Idaho. The Brave. Bold. Unstoppable. campaign has raised nearly \$400 million of our \$500 million goal.

- FY23 was our 2nd best fundraising year ever at U of I – raising a total of \$57.5 million.
- Since publicly launching the campaign, we have achieved our three best fundraising years in our institution's history.
- The Vandal Scholarship Fund in athletics set an all-time record last year with nearly \$3 million raised for U of I student-athlete scholarships.

If you didn't hear from athletic director Terry Gawlik at the State of the University address last month, she did a tremendous job talking about the great culture that's been developed in our athletic department.

Along with excelling in their respective sports, our student-athletes are doing incredibly well in the classroom. They had a 3.44 GPA for the spring semester and 103 of them had 4.0 GPAs. Our student-athletes are also doing tremendous work in the community. One of our football players – Mathias Bertram – was named to the Allstate AFCA Good Works Team for his community involvement and volunteer work. He's the first Vandal to win the award and one of just 22 players out of more than 10,000 to earn the honor.

We hope to see you out at a game this year – our football team and our soccer team are both off to great starts and our volleyball team is much improved.

We also have some terrific events on campus lined up this fall. The Borah Symposium is September 25-27 and this year's theme is "World on the Edge: The Future of International Cooperation."

The College of Law's Bellwood Lecture features Jeffrey Sutton – Chief Judge of the U.S. Court of Appeals for the Sixth Circuit. His lecture is October 12th, and it will be live streamed from Boise this year.

And mark your calendars for November 1. We're debuting POP Talks. This will be a live event in the Vandal Ballroom designed to showcase the awesome depth and breadth of our research at the University of Idaho. We're excited to feature our faculty in this new format.

Discussion:

A faculty member worries that we may lose some of our non-traditional student population, such as veterans, to the University of Phoenix. President Green replied that our university is very proud of our veteran program and looks to expand it. After the deal is closed, the two universities will continue to operate independently, as usual.

A faculty member wondered about the narrative that most people enthusiastically support the UOPX purchase. Is that based on data? President Green responded that the narrative refers to the strong support vocalized by people, such as at the State of the University address, and includes the statement that not everyone agrees. Those who do not support the acquisition have no reasons to worry because all opinions are valued.

The university offered Home Depot a ground lease of 12 acres north of the Palouse Empire Mall. Did the university consider a request for proposals to give other businesses, perhaps a local business or consortium, the opportunity to compete? A related question: will this lease impact the U of I farm operation, particularly the dairy located west of the site? President Green's response: Home Depot approached the university about that property. There is plenty of university property in that area that's slated for development, and Home Depot's proposal fits within the plans of development and diversifying of revenue streams. Home Depot was coming regardless, because they had another opportunity near Safeway, but they preferred our property. Leasing to Home Depot was the right choice because it benefits our students.

The faculty member had a follow-up question: Home Depot will pay property taxes on the improvement, not the land itself. This seems an unfair advantage over other businesses who pay their share of property taxes and support local schools. Did the university consider asking Home Depot to make payments in lieu of property taxes? President Green's response: The university did not consider that option. On the other hand, the property taxes are a fraction of those for the improvement of the buildings. We negotiated improvements on A Street, with benefits above and beyond a normal ground lease. There is more university land for business that want to relocate.

Do we have any new data on Covid? President Green's response: We heard it's on the rise. We will share any updates we become aware of.

With reference to the previous questions about the Home Depot lease, a faculty member appreciates that the decision was made in the best interest of our students. However, they think it's important to keep in mind that we are part of the community. President Green agrees that we have the support of a great community, but he doesn't want the university to become involved in local politics.

Back to an earlier question on whether there is widespread support for the UOPX transaction, a faculty member reported being aware of concerns about erosion of shared governance – the faculty were not consulted, even though they have expertise in matters relevant to the affiliation, such as online education. Would it be possible for the President’s or the Provost’s office to create a survey to find out the degree of faculty support for the UOPX affiliation? President Green’s response: Businesspeople know that NDAs are standard to protect both sides. NDAs ensure that one side cannot share information with the other side’s competitors. It’s how the process works. The Q&A provides ample transparency. As for the survey, I will take this request under advisement.

The dean of CAA said that deans have a handle on how faculty and staff feel about the UOPX affiliation. In her college, people had plenty of opportunity to provide feedback. A poll at this time would reveal that we are divided. President Green encouraged people to talk to their deans.

Can you speak to the concerns expressed by three U.S. Senators about the UOPX affiliation? President Green’s response: It’s all in my letter (of September 13). There was a strong response from the Governor and U.S. Senator Risch in support of the affiliation.

Many large events take place at the ICCU Arena. Have they been successful as a revenue stream? President Green’s response: We subsidize the larger events, including cultural events such as the Jazz Festival, which we see as a benefit to the community. I’ll be able to say more at the end of the year.

Are there any plans for the anniversary of the capital murders, November 13? Provost Lawrence’s response: We are not planning on canceling classes, which is very disruptive. The DOS team is working on providing extra support and we hope faculty will be flexible with students who may be impacted on that day. Dean of Students Blaine Eckles’ response: I am working with student leaders to create a student-led memorial, where student voices are central. We are doing great work with CAA for the Healing Garden and Memorial. We hope to have soon proposals for viewing. Everybody is welcome to participate in the design.

Dean of COGS: This is National Postdoc Awareness Week. Let’s recognize these researchers who are so crucial to our research.

If there are no more questions, thank you and Go Vandals!

- Adjourments

The agenda being completed, President Green adjourned the meeting at 4:24pm.

Announcements placed in the chat:

- This is Hispanic Heritage Month
- Congratulations to Liz Bryant and Chandra Zenner Ford for being 2023 women of the year award nominees
- Thanks to the work of Dr. Yimin Chen, this week is recognized by Governor Little as Malnutrition Awareness Week
- Congratulations to the AsiaPOP! Team for an incredible week. Fantastic art exhibits and great lectures

Respectfully Submitted

Francesca Sammaruca
Secretary of the University Faculty



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition x Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 1565 FACULTY RANKS AND RESPONSIBILITIES**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

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

Policy originator: Alistair Smith, FAC Chair

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

Reviewed by General Counsel: Yes No Name & Date: Kim Rytter, 3/27/23

Comprehensive review? Yes No

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

Changes made to G-1. Lecturer and G-2 Visiting Faculty to align with revised FSH 1520.

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

None.

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

FSH 1520

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

FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1565

ACADEMIC RANKS AND RESPONSIBILITIES

CONTENTS:

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

A. INTRODUCTION.

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

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

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

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

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

B. DEFINITIONS:

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

B-2. Cooperative education: a structured educational strategy that blends classroom studies with learning through

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productive work experiences. It provides progressive experiences for integrating theory and practice. Co-op education (including internships and externships) is a partnership between students, educational institutions and employers, with specified responsibilities for each party.

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

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

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

B-6. Interdisciplinary: "an activity that involves teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or field of research practice."¹

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

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

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

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

C. RESPONSIBILITY AREAS: Faculty members are expected to contribute in each of the four major responsibility areas (C-1 through C-4 below). Expectations are more specifically defined in the individual position description and are consistent with unit by-laws. Each responsibility area may include activities in advancement, extramural professional service, interdisciplinary, and/or professional development.⁷

C-1. TEACHING AND ADVISING: The university's goal is to engage students in a transformational experience of discovery, understanding and global citizenship. Faculty achieve this goal through effective instructing, advising and/or mentoring of students.⁷

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

¹ National Academy of Science

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Section 1565: Academic Ranks and Responsibilities

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

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

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

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

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

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

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

a. Scholarship in Teaching and Learning: can involve classroom action research (site-specific pedagogy), qualitative or quantitative research, case studies, experimental design and other forms of teaching and learning research. It consists of the development, careful study, and validated communication of new teaching or curricular discoveries, observations, applications and integrated knowledge and continued scholarly growth. Evidence that demonstrates this form of scholarship might include: publications and/or professional presentations of a pedagogical nature; publication of textbooks, laboratory manuals, or educational software;

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advancing educational technology; presentation in workshops related to teaching and learning; development and dissemination of new curricula and other teaching materials to peers; and individual and/or collective efforts in securing and carrying out education grants.

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

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

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

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

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

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

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

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C-3. OUTREACH and EXTENSION: Outreach activities are originated by every unit on UI's Moscow campus and from each of the University's physical locations around the state.

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

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

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

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

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

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

b. Administration:

(1) Unit Administration (see FSH 1565 B): FSH 1420 E describes the responsibilities and the selection and review procedures for unit administrators. Unit administration is not normally considered in tenure and promotion deliberations; it is accounted for insofar as expectations are proportionally adjusted in the other sections of the position description. For faculty in nonacademic units (e.g. faculty at large), administration may be considered in tenure and promotion deliberations.

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(2) Other: Effective conduct of university programs requires administrative activities that support scholarship, outreach and teaching. Program support activities are to be noted in position descriptions and performance reviews. The role of the principal or co-investigator of a university program or project may include the following administrative responsibilities: (1) budgetary and contract management; (2) compliance with University purchasing and accounting standards; (3) supervision and annual review of support personnel; (4) purchasing and inventory management of goods; (5) graduate student and program personnel recruitment, training in University procedures/policies, and annual review; (6) collaborator coordination and communication; (7) management of proper hazardous waste disposal; (8) laboratory safety management; (9) authorization and management of proper research animal care and use; (10) authorization and management of human subjects in research; (11) funding agency reporting; (12) intellectual property reporting; and (13) compliance with local, state, and federal regulation as well as University research policy.

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

D. UNIVERSITY FACULTY (FSH 1520 Article II):

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

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

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

D-2. FACULTY:

a. Assistant Professor. Appointment to this rank normally requires the doctorate or appropriate terminal degree. In some situations, however, persons in the final stages of completing doctoral dissertations or with outstanding talents or experience may be appointed to this rank. Evidence of potential effective teaching and potential scholarship in teaching and learning, artistic creativity, discovery, and outreach/application/engagement is a prerequisite to appointment to the rank of assistant professor. Appointees in this rank have charge of instruction in assigned classes or laboratories and independent or shared

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responsibility in the determination of course objectives, methods of teaching, and the subject matter to be covered. Assistant professors are expected to demonstrate the ability to conduct and direct scholarly activities, and to provide intramural and extramural professional service. [1565 C]

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

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

D-3. RESEARCH FACULTY:

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

D-4. EXTENSION FACULTY:

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

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

c. Extension Faculty with Rank of Associate Professor. In addition to the qualifications required of extension faculty with rank of assistant professor, appointment or promotion to this rank requires: achievement of a higher degree of influence and leadership in the field; continued professional improvement demonstrated by keeping up to date in subject matter, extension teaching methods, and organization procedures; progress toward an advanced degree if required in the position description; demonstrated further successful leadership in advancing extension educational programs; evidence of a high degree of insight into county and state problems of citizens and communities in which they live, and the contribution that education programs can make to their solution; an acceptance of greater responsibilities; a record of extension teaching or practical

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application of research resulting in publication or comparable productivity; a reputation among colleagues for stability, integrity, and capacity for further significant intellectual and professional achievement. These activities may occur in a domestic or international context.

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

D-5. LIBRARIAN:

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

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

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

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

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D-6. PSYCHOLOGIST OR LICENSED PSYCHOLOGIST:

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

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

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

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

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

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

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

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

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expected to have attended a junior or senior military college and to have made a distinguished record there.

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

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

f. Appointment:

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

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

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

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

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

D-8. UNIVERSITY DISTINGUISHED PROFESSOR: Acknowledgment of outstanding academic contributions to the university is appropriate and desirable. The rank of University Distinguished Professor² is bestowed upon University of Idaho faculty in recognition of sustained excellence in teaching, scholarship³, outreach, and service. The rank will be held for the remainder of the recipient's active service at the University; if the recipient leaves the University and is eligible for emeritus status, the rank will change to University Distinguished Professor Emeritus. The rank is highly honorific and therefore will be conferred on no more than three faculty members university-wide in any given academic year. Selection of University Distinguished Professors will reflect the diversity of scholarly

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

³ Scholarship in this context includes scholarship of discovery, scholarship of pedagogy, scholarship of application and integration, and artistic creativity.

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

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

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

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

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

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

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

a. Responsibilities, Privileges, and Rights. A clinical faculty member has a primary employment responsibility in a UI unit. The relationship of a clinical faculty member to UI is essentially that of a collaborator with a UI unit, program, or faculty member. The guarantees afforded by the principle of academic freedom [see [31604000](#)] are extended to members of the clinical faculty. They have the same responsibilities and privileges as university faculty (FSH 1520 II 1)

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

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

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

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

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

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

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

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

E-3. APPOINTMENT.

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

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

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

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

E-4. PRIVILEGES.

a. Access. Emeriti continue to have access to research, library, and other UI facilities.

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- b. Participation.** UI encourages the voluntary continued participation of emeriti in the activities of the academic community. Emeriti may take an active role in the service and committee functions of their department, college, and the university as described in FSH 1520 II.2. Other activities are subject to approval by the provost.
- c. Title.** Emeriti may use the title “professor emeritus/emerita,” “research professor emeritus/emerita,” or “extension professor emeritus/emerita,” as applicable. A faculty member without such rank has the designation “emeritus” or “emerita,” as applicable, added to the administrative or service title held at the time of retirement.
- d. Mail.** Departmental mailboxes continue to be available to emeriti who reside locally. Emeriti who have departmental mailboxes receive full distribution of departmental notices unless otherwise requested.
- e. Office supplies.** Office supplies are available under regular departmental procedures.
- f. Postage.** Departmental postage may be used for professional mail.
- g. Parking.** Emeriti receive one non-transferable gold parking permit annually.
- h. Discount programs.** Emeriti receive any discounts available to other faculty members through various UI programs.
- i. Functions.** Emeriti are invited to the same university, college, and departmental functions as active faculty.
- j. Travel funding.** Travel funding may be used to support professional activities of emeriti in service to the university (e.g. guest lectures, research design, consultation, etc.). Emeriti may have a lower priority for travel funding than active faculty and such funding is at the discretion of the unit administrator or dean.
- k. Office/lab space.** Offices and labs for emeriti are provided on a space-available basis as determined by the unit administrator or dean, giving higher priority to active faculty and unit needs. Office and lab space allocations to emeriti may be revoked upon 60 days’ notice.
- l. Information technology services.** Emeriti who elect to maintain an active computing account will retain access to services provided by Information Technology Services (ITS) including electronic communications (e.g., email, instant messaging, etc.), technical support, and offered software.

E-5. EMPLOYMENT OPPORTUNITIES.

- a. Emeriti may hold a temporary or permanent part-time position (0.49 FTE or less) subject to regular employment procedures. It is the responsibility of emeriti to consult with HR regarding impact to benefits.
- b. Emeriti shall not serve as supervisors of other employees unless they hold a position as outlined in E-5-a herein.

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

F-1. AFFILIATE FACULTY:

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

b. Employment Status. An affiliate faculty member may, by virtue of his or her employment, have either one of the following relationships with UI: (1) that of a UI employee, normally an exempt employee, who is [a] a member of the faculty or staff of a unit of the university other than the one in which he or she has affiliate-faculty status, or [b] a member of the professional support staff of the same unit of the university in which he or she has affiliate-faculty status; (2) that of an employee of a governmental or private agency who is assigned by that agency to a UI unit or to one of the agency’s units or programs that is officially associated with the university.

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c. Distinction between Affiliate and Adjunct Faculties. Members of the affiliate faculty have a more direct relationship with UI than do members of the adjunct faculty [see 1565 F-2]. Members of the adjunct faculty are not UI employees. An adjunct faculty member's primary employment is with a unit or program that is not officially associated with UI. Thus, the relationship of a member of this faculty category to UI is essentially that of a collaborator with a UI unit, program, or faculty member. An affiliate faculty member, in contrast, has a primary employment responsibility in a UI unit or in a non-UI unit that is officially associated with UI. In addition, he or she has a secondary relationship to another unit in a supporting role, or has a secondary relationship to the academic program in the same unit in which he or she has a primary employment responsibility. These latter relationships are the kind that are recognized by the affiliate faculty membership.

d. Responsibilities, Privileges, and Rights. The guarantees afforded by the principle of academic freedom [see 31604000] are extended to members of the affiliate faculty. They have substantially the same responsibilities and privileges as do members of the university faculty; however, their right to vote in meetings of their constituent faculties is limited in accordance with the provisions of 1520 II-3-b. (Those who, in addition to their affiliate-faculty status, have status as members of the university faculty [e.g., psychologists in the Counseling and Testing Center and regular faculty members in other academic departments] have, of course, full rights of participation in meetings of the university faculty and of the constituent faculties to which they belong.)

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

1. Affiliate faculty members, as such, do not normally have teaching as a primary or major responsibility; however, with the approval of academic departments, they may teach classes, advise students on their academic or professional programs, participate in research projects, serve on graduate students' supervisory committees (with approval by the dean of graduate studies), or act as expert advisers to faculty members or groups.
2. The nature and extent of the services to be rendered are determined jointly by the affiliate faculty member, his or her immediate supervisor, and the departmental administrator(s) concerned.
3. Affiliate faculty qualify for the faculty-staff educational privilege [see 3740]

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

f. Appointment.

1. Appointments to the affiliate faculty may be made at any time. They are reviewed by the dean of the college before publication of each issue of the *General Catalog*. No appointment should be continued unless the affiliate faculty member remains in UI employment or continues in his or her assignment to an entity that is officially associated with the university.
2. A recommendation for appointment to the affiliate faculty normally originates in the appropriate academic department and requires the concurrence of the nominee's immediate supervisor and the faculty of the appointing department. The appointment must be approved by the dean of the college, the president, and the regents.
3. An appointment, termination, or other change in affiliate-faculty status is made official by means of a "Personnel Action" form.

F-2. ADJUNCT FACULTY:

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

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

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

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

e. Appointment.

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

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

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

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

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

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

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

G-2. VISITING FACULTY. A designation that ~~when used with a professorial title, customarily~~ indicates that the appointee holds a regular teaching or research position at another institution. A visiting appointee who does not

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hold a professorial rank elsewhere ~~may be designated as a lecturer~~ shall be subject to the requirements for lecturers to qualify for voting rights. ~~Appointees with visiting academic ranks (e.g., visiting associate professor, visiting professor) are considered temporary members of the university faculty. Those on full time appointment have the privilege of voting in meetings of the university faculty and of the appropriate constituent faculties.~~

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

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

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

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

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

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

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

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

I. QUALIFICATIONS OF NONFACULTY MEMBERS FOR TEACHING UI COURSES. Persons who are not members of the university faculty but are selected to teach UI courses offered for university-level credit (including continuing-education courses and those offered by correspondence study) are required to have scholarly and professional qualifications equivalent to those required of faculty members.

Version History

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

Amended July 2022. Revised and clarified section C-1.a. to expand and clarify the evidence that may be used in evaluating teaching effectiveness.

Amended July 2021. Editorial changes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Amended July 1998. Section A underwent additional substantial revision.

Amended July 1996. The definitions of ‘postdoctoral fellow’ (J-5), ‘graduate assistant’ (K-3) and ‘research fellow’ (K-4) were revised.

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Amended July 1994. Section A was substantially revised, so as to underline better the importance of both teaching and scholarship. The so-called “Voxman Amendment” (the addition of ‘in the classroom and laboratory’ to the list of possible venues wherein the evaluation of scholarship might take place) made its first appearance.

Amended 1987. The material in section I was added.

Adopted 1979.



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

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

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

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

Policy originator: Alistair Smith, FAC Chair

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

Reviewed by General Counsel: XYes No Name & Date: Kim Rytter, 2/27/23

Comprehensive review? Yes No

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

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

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

None.

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

FSH 1565.

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

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CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1520

CONSTITUTION OF THE UNIVERSITY FACULTY

OWNER

Faculty Secretary

Francesca Sammarucca

facsec@uidaho.edu

LAST REVISION: September 2022

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

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

Section 3. Associated Faculties.

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

Clause B. Members of the adjunct faculty have the privilege of participation without vote in meetings of the university faculty. Members of the affiliate faculty may participate with vote in meetings of the university faculty if they have status as university faculty in their home unit. Both adjunct and affiliate faculty members have the privilege of participating in meetings of their respective constituencies of the university faculty, and may participate with vote if the bylaws of their constituent faculty so provide; however, if authorized to vote,

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they are not counted among the full-time-equivalent faculty members when determining the basis for the constituent faculty's representation on the Faculty Senate.

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

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

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

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

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

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

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

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

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

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

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

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

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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

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members of the senate, and the senate provides regulations governing the qualifications, terms of office, and election of student members, and procedures for filling vacancies in the student membership. [See 1580 VI.]

Clause B. Members *Ex Officiis*. The president or the president's designated representative and the secretary of the faculty are members *ex 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 his or her college or other unit. Every member of the university faculty is eligible to serve as an elected member of the Faculty Senate and to hold an elective or appointive office in the senate.

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

Section 7. Vacancies.

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

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

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

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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 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.

Amended July 2001. Editorial changes.

Amended July 2000. Editorial changes

Amended July 1999. Editorial changes.

Amended July 1997. Editorial changes.

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Amended 1986. Content of revision unknown.

Adopted 1968.



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)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **FSH 1620 University-Level Committees**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title

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

Originator: Francesca Sammarruca, Faculty Secretary

Policy Sponsor, if different from Originator:

Reviewed by General Counsel xYes __No

Name & Date: Kim Rytter 4/19/23

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
Comprehensive review. Revised to clarify procedures for university-level committees and to highlight that all faculty who have voting privileges and all board-appointed staff are welcome to serve on committees.
- 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 1640
- 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 2018

CONTENTS:

A. Purpose—Function, Structure, and Membership of Committees

B. ScopeRegulations Governing Committees

C. Function, sStructure, and mMembership of University-Level Standing Committees

DC. Regulations gGoverning ~~University Level Standingc~~ Committees. Guidelines for Committee Chairs

E. Guidelines for University-Level Committee Chairs

A. PURPOSE. This policy regulates university-level standing committees, including their establishment, discontinuance, responsibilities, appointment, and operation. ~~It also addresses meeting procedure for all committees under the jurisdiction of the university faculty or any of its constituencies.~~

B. SCOPE. This policy applies to all university-level standing committees.

CA. FUNCTION, STRUCTURE, AND MEMBERSHIP OF UNIVERSITY-LEVEL STANDING COMMITTEES. University-Llevel Sstanding Ceommittees comprise all committees listedSenate Committees and Other University Level Standing Committees in: FSH 1640 -A—identifies Senate Committees and Other University Level Standing Committees.; Tand sets forth the function, structure, and membership of each committee areis set forth in FSH 1640 -BSee 1640 for the function and structure of each university level standing committee. The list of members appointed to serve on these committees the Senate standing cCommittees 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 ~~university level-these~~senate committees.

DB. REGULATIONS GOVERNING COMMITTEES. The following is a codification of the general regulations governing university-level committees:

DB-1. As used here, “committee” is a general term denoting any university-level standing or special committee, subcommittee, council, board, senate or similar bodiesy.

DB-2. The establishment, discontinuance, or restructuring of, and the assignment of responsibilities to, the University-Level Senate-standing Standing Ceommittees as identified in FSH 1640 -A-1 of the university faculty are policy actions that require approval by the Faculty Senate.

DB-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 Other-University-Level Standing Committees as identified in FSH 1640 -A-2 are appointed, charged, restructured, and discontinued, as specified in the description of each commi -as specified in

the committee description.

DB-54. The Committee on Committees appoints, subject to confirmation by the Faculty Senate, members of ~~standing committees of the university faculty~~ FSH 1640 -A--1 ~~ySenate cCommittees, other than those addressed in B-3.~~ The chair of Faculty Senate establishes special Faculty Senate committees and appoints their members.

~~DB-65. In selecting staff members to serve, the Committee on Committees receives names of those approved by the Staff Council~~ Staff and student members of FSH 1640 -A--1 committees are selected and recommended by their respective leaderships. ~~The Council forwards to the Committee on Committees~~ appoints the names of the recommended staff members, subject to confirmation by the Faculty to be appointed to ~~Senate Committees, which recommendation shall be followed by the Committee on Committees, which considers expressions of interest and qualifications of employees to serve on various committees.~~ Approved service by staff members on university committees is considered a valuable service to UI, within the scope and course of employment. Provided the staff employee can be released from regular duties, time spent in committee service is not charged against the employee's annual leave or compensatory time balances, and the employee is not expected to make up time away from normal duties for committee service. (In cases where staff employees are elected to serve, e.g., on Staff Council itself, it is expected that the employee will first secure the consent of ~~his or her~~ their supervisor before becoming a candidate.)

DB-76. Ordinarily, no ~~faculty~~ 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.

DB-87. 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 ~~faculty standing e~~ these ~~Senate~~ Committees generally are rotated so that no committee comes to be identified with one person.

DB-98. The president of the university, or the president's designee, is a ~~member~~ member ex officio of all UI committees, regardless of how the committees may have been established or appointed. On committees under the jurisdiction ~~of the university faculty or~~ of the Faculty Senate, the president or the president's designee serves without vote.

DB-109. The chair of the Faculty Senate is a member ex officio without vote of all committees under the jurisdiction ~~of the university faculty or~~ of the Faculty Senate.

DB-110. Students are to be represented, if they so desire, on ~~FSH 1640 -A--1 faculty~~ committees that deal with matters affecting them. Except for student members of the Faculty Senate, the Committee on Committees receives names of those approved by the ASUI, GPSA and SBA to fill positions established for student members of ~~FSH 1640 -A--1 faculty~~ committees. ~~[See 1640.]~~ If, 21 days after the first day of classes of the fall semester, nominations have not been submitted to fill student positions, the committees on which the vacancies exist are authorized to disregard the vacant student positions in determining a quorum.

DB-121. The membership of individual members of ~~standing committees of the university faculty~~ FSH 1640 -A--1 ~~cSenate~~ 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 ~~faculty~~ member to the Faculty Senate.

DB-132. University-level UI committees meet on the call of the chair. Committees under the jurisdiction of the Faculty Senate ~~university faculty or any of its constituencies~~ may be convened by at least 35 percent of the members of the committee with a three-day written notice to all members.

~~DB-143.~~ A quorum for any committee under the jurisdiction of the ~~university faculty Senate or any of its constituencies~~ consists of at least 50% of its voting members, unless otherwise stated in the committee structure.

~~DB-154.~~ Voting:

~~a.~~

Proxy votes are not permitted in committees under the jurisdiction ~~of the university faculty or~~ 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.

~~DB-165.~~ Unless otherwise provided, assignments to standing faculty committees begin on the official opening date of the academic year, ~~whichever is earlier.~~

~~DB-176.~~ Open ~~c~~Committee ~~m~~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, or those parts of meetings, that deal with confidential employee or student matters; But ~~[see DB-176-d].~~

b. Observers may speak only by invitation of the chair.

c. Observers may use their own ~~tape recorders or other~~ recording devices. Also, they will be provided a copy of any recordings made by the committee, if they request a copy through the appropriate regular channels and pay the full costs involved in producing~~making~~ the copy.

d. An exception to the exception stated in ~~DB-176-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~~power~~ to close the hearing to the public if, in the chair's opinion, the atmosphere becomes detrimental to the orderly conduct of the proceeding. Moreover, the chair has the authority~~power~~ to exclude prospective witnesses from the hearing until they have testified.

~~DB-187.~~ ~~University level Standing S~~standing ~~committees under the jurisdiction of the Faculty Senate~~ are to keep minutes and to distribute them as provided in ~~EC-78.~~

~~B-18. Smoking is prohibited in official meetings and hearings of UI committees.~~

~~DB-199.~~ Rules of oOrder. ~~[See FSH 1520 VI.]~~

EC. 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~~s~~ that not all items will apply equally to all committees and that some items will not be appropriate to some committees.

~~EC-1.~~ At the beginning of each semester, contact committee members ~~about times they would be available to identify for a set meeting time when committee members are available through the semester (for committees that do not have set meeting times already established), so that the times that the committee members will be available to meet can be ascertained.~~

~~EC-2.~~ Hold an organizational meeting as early as possible in ~~the Fall semester-September~~ to discuss and review the charge of the committee (see FSH 1640), its procedures, and possible agenda items, and if desirable select a secretary.

~~EC-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.

~~EC-4.~~ Establish the best means of getting in touch with each student member.

~~EC-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~~~~problems~~ that need to be considered.

~~EC-6.~~ Send an agenda ~~to -with the call of a meeting-~~ to all members at least one day (24 hours) in advance of the meeting, if possible.

~~EC-7.~~ ~~Review~~ad the minutes of each meeting carefully to make certain that the intent of the committee is accurately represented.

~~EC-8.~~ Send agenda and approved minutes of each meeting of the committee ~~to the Faculty Secretary's Office at faesec@uidaho.edu and send copies 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 ~~matters with~~ confidential employee or student matters, shall keep such minutes confidential. All materials for these committees ~~will be forwarded to the Office of the Faculty Secretary for filing and archiving. Also, inform other officers who are directly concerned with the work of the committee. To assist with record keeping, number meetings of the committee consecutively; e.g., "minutes#1 mmddyy."~~

~~EC-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.

~~EC-10.~~ Inform those who are affected by the committee's actions of such actions.

~~EC-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.

~~EC-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.

~~EC-13.~~ Prepare a ~~succinct~~brief 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.

EC-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.

EC-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 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.



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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: Francesca Sammarruca, Faculty Secretary

Policy sponsor, if different from originator:

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

Comprehensive review? _X_ Yes __ No

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

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.

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 1620.

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. ~~Senate Committees~~ Committees under the jurisdiction of the Faculty Senate

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

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

- .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 ~~Promotions Review Committee~~ 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 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 of Student Accounts. In selecting a chair, a tenured faculty member will receive priority.

1640.08

ADMISSIONS COMMITTEE

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

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

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

1640.10

AMERICANS WITH DISABILITIES ACT ADVISORY COMMITTEE

A. FUNCTION.

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

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

A-3. To submit periodic reports on its activities to the Director of The Office of Civil Rights and Investigations,

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who will distribute them to the Faculty Senate along with recommendations for appropriate program or policy changes.

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

1640.12

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

(See also APM 45.01)

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

B. STRUCTURE.

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

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

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

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

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

1640.14

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

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.

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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

1640.18

BORAH FOUNDATION COMMITTEE

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

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conditions that contribute to peace.

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

1640.20

UNIVERSITY BUDGET AND FINANCE COMMITTEE

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

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

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

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

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

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

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

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

1640.22

CAMPUS PLANNING ADVISORY COMMITTEE

A. FUNCTION.

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

- a.** To recommend projects that affect the campus environment and to review such projects that originate outside of the committee.
- b.** To encourage optimal use of UI's human and physical resources in the planning of campus development.
- c.** To consider faculty and staff views concerning interrelationships between academic and support programs

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and their environment.

d. To be concerned with both short-term and long-term projects and with their immediate and future implications.

e. To be concerned with the coordination of campus and community planning: keeping informed on development planning in the community, taking such planning into consideration in campus planning, and informing community planners of projected campus developments.

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

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

1640.26

COMMENCEMENT COMMITTEE

A. FUNCTION.

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

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

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

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

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

1640.28

COMMITTEE ON COMMITTEES

A. FUNCTION.

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

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

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

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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.

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

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

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

1640.40
INSTRUCTIONAL SPACE COMMITTEE
[. 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 of facilities; three faculty members; two ASUI representatives; one member selected by the senior executive director from each of the following areas: Information Technology, Center for Excellence in Teaching and Learning (CETL), Purchasing; and the Director of General Education, ex officio without vote.

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

FSH 1640.41
FACULTY AND STAFF POLICY GROUP (FSPG)

A. FUNCTION.

- A-1.** To review non-academic policies and procedures (other than minor amendments, see FSH 1460 B-2) that affect both faculty and staff and that reside in the *Faculty-Staff Handbook* and/or *Administrative Procedures Manual*.
- A-2.** To ensure that both Faculty Affairs and Staff Council are informed, the chair of FSPG will communicate regularly with the chairs of Faculty Affairs and Staff Leadership.
- A-3.** To address and possibly resolve any perceived problems before forwarding proposed policies and procedures to Faculty Senate, the committee is encouraged to seek assistance from, or request meetings with the policy sponsor (see FSH 1460 B-6), general counsel, or others as necessary.

B. STRUCTURE. Three faculty, three staff, and the following as ex officio: Faculty Secretary, and the official responsible for coordinating policy, or designee. A broad representation of faculty and staff across the university is expected and who are seen as leaders among their peers. A current member of Faculty Affairs and Staff Council is

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desirable, if possible. The chair of this committee will be elected by the committee. An ex officio member may be elected as chair of the committee .

1640.42

FACULTY AFFAIRS COMMITTEE (FAC)

A. FUNCTION.

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

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

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

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

1640.43

FACULTY APPEALS HEARING BOARD

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

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

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

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

C. SPECIAL CONSIDERATION: Faculty members serving on the Faculty Appeals Hearing Board (FAHB) should take careful note of the following additional considerations and conditions for service: 1) appeals usually occur following tenure, promotion, and salary decisions in the middle of the Spring semester, 2) appeal hearings usually require a 2-4 hour time block which will require meeting on a weekday evening or Saturday to accommodate the schedules of all of the parties involved in a hearing, and 3) the term of office of a member of the FAHB ends when the last active case final report is

submitted. Faculty members not willing to abide by these conditions should not apply for service on the Faculty Appeals Hearing Board.

1640.44

FACULTY SENATE

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

1640.46

ARTS COMMITTEE

A. FUNCTION:

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

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

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

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

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

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

1640.48

GRADUATE COUNCIL

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

1640.50

GRIEVANCE COMMITTEE FOR STAFF EMPLOYEES

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

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

1640.53
HONORS PROGRAM COMMITTEE

A. FUNCTION.

- A-1.** To recommend policies for the University Honors Program, including admission requirements.
- A-2.** To act on changes in the program.
- A-3.** To act on petitions for exceptions to the requirements of the program. (The committee's actions on petitions may be appealed as stated in 2500.)

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

1640.54
INSTITUTIONAL REVIEW BOARD

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

- A-1.** Human subject research that has been approved by the IRB may be subject to further review and approval by University officials. However, a University official may not approve such research, or that portion of a research project that constitutes human subject research, if it has not been approved by the IRB.
- A-2.** The committee serves as an advisory body to the Vice President for Research and Economic Development for matters related to human subject research.

B. STRUCTURE AND MEMBERSHIP.

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

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

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

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

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

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

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

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

1640.55

INFORMATION TECHNOLOGY COMMITTEE

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

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

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

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

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

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

1640.58

UBUNTU

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

B. FUNCTION.

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

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

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

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

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

1640.60

LIBRARY AFFAIRS COMMITTEE

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

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

1640.64

OFFICER EDUCATION COMMITTEE

A. FUNCTION. [See also 1565 G.]

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

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

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

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

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

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

1640.66

PARKING COMMITTEE

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

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

1640.69

PROMOTIONS REVIEW COMMITTEE/UNIVERSITY PROMOTION AND TENURE COMMITTEE

[See ~~3560-H-2~~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 of academic affairs, or designee (w/o vote).

1640.76 SAFETY AND LOSS-CONTROL COMMITTEE

A. FUNCTION. The responsibilities and purposes of the committee are as follows: **a.** to promote policies and programs that will provide a safe and healthy working and living environment for university students, employees, and members of the public, and that will protect public property from injury or damage; **b.** to promote the principles and associated benefits of an effective Safety and Loss-Control Policy; **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 voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; a member from Information Technology Services, University

Support Services, University Library, Office of Research and Economic Development; Director of University Residences or designee; Director of Student Health Services or designee; Assistant VP of Facilities, or designee; senior Human Resources executive, or designee; a Staff Council representative; one undergraduate student; one graduate student, and the Risk Manager, or designee; the three ex-officio non-voting members include the Commander, Moscow Police Department, campus subdivision; Occupational Safety Specialist; the Director, Environmental Health & Safety.

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

1640.77

SCIENTIFIC MISCONDUCT COMMITTEE

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

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

1640.80

STAFF COUNCIL

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

1640.81

UNIVERSITY STAFF COMPENSATION COMMITTEE

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

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

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

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

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

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

matters pertaining to staff salaries.

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

**FSH 1640.83
STUDENT CONDUCT BOARD**

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

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

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

**1640.84
STUDENT FINANCIAL AID COMMITTEE**

A. FUNCTION. [See also 2900.]

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

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

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

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

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

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

**1640.86
TEACHER EDUCATION COORDINATING COMMITTEE**

A. FUNCTION. [See also 4300]

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

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

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

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

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

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

1640.87

UNIVERSITY TEACHING COMMITTEE

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

A. FUNCTION.

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

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

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

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

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

1640.88

UNIVERSITY ADVISING COMMITTEE

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

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

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

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

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

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

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

1640.89

UNIVERSITY COMMITTEE FOR GENERAL EDUCATION

A. FUNCTION.

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

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

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

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

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

1640.90

UNIVERSITY ASSESSMENT & ACCREDITATION COMMITTEE (UAAC)

A. FUNCTION

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

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experience, continuous program improvement, and compliance with accreditation standards.

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

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

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

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

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

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

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

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

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

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

A-12. Maintain a timeline for accreditation reporting.

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

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

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

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

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

1640.92

UNIVERSITY DEVELOPMENT COUNCIL

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

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

1640.95

UNIVERSITY SECURITY AND COMPLIANCE COMMITTEE (USCC)

A. FUNCTION.

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

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

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

B. STRUCTURE. Executive Director, Office of Public Safety & Security who serves as Chair, one member from each of the following: Staff Council, Dean of Students, Moscow Police Department, Title IX Coordinator, Environmental Health & Safety Fire Safety Specialist, two faculty members, one off-site representative

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(faculty/staff), two undergraduate students and one graduate student; and one member from General Counsel without vote.

Version History

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, A-1, A-2, and B of the Committee on Committees, A-2 of the Faculty Affairs Committee, to the Faculty Senate, A-1

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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.

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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

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 1565 ACADEMIC RANKS AND RESPONSIBILITIES**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

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

Policy originator: Alistair Smith, FAC chair

Policy sponsor, if different from originator:

Reviewed by General Counsel: Yes No Name & Date: Karl Klein, 11/8/23

Comprehensive review? Yes No

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Changes to D-8 University Distinguished Professor to make Extension faculty eligible.
- 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.

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CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1565

ACADEMIC RANKS AND RESPONSIBILITIES

OWNER

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

LAST REVISION: July 2022

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A. INTRODUCTION.

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

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

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

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

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

B. DEFINITIONS:

B-1. Advancement: focuses on fostering relationships, building partnerships, creating awareness and generating

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support with alumni, donors, leaders, business partners, legislators and the community for the university's mission in academics, scholarship and outreach (see the office of University Advancement at <http://www.uidaho.edu/givetoidaho/meetourpeople/universityadvancementvpooffice.aspx>).

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

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

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

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

B-6. Interdisciplinary: "an activity that involves teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or field of research practice."¹

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

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

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

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

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

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

¹ National Academy of Science

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and/or mentoring of students./

a. Teaching: Effective teaching is the foundation for both the advancement and transmission of knowledge. The educational function of the university requires the appointment of faculty members devoted to effective teaching. Teaching may take many different forms and any instruction must be judged according to its central purposes. Active participation in the assessment of learning outcomes is expected of all faculty at the course, program, and university-wide levels. Individual colleges and units have the responsibility to determine appropriate teaching loads for faculty position descriptions. Teaching appointments must be reflected by hours and level of effort spent in teaching activity, and justified in position descriptions. Any adjustments to a teaching appointment (e.g. teaching unusually large classes, team-teaching, teaching studios or laboratories, intensive graduate or undergraduate student mentoring, technology-enhanced teaching, and others) must be documented in the position description.

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

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

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

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

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

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

a. Scholarship in Teaching and Learning: can involve classroom action research (site-specific pedagogy), qualitative or quantitative research, case studies, experimental design and other forms of teaching and learning

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research. It consists of the development, careful study, and validated communication of new teaching or curricular discoveries, observations, applications and integrated knowledge and continued scholarly growth. Evidence that demonstrates this form of scholarship might include: publications and/or professional presentations of a pedagogical nature; publication of textbooks, laboratory manuals, or educational software; advancing educational technology; presentation in workshops related to teaching and learning; development and dissemination of new curricula and other teaching materials to peers; and individual and/or collective efforts in securing and carrying out education grants.

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

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

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

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

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

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

e. Scholarship of Outreach/Application/Engagement: These activities apply faculty members' knowledge and expertise to issues that impact individuals, communities, businesses, government, or the environment. Examples may include economic development, environmental sustainability, stimulation of entrepreneurial activity, integration of arts and sciences into people's lives, enhancement of human well being, and resolution of societal problems. Like other forms of scholarship and creative activities, the scholarship of

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outreach/application/engagement involves active communication and validation. Examples of validation may include (but are not limited to): peer reviewed or refereed publications and presentations; patents, copyrights, or commercial licensing; adoption or citation of techniques as standards of practice; invited presentation at a seminar, symposium or professional meeting; and citations of the faculty member's work.

C-3. OUTREACH and EXTENSION: Outreach activities are originated by every unit on UI's Moscow campus and from each of the University's physical locations around the state.

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

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

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

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

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

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

b. Administration:

(1) Unit Administration (see FSH 1565 B): FSH 1420 E describes the responsibilities and the selection and review procedures for unit administrators. Unit administration is not normally considered in tenure

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and promotion deliberations; it is accounted for insofar as expectations are proportionally adjusted in the other sections of the position description. For faculty in nonacademic units (e.g. faculty at large), administration may be considered in tenure and promotion deliberations.

(2) Other: Effective conduct of university programs requires administrative activities that support scholarship, outreach and teaching. Program support activities are to be noted in position descriptions and performance reviews. The role of the principal or co-investigator of a university program or project may include the following administrative responsibilities: (1) budgetary and contract management; (2) compliance with University purchasing and accounting standards; (3) supervision and annual review of support personnel; (4) purchasing and inventory management of goods; (5) graduate student and program personnel recruitment, training in University procedures/policies, and annual review; (6) collaborator coordination and communication; (7) management of proper hazardous waste disposal; (8) laboratory safety management; (9) authorization and management of proper research animal care and use; (10) authorization and management of human subjects in research; (11) funding agency reporting; (12) intellectual property reporting; and (13) compliance with local, state, and federal regulation as well as University research policy.

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

D. UNIVERSITY FACULTY (FSH 1520 Article II):

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

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

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

D-2. FACULTY:

a. Assistant Professor. Appointment to this rank normally requires the doctorate or appropriate terminal degree. In some situations, however, persons in the final stages of completing doctoral dissertations or with

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outstanding talents or experience may be appointed to this rank. Evidence of potential effective teaching and potential scholarship in teaching and learning, artistic creativity, discovery, and outreach/application/engagement is a prerequisite to appointment to the rank of assistant professor. Appointees in this rank have charge of instruction in assigned classes or laboratories and independent or shared responsibility in the determination of course objectives, methods of teaching, and the subject matter to be covered. Assistant professors are expected to demonstrate the ability to conduct and direct scholarly activities, and to provide intramural and extramural professional service. [1565 C]

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

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

D-3. RESEARCH FACULTY:

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

D-4. EXTENSION FACULTY:

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

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

c. Extension Faculty with Rank of Associate Professor. In addition to the qualifications required of extension faculty with rank of assistant professor, appointment or promotion to this rank requires: achievement of a higher degree of influence and leadership in the field; continued professional improvement demonstrated by keeping up to date in subject matter, extension teaching methods, and organization procedures; progress

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toward an advanced degree if required in the position description; demonstrated further successful leadership in advancing extension educational programs; evidence of a high degree of insight into county and state problems of citizens and communities in which they live, and the contribution that education programs can make to their solution; an acceptance of greater responsibilities; a record of extension teaching or practical application of research resulting in publication or comparable productivity; a reputation among colleagues for stability, integrity, and capacity for further significant intellectual and professional achievement. These activities may occur in a domestic or international context.

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

D-5. LIBRARIAN:

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

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

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

d. Librarian with Rank of Professor. Appointment or promotion to this rank requires the qualifications applicable to the lower ranks of librarians and: (a) demonstrated outstanding competence in the area of responsibility; (b) achievement of an outstanding record of creative librarianship, of effective administration, or of practical application of research resulting in significant publications or comparable productivity; (c) an additional degree in library science or in a pertinent subject area or equivalent achievement; (d) regional or national recognition for contributions to the profession based on publications or active and effective

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participation in the activities of professional organizations; (e) evaluation by colleagues as an effective librarian who will continue to recognize that optimum productivity is a reasonable personal goal. These activities may occur in a domestic or international context.

D-6. PSYCHOLOGIST OR LICENSED PSYCHOLOGIST:

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

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

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

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

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

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

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

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

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

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

f. Appointment:

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

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

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

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

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

D-8. UNIVERSITY DISTINGUISHED PROFESSOR: Acknowledgment of outstanding academic contributions to the university is appropriate and desirable. The rank of University Distinguished Professor² is bestowed upon University of Idaho faculty in recognition of sustained excellence in all the areas of their areas of responsibility, ~~in teaching, scholarship³, outreach, and service.~~ The rank will be held for the remainder of the recipient's active

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

³ ~~Scholarship in this context includes scholarship of discovery, scholarship of pedagogy, scholarship of application and~~

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service at the University; if the recipient leaves the University and is eligible for emeritus status, the rank will change to University Distinguished Professor Emeritus. The rank is highly honorific and therefore will be conferred on no more than three faculty members university-wide in any given academic year. Selection of University Distinguished Professors will reflect the diversity of scholarly fields at the University. University Distinguished Faculty will receive a stipend of at least \$5,000 per year for five years to be used to enhance salary or support professional activities (e.g., professional travel, student support, equipment, materials and supplies, etc.). Final discretion in conferring the rank of Distinguished Professor and the number of appointments in a given year resides with the President.

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

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

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

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

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

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

integration, and artistic creativity.

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a. Responsibilities, Privileges, and Rights. A clinical faculty member has a primary employment responsibility in a UI unit. The relationship of a clinical faculty member to UI is essentially that of a collaborator with a UI unit, program, or faculty member. The guarantees afforded by the principle of academic freedom [see 3160] are extended to members of the clinical faculty. They have the same responsibilities and privileges as university faculty (FSH 1520 II 1)

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

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

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

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

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

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

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

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

E-3. APPOINTMENT.

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

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

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

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

E-4. PRIVILEGES.

- a. **Access.** Emeriti continue to have access to research, library, and other UI facilities.
- b. **Participation.** UI encourages the voluntary continued participation of emeriti in the activities of the academic community. Emeriti may take an active role in the service and committee functions of their department, college, and the university as described in FSH 1520 II.2. Other activities are subject to approval by the provost.
- c. **Title.** Emeriti may use the title “professor emeritus/emerita,” “research professor emeritus/emerita,” or “extension professor emeritus/emerita,” as applicable. A faculty member without such rank has the designation “emeritus” or “emerita,” as applicable, added to the administrative or service title held at the time of retirement.
- d. **Mail.** Departmental mailboxes continue to be available to emeriti who reside locally. Emeriti who have departmental mailboxes receive full distribution of departmental notices unless otherwise requested.
- e. **Office supplies.** Office supplies are available under regular departmental procedures.
- f. **Postage.** Departmental postage may be used for professional mail.
- g. **Parking.** Emeriti receive one non-transferable gold parking permit annually.
- h. **Discount programs.** Emeriti receive any discounts available to other faculty members through various UI programs.
- i. **Functions.** Emeriti are invited to the same university, college, and departmental functions as active faculty.
- j. **Travel funding.** Travel funding may be used to support professional activities of emeriti in service to the university (e.g. guest lectures, research design, consultation, etc.). Emeriti may have a lower priority for travel funding than active faculty and such funding is at the discretion of the unit administrator or dean.
- k. **Office/lab space.** Offices and labs for emeriti are provided on a space-available basis as determined by the unit administrator or dean, giving higher priority to active faculty and unit needs. Office and lab space allocations to emeriti may be revoked upon 60 days’ notice.
- l. **Information technology services.** Emeriti who elect to maintain an active computing account will retain access to services provided by Information Technology Services (ITS) including electronic communications (e.g., email, instant messaging, etc.), technical support, and offered software.

E-5. EMPLOYMENT OPPORTUNITIES.

- a. Emeriti may hold a temporary or permanent part-time position (0.49 FTE or less) subject to regular employment procedures. It is the responsibility of emeriti to consult with HR regarding impact to benefits.
- b. Emeriti shall not serve as supervisors of other employees unless they hold a position as outlined in E-5-a herein.

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

F-1. AFFILIATE FACULTY:

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

b. **Employment Status.** An affiliate faculty member may, by virtue of his or her employment, have either one of the following relationships with UI: (1) that of a UI employee, normally an exempt employee, who is [a] a

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member of the faculty or staff of a unit of the university other than the one in which he or she has affiliate-faculty status, or [b] a member of the professional support staff of the same unit of the university in which he or she has affiliate-faculty status; (2) that of an employee of a governmental or private agency who is assigned by that agency to a UI unit or to one of the agency's units or programs that is officially associated with the university.

c. Distinction between Affiliate and Adjunct Faculties. Members of the affiliate faculty have a more direct relationship with UI than do members of the adjunct faculty [see 1565 F-2]. Members of the adjunct faculty are not UI employees. An adjunct faculty member's primary employment is with a unit or program that is not officially associated with UI. Thus, the relationship of a member of this faculty category to UI is essentially that of a collaborator with a UI unit, program, or faculty member. An affiliate faculty member, in contrast, has a primary employment responsibility in a UI unit or in a non-UI unit that is officially associated with UI. In addition, he or she has a secondary relationship to another unit in a supporting role, or has a secondary relationship to the academic program in the same unit in which he or she has a primary employment responsibility. These latter relationships are the kind that are recognized by the affiliate faculty membership.

d. Responsibilities, Privileges, and Rights. The guarantees afforded by the principle of academic freedom [see 3160] are extended to members of the affiliate faculty. They have substantially the same responsibilities and privileges as do members of the university faculty; however, their right to vote in meetings of their constituent faculties is limited in accordance with the provisions of 1520 II-3-b. (Those who, in addition to their affiliate-faculty status, have status as members of the university faculty [e.g., psychologists in the Counseling and Testing Center and regular faculty members in other academic departments] have, of course, full rights of participation in meetings of the university faculty and of the constituent faculties to which they belong.)

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

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

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

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

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

f. Appointment.

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

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

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

F-2. ADJUNCT FACULTY:

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

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

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

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

e. Appointment.

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

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

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

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

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

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

G-1. LECTURER. A teaching title that may be used at any level, i.e., it carries no specific connotation of rank among the professorial titles. This title is conferred on one who has special capabilities or a special instructional role. Lecturers are neither tenurable nor expected to progress through the professorial ranks. A lecturer qualifies for faculty status with vote during any semester in which he or she (a) is on an appointment greater than half-time and (b) has been on such appointment for at least four semesters. When a lecturer qualifies for faculty status they shall

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be reviewed at a minimum of every 5 years thereafter as determined by the unit's bylaws. The review committee defined by the unit's bylaws shall include tenure-track faculty within the unit.

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

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

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

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

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

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

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

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

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

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I. QUALIFICATIONS OF NONFACULTY MEMBERS FOR TEACHING UI COURSES. Persons who are not members of the university faculty but are selected to teach UI courses offered for university-level credit (including continuing-education courses and those offered by correspondence study) are required to have scholarly and professional qualifications equivalent to those required of faculty members.

Version History

Amended July 2022. Revised and clarified section C-1.a. to expand and clarify the evidence that may be used in evaluating teaching effectiveness.

Amended July 2021. Editorial changes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Amended July 1998. Section A underwent additional substantial revision.

Amended July 1996. The definitions of ‘postdoctoral fellow’ (J-5), ‘graduate assistant’ (K-3) and ‘research fellow’ (K-4) were revised.

Amended July 1994. Section A was substantially revised, so as to underline better the importance of both teaching and scholarship. The so-called “Voxman Amendment” (the addition of ‘in the classroom and laboratory’ to the list of possible venues wherein the evaluation of scholarship might take place) made its first appearance.

Amended 1987. The material in section I was added.

Adopted 1979.



POLICY COVER SHEET

For instructions on policy creation and change, please see
<https://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 3320** Annual Performance Evaluations and Salary Determination of Faculty Members and Performance Evaluation of Academic Administrators

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

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

Policy originator: Alistair Smith, FAC Chair

Policy sponsor, if different from originator:

Reviewed by General Counsel: Yes No Name & Date: Karl Klein, 11/8/23

Comprehensive review? Yes No

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

Change to A-1.d to clarify that chairs may confer with deans during evaluation 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.

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.

3320
ANNUAL PERFORMANCE EVALUATIONS OF FACULTY MEMBERS
AND
PERFORMANCE EVALUATION OF ACADEMIC ADMINISTRATORS

CONTENTS:

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

A. ANNUAL PERFORMANCE EVALUATION FOR FACULTY MEMBERS.

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

a. Forms. The Annual Performance Evaluation Form is available below. The form may not be altered without following the appropriate governance process set forth in FSH 1460. The supervisor is responsible for ensuring that each faculty member uses the proper form together with the supplementary instructions as provided by the Provost's Office.

b. Evaluation ratings. Performance evaluation ratings are described below. The narrative in the evaluation form shall provide evidence to support the evaluation.

i. Performance that meets or exceeds expectations is at least satisfactory performance during the review period of a faculty member relative to the position description.

ii. Performance that does not meet expectations is performance during the review period that is less than expected of a faculty member relative to the position description and means improvement is necessary. An evaluation of not meeting expectations in one or more responsibility areas triggers procedures outlined in section B.

c. Annual report of efforts and accomplishments by faculty member. Each faculty member shall provide their supervisor with the following materials in preparation for the annual performance evaluation:

1. Current curriculum vitae
2. Position description for the time under review.
3. Written report of faculty activity for the period of the annual performance review that compares accomplishments to expectations in the position description for the review period. This report may be in the form of a self-evaluation using the annual evaluation form included in this policy.
4. Other materials necessary to document efforts and accomplishments for the review period.

d. Evaluation of faculty by supervisors. Supervisors shall evaluate the faculty members in their unit. The performance of each faculty member during the review period is judged on the basis of the position description in effect during that period. In the case of a faculty member holding a joint appointment or involved in interdisciplinary activities in two or more academic or administrative units, it is the responsibility of the supervisor in the faculty member's primary academic discipline to solicit and consider relevant information on job performance from other administrators with responsibility for the faculty member's work.

Whether a faculty member's performance meets expectations is determined by comparing the faculty member's performance to the position description for the review period. For each area of responsibility, the supervisor shall describe the basis for their evaluation of the faculty member's performance in the narrative on the form. The supervisor shall also describe the basis for their overall evaluation of the faculty member's performance. The overall evaluation is not weighted by the percentage and rating of each responsibility area in the position description; rather, the overall evaluation is a holistic assessment of the faculty member's

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performance. The supervisor shall also include comments and recommendations for the faculty member's progress toward tenure, promotion, and continued satisfactory performance, as applicable, in the appropriate place on the annual evaluation form. The supervisor may confer with the Dean as needed. After the supervisor has completed the narrative evaluation for all faculty for the review period, the supervisor shall provide to each reviewed individual a copy of the individual's annual evaluation form prior to the conference described in A-1.e.

e. Conference. The supervisor shall provide each faculty member with the opportunity to meet to discuss the unit administrator's evaluation, either in person or by remote meeting technology and the faculty member's detailed report of activities. The supervisor should explain the narrative providing a formative assessment on progress toward tenure, promotion, and continued satisfactory performance, as appropriate. The faculty member and the supervisor should work to identify strategies and goals to help the faculty member improve performance. The evaluation may be modified as a result of the discussion.

f. Signature. At the conclusion of the review process, each faculty member shall sign the evaluation form indicating that they have had the opportunity to read the evaluation report and to discuss it with the supervisor. The supervisor shall give the faculty member a copy of the supervisor's final evaluation signed by both parties. The employee's signature does not signify agreement with the content of the evaluation; it signifies that the employee has had the opportunity to review the evaluation and to meet with the supervisor.

g. Opportunity for response. If the faculty member wishes to respond to the contents of the review, they shall be permitted to append a response to the supervisor's evaluation within five days of receipt of the supervisor's evaluation.

h. Forwarding to dean. The supervisor shall forward to the dean the following materials for evaluation at the college level:

1. The evaluation form with the complete narrative and the comments and recommendations on progress towards tenure, promotion, and continued satisfactory performance, as appropriate, and
2. Any comments provided by interdisciplinary administrators or administrators of faculty holding joint appointments provided pursuant to subsection A-1.d.

If the supervisor fails to include the required narrative comments, recommendations, or the signed copy of the evaluation, the college shall return the materials to the supervisor .

i. Responses to evaluation of a faculty member. If the faculty member has attached a response to the evaluation, the unit administrator shall provide the response to the dean with the annual evaluation form. The dean shall meet with the unit administrator and the faculty member to attempt to resolve the relevant issues. If the dean disagrees with the unit administrator's evaluation, the dean shall attach a narrative stating the reasons for the disagreement. A copy of the dean's narrative shall be provided to the faculty member. The faculty member may respond to the dean's evaluation within five days of receipt. The faculty member, unit administrator, and dean are encouraged to resolve the disagreement at the college level. If the matter cannot be resolved, the dean shall notify the provost of the disagreement.

j. Responses to evaluation of a direct report to dean. If a direct report to a dean has attached a response to the evaluation, the dean shall meet with the direct report to attempt to resolve the relevant issues. The dean and direct report are encouraged to resolve the disagreement at the college level. If the matter cannot be resolved, the dean shall attach a narrative stating the reasons for the disagreement. A copy of the dean's narrative shall be provided to the direct report. The direct report may respond to the dean's narrative and the dean shall notify the provost of the disagreement.

k. Signed copies of evaluation to faculty member and provost. At the conclusion of the evaluation process, the college shall forward to both the faculty member and the provost all evaluation material at the unit and college level, including the dean's narrative and faculty responses, if any, with the signatures of the faculty, supervisor, and dean.

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A-2. Relationship to promotion and tenure process. The faculty annual performance evaluation is an administrative review. Annual evaluations are but one component of the independent promotion and tenure procedure set forth in FSH 3500 and do not guarantee a successful promotion or tenure decision.

B. FACULTY PERFORMANCE THAT DOES NOT MEET EXPECTATIONS.

B-1. IN GENERAL. If the unit administrator determines that a faculty member is not meeting expectations, the unit administrator should consider the reasons for and explanations of the performance. See FSH 3190. The unit administrator, in consultation with the faculty member, should address the possible causes of the problem, suggest appropriate resources and encourage the employee to seek such help. Faculty members and unit administrators may obtain referral information and advice from the Ombuds, Human Resources, or the Provost's Office. Additional required procedures are set forth below.

B-2. FIRST OCCURRENCE. In the event that a faculty member has not met expectations overall or within one or more areas of responsibility, the unit administrator shall offer to meet with the faculty member. At this meeting, the faculty member and the unit administrator shall review the faculty member's position description and examine strategies that would permit the faculty member to improve performance. A mentoring committee shall be formed upon the request of either the faculty member or the unit administrator. The committee shall be composed of two or more faculty members agreed upon by the unit administrator and faculty member.

B-3. TWO OCCURRENCES WITHIN THREE YEARS. In the event of two annual evaluations within three years concluding that the faculty member has not met expectations overall or within one or more areas of responsibility, the unit administrator shall arrange a meeting of the faculty member, the unit administrator and the college dean.

The purpose of the meeting is to review:

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

B-4. THREE OCCURRENCES WITHIN FIVE YEARS. In the event of three annual evaluations of "does not meet expectations" within a five-year period, either overall or within one or more areas of responsibility, the dean shall initiate a formal peer review. The purpose of the review is to assess the level of performance of the faculty member, the reasonableness of the previous evaluations, and the appropriateness of the strategies put in place to assist the faculty member. The dean shall first consult with the provost's office to obtain guidance regarding the review process.

a. Composition of the Review Committee. The Review Committee shall comprise four members from within the unit and one member from outside of the unit. If the faculty member is tenured or tenurable, the committee shall include tenured faculty unless no tenured faculty are available. The faculty member may submit to the unit administrator a list of the names of up to three faculty members from within the unit and up to one faculty member from outside of the unit. The faculty member may also submit the names of up to two faculty members who shall be excluded from serving on the committee. The unit administrator shall appoint the committee, including, if provided, at least two names from the faculty member's list. The committee members shall select a chair from their membership.

b. Timing. The committee shall complete its review and report, as described below, within 60 days of the submission of the evaluation to the Office of the Provost.

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c. Materials. The review shall be based on the materials described below.

1. Materials submitted by faculty member. The faculty member shall provide the following materials to the committee:

- a. Updated curriculum vitae.
- b. A self-assessment summary of each area of the faculty member's responsibility and what the faculty member has learned and achieved during the review period, including contributions to the department, university, state, nation, and field, not to exceed five pages.

2. Materials submitted by unit administrator. The unit administrator shall provide the following materials to the committee:

- a. Position descriptions for the period under review.
- b. The official record, as maintained by the provost's office, of annual evaluation materials for the period under review.
- c. Student and any peer evaluations of teaching for the period under review.
- d. A summary of the strategies put in place to assist the faculty member.

3. Additional materials requested by committee. The committee may request additional materials from the faculty member or unit administrator as it deems necessary.

d. Responses to committee report. The committee chair shall submit the report to the faculty member, unit administrator, and dean. Each recipient shall have 15 days from the report's date to submit written responses to the review committee. The committee chair shall send the report and all responses to the provost.

e. Provost. The provost shall be responsible for determining the appropriate resolution, which may include:

1. Continuing the status quo
2. Mentoring to address areas of concern
3. Termination for cause
4. Other recommended resolutions.

B-5. CIRCUMSTANCES WARRANTING IMMEDIATE REVIEW BY PROVOST. In the event of an overall evaluation of "does not meet expectations" where the faculty member's performance is so far below expectations that immediate corrective action is deemed necessary to protect the interests of the university, the provost may, in consultation with the dean and unit administrator, determine that immediate further review of the faculty member's performance is required. In such a case, the review will follow the procedure set forth in B-4.a. through e.

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

C. ANNUAL PERFORMANCE EVALUATION AND REVIEW OF ADMINISTRATORS HOLDING FACULTY APPOINTMENTS. This policy applies to all administrators holding faculty appointments including, but not limited to, those reporting directly to the provost and deans.

C-1. Annual performance evaluation of administrators. Each administrator holding an appointment as a faculty member shall have a position description pursuant to FSH 3050, and shall undergo the annual performance evaluation process described above. The performance evaluation shall be conducted by the administrator's direct supervisor. When the administrator holds a faculty appointment in a unit not under the supervision of the evaluator, the evaluator shall seek input from the unit administrator of that unit regarding the evaluation of Teaching and Advising, Scholarship and Creative Activities and Outreach and Extension to the extent the administrator's position description includes expectations in these areas. The evaluator shall also review the administrator's performance in the area of University Service and Leadership. The evaluation

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of administrators in the area of University Service and Leadership shall focus on the responsibilities set forth in FSH 1420, if applicable, the responsibilities set forth in the unit bylaws, if applicable, and the expectations set forth in the administrator's position description. An administrator's annual performance evaluation shall be completed using the Faculty Annual Performance Evaluation Form or the Annual Performance Self-Evaluation Form for Direct Reports to the Provost and Executive Vice President, as appropriate, appended to this policy. The review shall state whether the administrator met or did not meet expectations.

C-2. Faculty and staff feedback. The evaluator shall ensure that faculty and staff interacting with the administrator have the opportunity to provide confidential feedback regarding the administrator's performance to the evaluator. All feedback will be collected by Institutional Research to maintain confidentiality. Identifying information will be redacted from the feedback by Institutional Research before the feedback is provided to the evaluator.

C-3. No expectation of continued service. Administrators do not have an expectation of continued service in their administrative appointments. The president, provost or dean may determine at any time that it is not in the best interest of the university, college or unit that the administrator continue to serve in their administrative capacity.

C-4. Review initiated by faculty. An administrator review may be initiated through a petition signed by at least 50% of the faculty members in the unit and delivered to the provost. The names and percentages of faculty signing the petition shall be maintained in confidence by the provost.

a. A review under this sub-section shall be conducted by a three-person committee appointed by the provost or dean composed of at least one individual in a similar position to the administrator as well as at least one tenured faculty member from the unit. The review shall focus on the administrator's performance of the responsibilities.

b. The committee shall consider the following information:

1. Any report submitted by the administrator regarding their performance
2. Input from the administrator's supervisor regarding their performance
3. Input from the faculty and staff in the unit
4. Input from other constituencies that engage with the administrator

c. The committee shall prepare a written report summarizing its findings and recommendations regarding the administrator's performance. This report shall be provided to the administrator. The administrator shall have the opportunity to respond to the committee report within five business days. The committee report, and any response, shall be forwarded to administrator's supervisor and the provost.

d. The supervisor and provost may provide further feedback and performance recommendations to the administrator based on the report.

e. The supervisor or provost shall notify the faculty and staff of the relevant unit that the review has been completed.

C-5. Periodic review as required by unit bylaws. Unit bylaws may require review of administrators at prescribed intervals, provided the review follows the process set forth in section C-4.a. through e.

D. SEQUENCE OF EVALUATION OF FACULTY MEMBERS AND ADMINISTRATORS. The provost prepares the schedule for completion of steps in the performance evaluation and salary determination process each year. The schedule will ensure that faculty members' evaluations of unit or center administrators and assistant and associate deans have been received by the dean before the administrators' recommendations on faculty salary, promotion, and tenure are made known to the faculty and, similarly, that faculty members' evaluations of deans have been received by the provost before the deans' recommendations on faculty salary, promotion, and tenure are made

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known to the faculty. Likewise, the summaries of faculty evaluations of unit or center administrators, assistant and associate deans, and deans will be communicated to the persons evaluated after their recommendations on faculty salary, promotion, and tenure have been transmitted to the provost.

Version History

Amended July 2022. Language clarified throughout and conflicting information resolved. New provision introduced allowing bylaws to require regular review of administrators but requiring such review to follow the same process as faculty-initiated review, to avoid disparities in review process across units. Review committee reconfigured.

Amended July 2019. Section C. was completely rewritten and all faculty will now use one form.

Amended July 2018. The words “and goals” to FSH 3320 A-1. e were added to encourage a discussion.

Amended July 2018. Revised A-1 e and B-2.

Amended January 2018. An emergency revision (rewrite of the faculty section, not the administrator section) to this policy was put in place to address the new narrative evaluation process so as to be effective before the next evaluation process.

Amended January 2017. A temporary fix to this policy was put in place to allow for a pilot narrative evaluation process for 2016 and ensure that existing policy would apply.

Amended July 2014. Changes were incorporated to ensure all faculty go through a review by their peers.

Amended July 2010. B was added and FSH 1420 E-6 was incorporated into D to consolidate the evaluation process into one policy.

Amended July 2009. Revised to reflect recent changes to the faculty position description and evaluation forms to better integrate faculty interdisciplinary activities.

Amended January 2008. Form 1 was revised to include a Disclosure of Conflicts statement to comply with FSH 6240.

Amended July 2007. Form 1 underwent substantial revisions to address enforcement and accountability issues in the UI promotion and the tenure process as well to align the form with the Strategic Action Plan.

Amended January 2007. Revised A-1 j, B-1, and B-4

Amended July 2001. Revised A-1 a, e, and j. Added A-1 c. 4.

Amended July 2003. Revised A-1 and A-1 d.

Amended July 2002. Policies concerning performance evaluation were completely rewritten.

Adopted 1979.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 1565 ACADEMIC RANKS AND RESPONSIBILITIES**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

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

Policy originator: Alistair Smith, FAC Chair

Policy sponsor, if different from originator:

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.

C-2 revised to clarify how advising is credited for evaluative purposes.

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 3500

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

FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1565

ACADEMIC RANKS AND RESPONSIBILITIES

OWNER

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

LAST REVISION: July 2022

CONTENTS:

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

A. INTRODUCTION.

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

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

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

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

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

B. DEFINITIONS:

B-1. Advancement: focuses on fostering relationships, building partnerships, creating awareness and generating

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support with alumni, donors, leaders, business partners, legislators and the community for the university's mission in academics, scholarship and outreach (see the office of University Advancement at <http://www.uidaho.edu/givetoidaho/meetourpeople/universityadvancementvpooffice.aspx>).

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

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

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

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

B-6. Interdisciplinary: "an activity that involves teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or field of research practice."¹

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

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

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

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

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

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

¹ National Academy of Science

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and/or mentoring of students./

a. Teaching: Effective teaching is the foundation for both the advancement and transmission of knowledge. The educational function of the university requires the appointment of faculty members devoted to effective teaching. Teaching may take many different forms and any instruction must be judged according to its central purposes. Active participation in the assessment of learning outcomes is expected of all faculty at the course, program, and university-wide levels. Individual colleges and units have the responsibility to determine appropriate teaching loads for faculty position descriptions. Teaching appointments must be reflected by hours and level of effort spent in teaching activity, and justified in position descriptions. Any adjustments to a teaching appointment (e.g. teaching unusually large classes, team-teaching, teaching studios or laboratories, intensive graduate or undergraduate student mentoring, technology-enhanced teaching, and others) must be documented in the position description.

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

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

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

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

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

The basic role of a faculty member at the University of Idaho is to demonstrate and validate continuing sound and effective scholarship in the areas of teaching and learning, artistic creativity, discovery, integration, and outreach/application/engagement. While these areas may overlap, these distinctions are made for purposes of defining position descriptions and for developing performance standards. Units and colleges shall adopt criteria for the evaluation of scholarship and creative activities. [Undergraduate and graduate students advised may be credited to Scholarship and Creative Activity or to Teaching and Advising for evaluative purposes, but not to both.](#) Demonstrated excellence that is focused in only one of these scholarship and creative activity areas is acceptable if it is validated and judged to be in the best interests of the institution and the individual faculty member.

a. Scholarship in Teaching and Learning: can involve classroom action research (site-specific pedagogy),

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

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

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

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

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

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

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

e. Scholarship of Outreach/Application/Engagement: These activities apply faculty members' knowledge and expertise to issues that impact individuals, communities, businesses, government, or the environment. Examples may include economic development, environmental sustainability, stimulation of entrepreneurial activity, integration of arts and sciences into people's lives, enhancement of human well being, and resolution

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of societal problems. Like other forms of scholarship and creative activities, the scholarship of outreach/application/engagement involves active communication and validation. Examples of validation may include (but are not limited to): peer reviewed or refereed publications and presentations; patents, copyrights, or commercial licensing; adoption or citation of techniques as standards of practice; invited presentation at a seminar, symposium or professional meeting; and citations of the faculty member's work.

C-3. OUTREACH and EXTENSION: Outreach activities are originated by every unit on UI's Moscow campus and from each of the University's physical locations around the state.

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

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

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

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

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

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

b. Administration:

(1) Unit Administration (see FSH 1565 B): FSH 1420 E describes the responsibilities and the selection

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and review procedures for unit administrators. Unit administration is not normally considered in tenure and promotion deliberations; it is accounted for insofar as expectations are proportionally adjusted in the other sections of the position description. For faculty in nonacademic units (e.g. faculty at large), administration may be considered in tenure and promotion deliberations.

(2) Other: Effective conduct of university programs requires administrative activities that support scholarship, outreach and teaching. Program support activities are to be noted in position descriptions and performance reviews. The role of the principal or co-investigator of a university program or project may include the following administrative responsibilities: (1) budgetary and contract management; (2) compliance with University purchasing and accounting standards; (3) supervision and annual review of support personnel; (4) purchasing and inventory management of goods; (5) graduate student and program personnel recruitment, training in University procedures/policies, and annual review; (6) collaborator coordination and communication; (7) management of proper hazardous waste disposal; (8) laboratory safety management; (9) authorization and management of proper research animal care and use; (10) authorization and management of human subjects in research; (11) funding agency reporting; (12) intellectual property reporting; and (13) compliance with local, state, and federal regulation as well as University research policy.

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

D. UNIVERSITY FACULTY (FSH 1520 Article II):

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

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

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

D-2. FACULTY:

a. Assistant Professor. Appointment to this rank normally requires the doctorate or appropriate terminal

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

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

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

D-3. RESEARCH FACULTY:

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

D-4. EXTENSION FACULTY:

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

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

c. Extension Faculty with Rank of Associate Professor. In addition to the qualifications required of extension faculty with rank of assistant professor, appointment or promotion to this rank requires: achievement of a higher degree of influence and leadership in the field; continued professional improvement demonstrated

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by keeping up to date in subject matter, extension teaching methods, and organization procedures; progress toward an advanced degree if required in the position description; demonstrated further successful leadership in advancing extension educational programs; evidence of a high degree of insight into county and state problems of citizens and communities in which they live, and the contribution that education programs can make to their solution; an acceptance of greater responsibilities; a record of extension teaching or practical application of research resulting in publication or comparable productivity; a reputation among colleagues for stability, integrity, and capacity for further significant intellectual and professional achievement. These activities may occur in a domestic or international context.

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

D-5. LIBRARIAN:

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

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

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

d. Librarian with Rank of Professor. Appointment or promotion to this rank requires the qualifications applicable to the lower ranks of librarians and: (a) demonstrated outstanding competence in the area of responsibility; (b) achievement of an outstanding record of creative librarianship, of effective administration, or of practical application of research resulting in significant publications or comparable productivity; (c) an additional degree in library science or in a pertinent subject area or equivalent achievement; (d) regional or

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national recognition for contributions to the profession based on publications or active and effective participation in the activities of professional organizations; (e) evaluation by colleagues as an effective librarian who will continue to recognize that optimum productivity is a reasonable personal goal. These activities may occur in a domestic or international context.

D-6. PSYCHOLOGIST OR LICENSED PSYCHOLOGIST:

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

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

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

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

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

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

b. Specialized Preparation. The officer must have significant education, experience, or formal preparation in

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the subject areas in which he or she will teach.

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

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

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

f. Appointment:

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

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

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

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

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

D-8. UNIVERSITY DISTINGUISHED PROFESSOR: Acknowledgment of outstanding academic contributions to the university is appropriate and desirable. The rank of University Distinguished Professor² is bestowed upon University of Idaho faculty in recognition of sustained excellence in teaching, scholarship³, outreach, and service.

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

³ Scholarship in this context includes scholarship of discovery, scholarship of pedagogy, scholarship of application and

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The rank will be held for the remainder of the recipient's active service at the University; if the recipient leaves the University and is eligible for emeritus status, the rank will change to University Distinguished Professor Emeritus. The rank is highly honorific and therefore will be conferred on no more than three faculty members university-wide in any given academic year. Selection of University Distinguished Professors will reflect the diversity of scholarly fields at the University. University Distinguished Faculty will receive a stipend of at least \$5,000 per year for five years to be used to enhance salary or support professional activities (e.g., professional travel, student support, equipment, materials and supplies, etc.). Final discretion in conferring the rank of Distinguished Professor and the number of appointments in a given year resides with the President.

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

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

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

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

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

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

integration, and artistic creativity.

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a. Responsibilities, Privileges, and Rights. A clinical faculty member has a primary employment responsibility in a UI unit. The relationship of a clinical faculty member to UI is essentially that of a collaborator with a UI unit, program, or faculty member. The guarantees afforded by the principle of academic freedom [see 3160] are extended to members of the clinical faculty. They have the same responsibilities and privileges as university faculty (FSH 1520 II 1)

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

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

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

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

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

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

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

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

E-3. APPOINTMENT.

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

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

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

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

E-4. PRIVILEGES.

- a. **Access.** Emeriti continue to have access to research, library, and other UI facilities.
- b. **Participation.** UI encourages the voluntary continued participation of emeriti in the activities of the academic community. Emeriti may take an active role in the service and committee functions of their department, college, and the university as described in FSH 1520 II.2. Other activities are subject to approval by the provost.
- c. **Title.** Emeriti may use the title “professor emeritus/emerita,” “research professor emeritus/emerita,” or “extension professor emeritus/emerita,” as applicable. A faculty member without such rank has the designation “emeritus” or “emerita,” as applicable, added to the administrative or service title held at the time of retirement.
- d. **Mail.** Departmental mailboxes continue to be available to emeriti who reside locally. Emeriti who have departmental mailboxes receive full distribution of departmental notices unless otherwise requested.
- e. **Office supplies.** Office supplies are available under regular departmental procedures.
- f. **Postage.** Departmental postage may be used for professional mail.
- g. **Parking.** Emeriti receive one non-transferable gold parking permit annually.
- h. **Discount programs.** Emeriti receive any discounts available to other faculty members through various UI programs.
- i. **Functions.** Emeriti are invited to the same university, college, and departmental functions as active faculty.
- j. **Travel funding.** Travel funding may be used to support professional activities of emeriti in service to the university (e.g. guest lectures, research design, consultation, etc.). Emeriti may have a lower priority for travel funding than active faculty and such funding is at the discretion of the unit administrator or dean.
- k. **Office/lab space.** Offices and labs for emeriti are provided on a space-available basis as determined by the unit administrator or dean, giving higher priority to active faculty and unit needs. Office and lab space allocations to emeriti may be revoked upon 60 days’ notice.
- l. **Information technology services.** Emeriti who elect to maintain an active computing account will retain access to services provided by Information Technology Services (ITS) including electronic communications (e.g., email, instant messaging, etc.), technical support, and offered software.

E-5. EMPLOYMENT OPPORTUNITIES.

- a. Emeriti may hold a temporary or permanent part-time position (0.49 FTE or less) subject to regular employment procedures. It is the responsibility of emeriti to consult with HR regarding impact to benefits.
- b. Emeriti shall not serve as supervisors of other employees unless they hold a position as outlined in E-5-a herein.

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

F-1. AFFILIATE FACULTY:

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

b. **Employment Status.** An affiliate faculty member may, by virtue of his or her employment, have either one of the following relationships with UI: (1) that of a UI employee, normally an exempt employee, who is [a] a

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member of the faculty or staff of a unit of the university other than the one in which he or she has affiliate-faculty status, or [b] a member of the professional support staff of the same unit of the university in which he or she has affiliate-faculty status; (2) that of an employee of a governmental or private agency who is assigned by that agency to a UI unit or to one of the agency's units or programs that is officially associated with the university.

c. Distinction between Affiliate and Adjunct Faculties. Members of the affiliate faculty have a more direct relationship with UI than do members of the adjunct faculty [see 1565 F-2]. Members of the adjunct faculty are not UI employees. An adjunct faculty member's primary employment is with a unit or program that is not officially associated with UI. Thus, the relationship of a member of this faculty category to UI is essentially that of a collaborator with a UI unit, program, or faculty member. An affiliate faculty member, in contrast, has a primary employment responsibility in a UI unit or in a non-UI unit that is officially associated with UI. In addition, he or she has a secondary relationship to another unit in a supporting role, or has a secondary relationship to the academic program in the same unit in which he or she has a primary employment responsibility. These latter relationships are the kind that are recognized by the affiliate faculty membership.

d. Responsibilities, Privileges, and Rights. The guarantees afforded by the principle of academic freedom [see 3160] are extended to members of the affiliate faculty. They have substantially the same responsibilities and privileges as do members of the university faculty; however, their right to vote in meetings of their constituent faculties is limited in accordance with the provisions of 1520 II-3-b. (Those who, in addition to their affiliate-faculty status, have status as members of the university faculty [e.g., psychologists in the Counseling and Testing Center and regular faculty members in other academic departments] have, of course, full rights of participation in meetings of the university faculty and of the constituent faculties to which they belong.)

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

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

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

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

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

f. Appointment.

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

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

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

F-2. ADJUNCT FACULTY:

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

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

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

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

e. Appointment.

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

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

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

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

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

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

G-1. LECTURER. A teaching title that may be used at any level, i.e., it carries no specific connotation of rank among the professorial titles. This title is conferred on one who has special capabilities or a special instructional role. Lecturers are neither tenurable nor expected to progress through the professorial ranks. A lecturer qualifies for faculty status with vote during any semester in which he or she (a) is on an appointment greater than half-time and (b) has been on such appointment for at least four semesters. When a lecturer qualifies for faculty status they shall

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be reviewed at a minimum of every 5 years thereafter as determined by the unit's bylaws. The review committee defined by the unit's bylaws shall include tenure-track faculty within the unit.

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

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

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

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

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

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

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

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

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

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I. QUALIFICATIONS OF NONFACULTY MEMBERS FOR TEACHING UI COURSES. Persons who are not members of the university faculty but are selected to teach UI courses offered for university-level credit (including continuing-education courses and those offered by correspondence study) are required to have scholarly and professional qualifications equivalent to those required of faculty members.

Version History

Amended July 2022. Revised and clarified section C-1.a. to expand and clarify the evidence that may be used in evaluating teaching effectiveness.

Amended July 2021. Editorial changes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Amended July 1998. Section A underwent additional substantial revision.

Amended July 1996. The definitions of ‘postdoctoral fellow’ (J-5), ‘graduate assistant’ (K-3) and ‘research fellow’ (K-4) were revised.

Amended July 1994. Section A was substantially revised, so as to underline better the importance of both teaching and scholarship. The so-called “Voxman Amendment” (the addition of ‘in the classroom and laboratory’ to the list of possible venues wherein the evaluation of scholarship might take place) made its first appearance.

Amended 1987. The material in section I was added.

Adopted 1979.



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition x Revision* Deletion* Interim Minor Amendment
Policy Number & Title: **FSH 2300 STUDENT CODE OF CONDUCT**

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: Cari Fealy, Associate Dean of Students

Policy sponsor, if different from originator: Blaine Eckles, Dean of Students

Reviewed by General Counsel: X Yes __No Name & Date: Patrick Grace, 11/28/23

Comprehensive review? Yes __No

- Policy/Procedure Statement:** Briefly explain the reason for the proposed change. Comprehensive review resulting in rewrite. FSH 2300 Student Code of Conduct and FSH 2400 University Disciplinary Process for Alleged Violations of Student Code of Conduct have been combined into one policy, FSH 2300 Student Code of Conduct and Resolution Process. This policy revision is accompanied by the proposed deletion of FSH 2400.

The following are the major changes to the policy:

- The policy was rewritten using language more accessible and understandable for students.
- The Code of Conduct and conduct process were combined in a single policy for ease of use.
- Removed processes related to Title IX sexual harassment to align with the recently revised FSH 6100.
- Added clarifying language around academic dishonesty resolution.
- Added language aligning with case law to follow best practices in student conduct policies.
- Added a section on free speech.

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

No direct impact.

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

FSH 2400
FSH 6100

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.

2300

STUDENT CODE OF CONDUCT & RESOLUTION PROCESS

CONTENTS:

- A. Introduction**
- B. Purpose**
- C. Scope**
- D. Definitions**
- E. Prohibited conduct**
- F. Conduct resolution process**
- G. Miscellaneous**

A. Introduction

A-1. The University of Idaho is committed to creating and maintaining a productive living-and-learning community that fosters the intellectual, personal, cultural, and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship. Student expectations include:

- Students are expected to show respect for order, civility, and respect for the rights of others within and without the University as these attributes are demanded of good citizens.
- Students are expected to uphold the rights and dignity of others regardless of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation or gender identity.
- Students are expected to uphold the integrity of the University as a community of scholars in which free speech is available to all and intellectual honesty is demanded of all.
- Students are expected to respect University policies as well as local, state, and federal law.

A-2. The University of Idaho conduct process works to balance the safety and security of the members of the University of Idaho community through personal accountability, reflection, and growth. Students have an opportunity to reflect on their choices, understand how their actions have an impact on those around them, and grow from the experience.

A-3. The University strives to provide a fair and consistent student conduct process based on university policy and best practices. By educating students to better understand how their decisions affect themselves and their community they learn reflection, follow-up, and accountability. The Dean of Students Office collaborates with campus and community partners to provide resources and support to students.

B. Purpose

B-1. The Student Code of Conduct & Conduct Resolution Process (“the Code”) contains prohibited student conduct and regulations for addressing reports of such conduct in a manner consistent with the requirements of procedural due process. In addition to the general expectations for conduct as set forth in this chapter, it contains a description of prohibited conduct.

B-2. The Dean of Students or their designee (referred to collectively in the Code as “the DOS”) has primary authority and responsibility for the administration of the Code.

The DOS, upon finding, in its discretion, that there is a conflict of interest, or for other reasons necessary to effectuate the policy, may appoint an external person to serve in any of the roles created in the Code. The Dean of Students works with faculty, staff, hearing officers, and/or the student conduct board in the disposition of Student Code of Conduct violations. There is no standard discipline that applies to violations of the Student Code of Conduct. In deciding the outcome in each situation, the Dean of Students will consider, among other factors, the nature and seriousness of the behavior, the motivation underlying the behavior, and precedent in similar cases.

B-3. Although DOS has primary authority and responsibility for administration of the Code, the Director of the University's Office of Civil Rights and Investigations (“OCRI”) has primary authority and responsibility for the investigation of prohibited student conduct that includes allegations of discrimination, as defined in the Code. We invite you to learn more about the interplay between the Code and OCRI's policies, procedures, and processes by visiting [OCRI's website](#) or directing inquiries to ocri@uidaho.edu.

B-4. The Code does not restrict protected speech, even speech that some may find objectionable. The interplay between freedom of speech and expectations for students is complex and we invite you to learn more about freedom of speech and the Dean of Students office student conduct processes as they relate to freedom of speech by directing inquiries to askjoe@uidaho.edu.

B-5. The University bears the burden of proving that a student engaged in misconduct by a preponderance of evidence. A “preponderance of evidence” means that quantity and quality of evidence which, when fairly considered, produces the stronger impression, and has the greater weight, and is more convincing as to its

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truth than the evidence in opposition – or in other words, the facts as determined by the Hearing Officer or Board indicate that it is more likely than not that the student violated the Code. Formal rules of evidence applied in courtroom proceedings do not apply to this process. Evidence that is determined to be relevant to a case, by the Hearing Officer, Administrator, or Board Chair, is admissible at a hearing. This may include direct evidence, circumstantial evidence, documentary evidence, hearsay evidence, and signed statements. Admitting evidence does not imply that the evidence carries specific level of weight, including persuasiveness and credibility. Unduly repetitive information is not relevant.

B-6. The administration of the Student Code of Conduct and Student Conduct Process applies affirmative action and equal opportunity standards consistent with FSH 3060 and 3065. Additionally, the Code is supported by nondiscrimination practices and definitions in FSH 3200, 3210, 3215, and 6100.

C. Scope

C-1. Individuals subject to the Code

a. Students

1. By enrolling at the University of Idaho, students voluntarily accept responsibility for compliance with all University policies including the Code.
2. Students are responsible for their behavior from time of admittance to the University through the awarding of a degree, even though conduct may occur before classes begin or after classes end. Students are responsible for their conduct during the academic year and during periods between enrollment terms.
3. The University recognizes that students may also be employees, and their conduct may be subject to review and discipline under the Code and any applicable employment policies.

b. Reporting parties. Employees and students who are reporting student behavior that may be prohibited by the Student Code of Conduct.

c. Other. Employees and students who are otherwise involved in the conduct process.

C-2. Behavior subject to the Code

a. The Code applies to conduct that occurs on University property, within or at University–sponsored activities, off campus, online, or through other electronic means.

b. The University may address off-campus behaviors when the Dean of Students determines that the off-campus conduct affects a University interest. University interests include but are not limited to health and safety, protection of rights or property of others and promoting the University’s mission.

c. Jurisdiction for the DOS to address student behavior or misconduct begins upon admission and ends at commencement. If serious misconduct was

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committed while a student was enrolled but is reported after graduation, the University may invoke the disciplinary process referred to in Section F and may revoke the student's degree if they are found responsible.

d. If a student withdraws from school while a conduct matter is pending, the Code remains applicable to the student's conduct prior to withdrawal.

e. The University reserves the right to proceed with the conduct process in a student's absence or to delay the process until the student seeks re-enrollment.

f. Depending on conduct process outcomes, a hold may be placed on the student's ability to re-enroll and the student may be required to satisfy all outcome requirements prior to re-enrollment eligibility.

g. Behavior conducted online, or through any other electronic medium, including online postings, video, photographs, blogs, web postings, chats, and social networking sites is in the public sphere and is not private and falls within the jurisdiction of the Code provided the other criteria, e.g., student status, are satisfied.

h. If the prohibited conduct involves a student organization, the individual students are subject to the Code, and the organization is subject to FSH 2350 Student Organization Code and Resolution Process.

i. DOS encourages all behavior to be reported in a timely manner but understands that barriers may exist to reporting prohibited behavior and that some reported behavior warrants DOS review for conduct proceedings even if the reported behavior occurred well in the past. DOS has discretion to initiate conduct proceedings for all reported behaviors, regardless of time of occurrence, based on the nature of and totality of the circumstances.

D. Definitions. The following definitions explain the terminology used in the Code. Particular code violations are listed and defined in Section E Prohibited conduct.

D-1. Academic dishonesty: Intentional participation in deceptive practice in one's academic work or the academic work of others. Examples include cheating, fraud, plagiarism, or falsification of research results and are individually addressed and more fully defined in Section E .

D-2: Academic outcome: A consequence imposed by instructors for findings of academic dishonesty. Academic outcomes include, but are not limited to, grade adjustments, failing a class, or resubmission of academic work.

D-3: Academic work: Any academic work required for completion of academic requirements in a course. Academic work includes but is not limited to assignments, quizzes, examinations, problem solving, class exercises, and/or drafts of work.

D-4: Administrator: The Dean of Students or designee will serve as the administrator. The administrator can serve as a decision-maker and is the non-

voting advisor to the Student Conduct Board and each SCB hearing panel.

D-5: Advisor: The person of the student's choosing who has agreed to advise the student during the University disciplinary process and attend scheduled meetings with the student. The Advisor's role is simply to advise the student, and the Advisor is not permitted to speak during hearings, conferences, or interviews unless allowed by the University official conducting the interview.

D-6: Complainant: An individual who is alleged to have been subjected to conduct that could constitute prohibited conduct under the Code. There may be more than one complainant for an incident. In certain circumstances, the Dean of Students or another University official may initiate a resolution process under the Code against one or more respondents on behalf of the University where there is not a complainant in the incident, the complainant(s) is(are) unknown, or the complainant(s) does(do) not wish to participate in the resolution process. Initiating a resolution process under the Code does not suggest that the allegations are credible or have merit or that there is evidence sufficient to determine responsibility. The Dean of Students or other University official who initiates the resolution process does not become a complainant or other party to the resolution process and still serves free from bias or conflict of interest for or against any party in the process.

D-7: Conduct decision: A written decision determining the resolution of the reported behavior. The decision will include a finding of responsible or not responsible and any applicable outcomes.

D-8: Conduct record: The student conduct record maintained by the Dean of Students in connection with a reported or substantiated violation of the Code. The student conduct record may include complaints, notices, hearing records, conduct findings, outcomes, and other documents deemed relevant by the Dean of Students.

D-9: Consent: Knowing, voluntary, and clear permission by word or action to engage in activity with another individual(s), not limited to sexual activity. Consent can be withdrawn at any time upon notice, by word or action, to the other party.

D-10: Days: Days that the University is open for business, not including Saturdays, Sundays, Fall Recess, Winter Recess, Spring Recess, or University holidays.

D-11: DOS: The Office of the Dean of Students, which is responsible for the administration of the Student Code of Conduct and includes the Dean of Students and their designees.

D-12: Educational setting: All academic, educational, extracurricular, athletic, and other programs of the University of Idaho, regardless of location, and including online formats.

D-13: Final institutional decision: The final institution decision is the outcome of an informal resolution, hearing with a hearing officer, or hearing with a student conduct board and at the point at which the parties have pursued or declined all response opportunities.

D-14: Finding: A conclusion reached as result of an inquiry, investigation, or hearing and is also referred to as a decision.

D-15: Formal resolution process: A conduct process by which notice and opportunity to be heard is provided and that often includes a student conduct process occurring before a Hearing Officer or Student Conduct Board which issues a written decision following the hearing.

D-16: Hearing: A formal process maintained by the University to review and address allegations of violations of the Code that follows the process and rules outlined in the Code but is not subject to other external rules (such as federal or state evidentiary rules or procedures).

D-17: Hearing officer: A person appointed by the Administrator to serve as the person presiding over a hearing. The hearing officer investigates the alleged behavior and administers the conduct process for informal resolutions. The Administrator may also serve as the hearing officer.

D-18: Hearing panel: A panel composed of members of the Student Conduct Board, who are selected by the Student Conduct Board chairperson for purposes of hearing a formal resolution process and issuing a written decision that may include findings of responsibility of Code violation.

D-19: Informal resolution process: An alternative method of resolving a matter under the Code, entered into voluntarily by all parties and the University, that seeks to address and resolve the alleged conduct or harm without the use of the formal resolution process outlined below.

D-20: Instructor: In cases of academic dishonesty, the instructor may be the faculty member, teaching assistant, or other employee responsible for course instruction.

D-21: Investigator: The person assigned by the University to investigate a report of a violation of the Code.

D-22: Mediation: An intervention between conflicting parties to promote reconciliation, settlement, or compromise.

D-23: Misconduct: Behavior that is prohibited by the Student Code of Conduct or that violates a University directive or policy.

D-24: Office of Civil Rights & Investigations (OCRI): The Office at the University that is responsible for ensuring compliance with federal and state laws and University policies related to discrimination or harassment based on a protected class. This includes retaliation when engaging in a protected process. OCRI undertakes necessary investigations and prepares recommendations and written reports that may be reviewed by the DOS for further conduct processes related to the underlying facts investigated and the nature of the reported behaviors of students investigated by their office.

D-25: Outcome: Disciplinary or corrective action imposed by the deciding body of a student conduct process following a finding of student misconduct. The term includes, but is not limited to, educational programming, restitution, community service activities, apology letters, probation (including denial of specified University privileges), suspension, termination, or other such outcomes deemed appropriate.

D-26: Parties: The Respondent(s) and the Complainant(s).

D-27: Policy: The written regulations of the University as found in, but not limited to, the Faculty Staff Handbook, including the Student Code of Conduct, the Administrative Procedures Manual, the Residence Hall Handbook, all Housing and Residence Life policies, and Graduate and Undergraduate Catalogs.

D-28: Preponderance of the evidence standard: The standard of evidence that is used to decide responsibility of Code violation. It means that it is more likely than not, based upon the totality of all relevant evidence and reasonable inferences from the evidence, that there is a violation of the Code.

D-29: Probation: The process or period of observing the character or abilities of a student to determine whether other corrective action should occur. An additional resolution process is not necessary to modify outcomes following a finding of misconduct where probation is imposed. The DOS has discretion to modify the terms of probation as necessary based on the information available to the DOS during a student's probation.

D-30: Protected Status: Protected status includes race, color, religion, national origin, age, protected military status, disability, family status, genetic information, creed, or sex (including pregnancy, parenting, sexual orientation, or gender identity or expression).

D-31: Respondent: The student who is alleged to have violated the Code.

D-32: Student: Includes, but is not limited to, all persons admitted to the University, either full time or part time, online or in person, to pursue undergraduate, graduate, or professional studies, and includes non-degree seeking students. The following persons are also considered "students":

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

D-33: The Code: The Student Code of Conduct and Conduct Resolution Process.

D-34: Student Conduct Administrator (Administrator): The University of Idaho official designated by the DOS to serve as an investigator or hearing officer. It will also include the Administrator's designee.

D-35: Student Conduct Board (SCB): The formal body that reviews student conduct matters, as set forth in the Code.

D-36: Weapon: Weapon is defined in APM 95.12.

E. Prohibited conduct. Specific behaviors of misconduct are identified and defined below.

E-1. Academic dishonesty. Acts of academic dishonesty include but are not limited to the following:

- a. **Cheating.** Cheating includes, but is not limited to, the following actions as they relate to academic work:
 1. Using, purchasing, providing, or possessing unauthorized materials, sources, or assistance without authorization from the instructor.
 2. Copying from another's academic work either for the student's own use or for the use of others.
 3. Sharing academic work without prior permission from instructor.
 4. Acquiring, without written or verbal permission, tests or other academic material belonging to the instructor or another member of the University faculty or staff.
 5. Completing academic work for someone else or having someone else complete academic work on your behalf.
 6. Representing another student in a class for attendance or participation purposes or asking another person for representation

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for attendance or participation purposes.

7. Fabrication or falsification of data, research or academic content and the unauthorized alteration or invention of any information or citation.

8. Forging, altering, reproducing, removing, destroying, or misusing any University document, record, or instrument of identification.

b. Plagiarism. Plagiarism includes, but is not limited to, the following:

1. Using, by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgment.

2. The unauthorized alteration or invention of a citation.

3. Buying or selling academic work for the purpose of submitting it for course completion.

4. Submitting academic work, or any part of academic work, completed for one course as work for another course without the express prior approval of both instructors.

c. Prohibited behavior. Engaging in any behavior related to course completion prohibited by the instructor or otherwise including but not limited to unauthorized collaboration and reliance on prohibited technological assistance/artificial intelligence tools.

d. Misrepresenting facts for academic advantage. Examples include but are not limited to providing false academic achievements and false medical documentation for academic extensions.

e. Violation of University policy regarding intellectual property and research. All data acquired through participation in University research programs is the property of the University and must be provided to the principal investigator. In addition, collaboration with the Office of Research and Economic Development for the assignment of rights, title, and interest in patentable inventions resulting from the research is also required. See FSH 3200 and 5400.

E-2. Disruption or misuse of University resources or property. This behavior includes but is not limited to the following:

a. Theft or damage. Attempted or actual theft of or damage to University property.

b. Unauthorized possession. Unauthorized possession, duplication, or use of University keys, lock combinations or other access codes or passwords that can be used to access University property or facilities.

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- c. Unauthorized entry or use.** Unauthorized entry into or use of any University owned or managed building, space, outdoor area, or property. This also includes other restricted areas identified in APM 35.35.
- d. Violation of law or other policy.** Violation of local, state, federal or campus fire policies including but not limited to:
 - 1. Building or setting fire(s) without proper authorization as required by APM 35.25.
 - 2. Removing or otherwise tampering with fire equipment or fire alarm systems.
 - 3. Failure to promptly vacate a building
 - 4. Intentionally or recklessly causing a fire that damages University or personal property or causes injury.
 - 5. Causing, making, or circulating a false report or warning of fire, explosion or another emergency.

- E-3. Misuse of technology resources.** Theft or other abuse of University computer facilities or resources. This includes but is not limited to the following:
- a. Interfering with the normal operation of the University computing system or resources.
 - b. Inappropriate or disproportionate use of an IT resource owned or controlled by the University.
 - c. Any violation of APM 30.12 [University Acceptable Use of Technology Resources](#).

- E-4. Threat of harm or actual harm to a person's physical or mental health or safety.** This behavior includes but is not limited to the following:

- a. Behavior involving physical force or threat of physical force.** Behavior involving physical force that hurts another person or intimidation or threat of such force directed at another person where a reasonable person would believe the threat to be serious and imminent in nature. It includes the following:
 - 1. **Fighting.** Engaging in violence, combat, or aggression.
 - 2. **Assault.** Behavior intended to cause apprehension of harmful or offensive contact that causes apprehension of physical safety of another. The act required for an assault must be overt. Although words alone are insufficient, they may create an assault when coupled with some action that indicates the ability to carry out the

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threat and it creates a fear of it being carried out in the person the assault behavior is directed at.

- 3. Battery.** Actual and intentional unwanted touching or contact with another person, even if the physical injury is slight.
- 4. Use of a knife, gun, or other weapon.** The use of a knife, gun, or other weapon except in reasonable self-defense in any act of violence as defined in the Code.
- 5. Involuntary restraint or transport.** Restraining or transporting a person against their will.
- 6. Other.** Any action that threatens or endangers the physical health or safety of any person.

b. Prohibited harassment

1. General definition. Prohibited harassment is hostile or threatening conduct or speech, whether verbal, written, or symbolic, that is sufficiently severe or pervasive, as viewed by a reasonable person under similar circumstances and with similar identities to the victim, and results in an objectively hostile or threatening environment that interferes with or diminishes another's ability to participate in or benefit from the services, activities, or privileges provided by the University.

2. Exception. Speech that is protected by the First Amendment to the United States Constitution, including relevant academic speech spoken in a classroom or writing assignment, protests and statements that do not meet the narrow definition described above, is not a violation of the Code, though it may go against community norms and may be harmful or hurtful to other members of the University community or members of certain groups.

c. Threatening or intimidating behavior. Threatening or intimidating behavior includes, but is not limited to:

- 1. Coercion.** The practice of persuading someone to do something by using force or threats.
- 2. Bullying.** Behavior seeking to harm, intimidate, or coerce another.
- 3. Deliberate destruction of or damage to property.** Deliberate destruction of or damage to public or private property, where a reasonable person would believe that the full or partial intention of the act is to harass an individual or a group based on protected characteristics as defined in [FSH 3200 Policy of Nondiscrimination](#).

d. Hazing. Hazing includes, but is not limited to, any action or participation in any activity that (i) causes or intends to cause physical or mental discomfort or distress, (ii) may demean any person, regardless of location, intent, or consent of perpetrators or victims or (iii) destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts. They are also violations of this rule.

Hazing also includes any activity that compels a student to participate in any activity that is unlawful, publicly indecent, or contrary to the policies and regulations of the University, or any activity that unreasonably and materially interferes with a student's academic efforts.

E-5. Discrimination and retaliation.

- a. Discrimination.** Limiting or denying services, benefits, or opportunities of the University based on a protected status. Examples of prohibited discrimination can be found on the [OCRI website](#) or by directing inquiries to ocri@uidaho.edu.

A person can engage in prohibited discrimination even if the person has the same protected status as or does not mean to offend the target(s) of the conduct. Alleged discrimination will be referred to OCRI, the office responsible for investigating those claims using its complaint resolution processes.

Discrimination includes:

1. Conduct prohibited by the Code, if based on a protected status, including harassment as defined in paragraph E-4.a, above.
2. Retaliation, as defined in paragraph E-5.b, below, when the protected activity is based on a protected status.
3. Different treatment discrimination, meaning intentionally treating an individual or group differently based on a protected status.
4. Disparate impact discrimination, meaning evenhandedly implementing a facially neutral practice or rule in a way that has an adverse impact on one or more individuals based on a protected status.

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b. Retaliation. Retaliation includes conduct that intimidates, interferes with, threatens, coerces, or otherwise discriminates against any individual because that individual opposes or reports a perceived wrongdoing, inequity, or violation of law or University policy, files a complaint alleging illegal or prohibited discrimination or violation of law or University policy, participates in a University grievance or response procedure, or participates in a University dispute resolution process. Alleged retaliation when the activity is based on a protected status will be referred to OCRI, the office responsible for investigating those claims using its complaint resolution processes.

E-6. Disruption, obstruction, or interference with normal University activities.

Members of the University community have the right to a campus that is free from unreasonable disruption, obstruction, or interference. Disrupting or obstructing normal University activities, including, but not limited to, all academic activities, University programming, athletic events, and administrative functions is prohibited. Examples include:

- a.** Classroom disruption: Behavior that interferes with the teaching or learning process in the classroom or educational setting and continues after an instructor's request to cease.
- b.** Obstruction of the free flow of pedestrian or vehicular traffic on campus.
- c.** Conduct that is lewd, indecent or disruptive that is not otherwise constitutionally protected speech.
- d.** Falsifying, distorting, or misrepresenting information provided to the University.
- e.** Interference with the student conduct system, which includes, but is not limited to, any of the following:
 - 1.** Failure to cooperate with the University's investigation or disciplinary proceeding. If a party in a case does not want to participate because they believe that doing so would cause them to speak or offer evidence against themselves, and they notify the DOS that this is the reason they are choosing not to participate or only to participate partially, this violation will not apply.
 - 2.** Disrupting or interfering with the University's investigation and student conduct proceedings.
 - 3.** Making false allegations.
 - 4.** Attempting to discourage an individual's proper participation in, or use of, the student conduct process.
 - 5.** Harassment (verbal, physical, written, or electronic) or intimidation of any person participating in the University's investigation prior to, during, or after the investigation and conduct

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process concludes.

6. Failure to comply with the outcome(s) imposed pursuant to the disciplinary process.

f. Influencing or attempting to influence another person to commit any violation of the Code.

g. Engaging in speech, including but not limited to verbal, electronic, or written communication, that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.

E-7. Use and Misuse of Substances

a. Smoking. Smoking in violation of APM 35.28.

b. Drugs and controlled substances

1. Using, possessing, manufacturing, cultivating, selling, or distributing any state or federally controlled drug, designer/synthetic drug, or substance, including, but not limited to, cannabis, heroin, narcotics, or other controlled substances, in violation of any applicable law or University policy.

2. Possessing or using any paraphernalia used for drug consumption. Paraphernalia includes but is not limited to bongs, bowls, pipes, or any homemade smoking device.

3. Using, possessing, selling or distributing prescription or over-the-counter medications by an individual for whom it was not prescribed.

4. Inhaling or ingesting any substance (e.g., nitrous oxide, glue, paint, etc.) that is intended to alter a student's mental state without a prescription.

5. A violation may also occur when the odor of an illegal or controlled substance or drug is present when more than one individual can reasonably trace it to a specific individual.

c. Alcohol

1. Consuming, possessing, manufacturing, or distributing alcoholic beverages in violation of any applicable law or University policy (see APM 80.01 for alcohol permit requirements and APM 95.31 for alcohol policy).

2. For persons under 21, the use or possession of alcoholic beverages. public intoxication or excessive consumption of alcohol. disorderly or irresponsible conduct resulting from consumption of alcohol.

3. For persons over 21, the use or possession of alcohol in public areas where alcohol is not permitted. excessive consumption of alcohol resulting in disorderly or irresponsible conduct.

4. Selling, distributing, or furnishing alcohol to a person under 21 years of age.

E-8. Housing and living groups. Violations of any rules imposed by University Housing or living groups outlined in the Housing contract and Housing handbook.

E-9. Violation of University policy. Violation of published University policies, rules and regulations.

E-10. Violation of law. Any violation of federal law, state law, or local ordinance may be a violation of the Code, independent of the status of any civil or criminal litigation in court or criminal arrest and prosecution. Decisions made or outcomes imposed under the Code will not be subject to change because criminal charges arising out of the same facts were adjudicated in a civil or criminal court process. The University will cooperate as appropriate with law enforcement and other agencies in the enforcement of criminal law and in the conditions imposed by criminal courts for the rehabilitation of student violators provided that the conditions do not conflict with University policies.

E-11. Furnishing false information, refusal to identify, and refusal to comply

- a. Furnishing false information or false representations to any person working for or authorized to act as an authority on behalf of the University.
- b. Refusal to identify oneself to an institutional representative in response to a request when on any University owned or managed property.
 1. Identification includes giving one's name, substantiated by a current driver license or student identification card or other official documentation, or by stating truthfully whether one is a student of the University or not.
 2. An institutional representative includes any employee, faculty member, or representative of the University, and any attorney, peace officer, or campus security officer of the University acting under the authority of the University.
- c. Failure to comply with directions of a University official, law enforcement, fire department, or other government official acting in performance of their duties.
- d. Using false identification or another individual's identification card to procure goods, entry or services.
- e. Submission of false information or withholding requested information at the time of admission or readmission.

E-12. Firearms, explosives, and other weapons. Possessing or using firearms, explosives, other weapons, projectile or explosive devices or substances, or dangerous chemicals in violation of APM 95.12, APM 35.34, or APM 35.35.

E-13. Disruption to community

- a. Attempted, threatened, or actual theft of or damage to another's property.
- b. Unauthorized entry into or use of another's property.

c. Excessive noise, amplified sound, or music that produces a level of noise that disrupts members of the community**F. Conduct resolution process**

F-1. Reporting alleged violations

a. The DOS will accept reports from anyone with knowledge of potential Code violations. Reports must be made to the DOS. Reports of Title IX and related violations covered by [FSH 6100](#) will not be reviewed under the Code but will be accepted by DOS and then forwarded to the Title IX Coordinator or other appropriate office for review. Allegations against Student Organizations will be addressed as per the Student Organization Code of Conduct, FSH 2350.

b. Reports should be in writing but may be reported orally to the appropriate University official. A report should be submitted as soon as possible after the incident takes place.

F-2. Initial review. The DOS or office assigned by DOS will conduct an initial review of reports of Code violations. The purpose of the review is to gather relevant information concerning each allegation and determine whether further investigation is warranted. When appropriate, the DOS will transfer the notice and investigation process to the Office of Civil Rights & Investigations (OCRI). The initial review may include interviewing the involved parties and witnesses without formal notice.

F-3. Notice of allegation.

- a. Following the initial review, the hearing officer will determine whether to initiate the conduct resolution process. In order to initiate that process, the hearing officer will provide notice of reported Code violation(s) to the respondent.
- b. The notice informs the respondent of the reported Code violations including a short description of the basis of the reported violation.
- c. The notice may include resolution options if further investigation is not required. Resolution options are detailed in the Hearing Process section below. If further investigation is required, the notice will include details of the investigative process.
- d. The notice will include a link to or copy of the Code.
- e. The hearing officer must give the respondent an opportunity to meet in person within a reasonable time after the notice of allegation is delivered to the respondent. The meeting gives the respondent an opportunity to respond to the notice, present any information the respondent would like the hearing officer to consider, and provide the

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names of any witnesses the respondent would like the hearing officer to contact.

- f. If a respondent does not participate in the initial meeting, the hearing officer will make reasonable attempts to reach the respondent for five business days. If there is no response, the hearing officer will determine the appropriate resolution process.

F-4. Initial meeting. The hearing officer must give the respondent an opportunity to meet in person within a reasonable time after the notice of allegation is delivered to the respondent. The meeting gives the respondent an opportunity to respond to the notice, present any information the respondent would like the hearing officer to consider, and provide the names of any witnesses the respondent would like the hearing officer to contact.

F-5. Interim action and supportive measures.

- a. At any time before a final institutional decision, the Administrator, or designee, may impose restrictions on a student or separate the student from the University community pending the final institutional decision. If circumstances allow, the Administrator or designee should meet with the student prior to imposing the interim action.
- b. Other than issuance of no-contact orders, an interim action issued prior to a hearing before the Hearing Panel may only be imposed when
 1. The Administrator determines that the student represents a threat of serious harm to any person.
 2. The student is facing allegations of serious criminal activity.
 3. The action is necessary to preserve the integrity of the investigation.
 4. The action is necessary to preserve University property or the action is necessary to prevent disruption of, or interference with, the normal operations of the University.
- c. After the hearing decision, pending any response review of the decision, the Administrator may impose an outcome issued by the Hearing Panel as an interim action at the discretion of the Administrator.
- d. Supportive measures are neutral actions intended to preserve the ability of the parties to continue their academic and other pursuits. Supportive measures may continue beyond the final resolution of the incident.
- e. Interim actions and supportive measures may include, but are not limited to, the following:

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- Suspension from the University pending a final institutional decision.
- Issuance of a no-contact order.
- Exclusion from University property.
- Removal from the residence halls.
- Removal from extracurricular activities, including participation on athletic teams.
- Withholding the award of a degree pending the conclusion of the investigation and hearing process.
- Requesting class section changes.
- Housing relocation (either temporary or permanent).
- Any other action deemed necessary and appropriate by the Administrator to maintain orderly and appropriate University operations.

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

g. An interim action must be issued in writing and is effective when the Administrator delivers the Notice of Interim Action to the responding student either in person or by email sent to the student's official University of Idaho email account.

h. The respondent may submit a response to the issuance of any interim action by filing a response with the Administrator. There are no formal procedures for this response, and the interim outcomes remain in effect unless removed by the Administrator.

i. A violation of the provisions of an interim action will be considered a violation of the Code.

F-6. Informal resolution process: Decision by hearing officer

- a.** During the initial meeting, the respondent may be given an opportunity to resolve the complaint informally. All parties must mutually agree to engage in the Informal Resolution Process. The Informal Resolution Process may also be used when the respondent is not participating.
- b.** At any point in the Informal Resolution process, any party may request a Formal Resolution Process, described below. The hearing officer

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may refer a matter to Formal Resolution Process at any point during the Informal Resolution process.

- c. In the Informal Resolution Process, the hearing officer determines based on the preponderance of the evidence whether the respondent is responsible for a code violation and determines the outcomes. The hearing officer will first meet with the parties (if applicable), share available information, and hear their response, if any. A respondent may also accept responsibility for a Code violation at any point in the process. If the respondent accepts responsibility, the hearing officer will determine the outcomes.
- d. Informal Resolution decisions are not subject to response review.
- e. If the respondent does not participate and a decision is made through Informal Resolution, the respondent may request their case to be reopened. Requests must be made in accordance with the instructions in the outcome notice and received no later than five (5) days after that outcome notice. If the request is timely submitted, the hearing officer will offer to meet with the respondent. During that meeting the respondent can share information with the hearing officer. The hearing officer reserves the right to update the decision of responsibility and any applicable outcomes after meeting with the respondent. The hearing officer will notify the respondent within five (5) days whether the decision of responsibility or applicable outcomes have changed.

F-7. Formal resolution process: Decision by Administrator or Student Conduct Board

a. Investigation

1. The University will investigate the allegations. At any time during the investigation, either the complainant or the respondent may, but is not required to, provide information to the investigator for consideration. Such information may include documentary information, the names of witnesses, witness statements, suggested questions to ask other Parties or other witnesses, etc. Except in the rare circumstances described in the Code, only information that is presented to the investigator may be used in a hearing.
2. The investigator will provide the interview summaries to all parties and witnesses to review and provide additional comments and clarifications. Comments must be received within five days of

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receiving the interview summaries. The investigator will revise the interview summaries based on relevant comments provided by the parties and witnesses.

b. Preliminary report review

1. At the conclusion of the investigation, the investigator will draft a Preliminary Report of Investigation (Preliminary Report). The preliminary report will include the steps taken during the investigation., a list of witnesses contacted. a detailed summary of any witness interviews. a detailed summary of any interviews of the respondent or complainant (if applicable). a detailed summary of any other information considered as part of the investigation. and complete copies of any relevant documentary evidence gathered during the investigation, including copies of documentary information provided by the respondent or the complainant.
2. The Preliminary Report will not include any conclusions, findings of facts, credibility analysis, or recommended findings of responsibility of Code violation.
3. The parties will be provided an opportunity to review the Preliminary Report and may provide a written response to the Preliminary Report within five days of the review of the report. A party will be deemed to have waived the right to review the report if the party does not make arrangements with the investigator to review the report within five days of being notified that the report is available to be reviewed. The written response may include requests for additional investigation, additional witnesses to interview, or additional questions to ask any witness.
4. After the time for submitting a written response to the Preliminary Report has passed, the investigator will review any responses received and determine whether additional investigation is needed. After addressing the responses, if any, the investigator will incorporate the responses into the final report.
5. The investigator has sole discretion of determining whether sufficient information has been obtained to end the investigation process.

c. Final Report of Investigation

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1. The Final Report of Investigation (final report) will include the following:
 - Everything included in the Preliminary Report,
 - Complete copies of any timely-submitted written responses to the Preliminary Report,
 - A credibility analysis,
 - Findings of facts, and
 - Recommended findings of responsibility.
2. The final report will be provided to the Administrator. The Administrator or designee will provide the final report simultaneously to the parties. The investigator may serve as the Administrator's designee to send out the final report to parties.
3. The credibility analysis is an analysis of the statements provided by each party and interviewee, as necessary, to determine whether the statements provided by that person are credible. The analysis may include a description of the person's demeanor during the interview(s), a comparison of statements made to known facts or statements from other witnesses, the person's ability to observe the event described, the person's bias, whether the person was under the influence of a controlled substance or alcohol, and any other information that a reasonable person would use to determine a person's credibility. Not every case will require a detailed credibility analysis of each interviewee, and the credibility analysis may be part of the finding of facts. However, in cases where the credibility of the interviewee is material to the conclusion, there should generally be a separate credibility analysis.
4. The findings of facts will include a description of the basis for each finding. Each finding will be based on a more likely than not standard and will include a rationale based on supporting documentation or information such as information from the interviews, documentary information obtained during the investigation, and, if relevant to that finding, information regarding the credibility of the respondent, complainant and/or witnesses.
5. The recommended finding of responsibility includes the specific section of the code of conduct that was reportedly violated, which will not exceed the scope of the notice of allegation. The investigator will provide their assessment regarding the finding of responsibility based on the totality of the investigative report.

d. Review by Administrator

1. The final report will be provided to the Administrator. The Administrator or designee will provide the final report simultaneously to the parties. The parties may submit a written response to the final report to the Administrator no later than five days after the final report is provided to the parties. The Administrator may meet with the parties, separately, to discuss the final report.
2. If all parties agree to the recommended findings of responsibility, the parties can request that the Administrator make a decision on applicable outcomes only, and forgo a request for a hearing. If parties do not agree with the recommended findings of responsibility, the decisions regarding findings of responsibility are made by either the Administrator or the Student Conduct Board (SCB).
3. Decisions regarding findings of responsibility are made either by the Student Conduct Board after a hearing or by the Administrator after their review. A party may request that the matter be referred to the SCB for a hearing. The request must be in writing and must be submitted to the Administrator no later than five days after the final report is provided to the parties. The Administrator may also decide to refer matters to the SCB.

e. Decision by Administrator

1. If a matter is not referred to the SCB for a hearing, the Administrator will decide whether the respondent violated the Code. The Administrator will make the decision based on the information contained in the final report, the written responses to the report, if any, submitted to the Administrator by the parties, and, if the Administrator chooses to meet with the parties, the information provided at the meeting to the Administrator by the parties.
2. The Administrator will adopt the findings of facts, credibility analysis, and recommended findings of responsibility of Code violation contained in the final report if the Administrator finds that they are more likely than not to be accurate. Any additional or different findings issued by the Administrator must be based on a more likely than not standard.
3. If the Administrator determines that the respondent violated the Code, the Administrator will determine the appropriate outcome.

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4. The Administrator's decision will be in writing and include the basis for the decision. The written decision will be simultaneously provided to the parties.
5. The Administrator's decision may be subject to a response review in accordance with the Code.
6. At any time before the matter is submitted to the SCB, DOS may refer a charge of a violation of the Code to mediation or other forms of appropriate alternative resolution. All parties must agree to participate with DOS in an alternative resolution process.

f. Hearing and Decision by Student Conduct Board

1. **Student Conduct Board in general.** The description and makeup of the SCB can be found in FSH 1640.83.
2. **Conflict of interest.** A member of the SCB will not serve on any Hearing Panel or Response Review Panel in any case where the member has a conflict of interest or bias for or against either party.
3. **Training required.** A member cannot serve on either a Hearing Panel or Response Review Panel until the member has completed training as required by DOS.
4. **Confidentiality.** Proceedings before the SCB, whether before a Hearing Panel or Response Review Panel, are confidential and protected by the Family Educational Rights and Privacy Act (FERPA). In specific disciplinary cases, members of the SCB must protect the confidentiality of the information they receive in fulfilling their duties as members of the SCB. Panel members must not discuss specific cases or share any information regarding specific disciplinary cases or their deliberations with anyone other than the SCB Chair, the Office of General Counsel, the Administrator, or fellow panel members appointed to the same panel in that specific case, and in all such instances, the discussion or sharing of information must be reasonably necessary for the panel's consideration of the specific case.
5. **Notice of Hearing.** In matters referred to the SCB, the Administrator or designee must send written notice of the hearing to the SCB and the parties. The notice will include the following:
 - a. the specific provision(s) of the Code the respondent is accused of violating.
 - b. a short description of the basis of the alleged violation,

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- c. the date and time for the hearing, and
- d. the deadline for submitting written materials to the Administrator.
- e. a link to or copy of the final report and any responses to the final report which were timely submitted to the Administrator.

6. Scheduling

The hearing will be held no fewer than five days after the notice is provided to the parties, unless extended by the Administrator. It is each party's responsibility to inform the panel chair and the Administrator of scheduling conflicts no less than three days prior to the scheduled hearing. The Administrator will have the sole discretion as to whether to reschedule the hearing. Except in cases of grave or unforeseen circumstances, if either party fails to appear, the hearing will proceed as scheduled.

7. Consolidation

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

8. Composition of the Hearing or Response Review Panel

- a. The chair of the SCB will appoint three to five members of the SCB to serve as a Hearing Panel to review each matter.
- b. The chair of the SCB will appoint one of the Hearing Panel members to serve as chair of the panel. If procedures call for the appointment of three or more members to serve on a Hearing Panel or Response Review Panel, the chair of the SCB should endeavor to appoint at least one student to the Hearing Panel or Response Review Panel. A student may not serve as chair of the Hearing Panel or Response Review Panel.
- c. The Administrator (or designee) will serve as a non-voting, ex-officio member of every Hearing Panel and may be present and available as a resource during all deliberations.

9. Pre-hearing procedures. In every case submitted to a Hearing Panel, the parties may submit written materials for the panel to

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

- a. Suggested questions for the panel to ask the respondent or the complainant.
- b. Written discussion or argument addressing the information contained in the final report.
- c. Information (as opposed to a discussion of the information contained in the report) that was not considered by the investigators in the final report only if the information was not available prior to the completion of the final report or if the information was provided to the investigator prior to the completion of the investigation but the information was not included in the final report.

10. Hearing logistics

- a. The hearing will be held at the time and place listed in the notice.
- b. All hearings are closed to the public. The only people allowed to be present during the hearing are the parties, each individual party's Advisor, the investigator(s), the Administrator, members of the Hearing Panel, and others only if requested by DOS.
- c. Hearings may be held in person or using secure video conferencing software supported by the University. The University will make a single record of all hearings. Hearing Panel deliberations are not recorded. Failure to record the hearing for any reason is not to be considered a procedural error that substantially impacts the decision and will not be grounds for response review or reversal of the Hearing Panel's decision. All parties will work with the Administrator for access to the software and a private secure space to use the software.
- d. All parties are invited to fully participate in the hearing. The administrator may grant any party the ability to attend the hearing, answer questions, and make a statement from behind a partition, from another room, or through another alternative method.

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- e.** The complainant, if any, may only be present during the portion of the hearing where the Hearing Panel questions the complainant, unless the Administrator determines in appropriate cases that the complainant may remain for the entire hearing. In extraordinary circumstances, if the investigator is unable to be present at the hearing, the DOS may designate a representative to be there in the place of the investigator. Neither the complainant nor the respondent is required to speak at the hearing.
- f.** The panel chair may give permission for others to attend the hearing in the panel chair's discretion, after consultation with the Administrator. Additional witnesses may be called by the chair after consultation with the Administrator if additional witnesses are necessary for the Hearing Panel to properly resolve the case. The intention of the Code is that the final report, in most cases, should provide a sufficient basis for the Hearing Panel's decision, recognizing that the parties may speak in person to the Hearing Panel and to respond to the final report.
- g.** Only the chair of the Hearing Panel may ask questions during the hearing and doing so is at the sole discretion of the chair. However, the chair may seek input from panel members on areas for questioning. The parties may submit suggested questions in writing if the questions are received prior to the deadline for submitting written materials contained in the notice. Questions based on information that arises during the hearing may be submitted in writing during the hearing at the discretion of the panel chair.
- h.** The hearing will generally be conducted as follows:

 - i.** Introductions to those present
 - ii.** Summary of the hearing process
 - iii.** Explanation of the charges against the respondent
 - iv.** Opening statement by the complainant (if applicable) addressing the final report and the allegations that the respondent violated the Code.
 - v.** Opening statement by the respondent addressing the final report and the allegations that the respondent violated the Code.

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- vi.** Questions, if any, by the Hearing Panel chair for the investigator(s) or the parties.
- vii.** Final statements by the parties.
- viii.** All parties dismissed, and the recording of the hearing is stopped.
- ix.** Hearing Panel deliberation.

11. Hearing Panel decision.

- a.** All Hearing Panel decisions will be made by a majority vote.
- b.** In making its decision, the Hearing Panel will consider all relevant information from the following sources:
 - i.** The final report.
 - ii.** Any written information provided by the parties as provided above.
 - iii.** The information received at the hearing.
- c.** The Hearing Panel should adopt the findings of facts, credibility analysis, and recommended findings of responsibility of Code violations contained in the Final Report, unless the Hearing Panel finds that the information presented at the hearing warrants a different conclusion. Any findings of responsibility of Code violation issued by the Hearing Panel must be based on a more likely than not standard.
- d.** The Administrator will also serve as a resource to the Hearing Panel, including to help ensure that outcomes are reasonably consistent among similar cases. If the Hearing Panel determines that a respondent is responsible for a violation of the Code, the Administrator will inform the panel of any previous conduct violations or other relevant disciplinary actions involving the respondent.
- e.** The Hearing Panel will not consider previous legal or campus proceedings when determining responsibility for violation of the Code. The Hearing Panel may consider such previous proceedings solely when determining outcomes after a finding of responsibility is made.
- f.** The Hearing Panel will issue a written decision within 10 days after completing deliberations. If the Hearing Panel needs additional time to issue the written decision, the Administrator will notify the parties. The panel chair will

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provide the written decision to the Administrator, who will then simultaneously provide the decision to the parties.

- g.** The Hearing Panel may return the matter for additional investigation if the Hearing Panel determines that:
 - i.** The investigator failed to properly investigate the allegation and the failure was substantial and impacted the decision. or
 - ii.** There is new information that could substantially affect the decision and the new information could not have been discovered before the issuance of the final report.

F-8. Response to the Formal Resolution Process Decision

- a.** Any party may respond to the Formal Resolution Process decision, whether it was made by the Administrator or the SCB.
- b.** Responses are not limited to arguments that the Hearing Panel decision should be overturned or modified but can be statements in support of the findings of responsibility of Code violations using the factors for response established below. That is to say, the Response is an opportunity to argue in favor of, or against, the decision based on the specific listed factors.
- c.** Outcomes imposed by the Hearing Panel will not go into effect until either the deadline for a response has expired and no response has been filed or until the decision is upheld after response. However, the Administrator may impose any outcome issued by the Hearing Panel as an interim action pending the response review.
- d.** Any party may submit a response to the Administrator's, Hearing Officer's, or Hearing Panel's final decision. Responses must be submitted in writing to the Administrator and must set forth the grounds for the response. The response must be filed no later than five days after the decision is delivered to the parties. Responses are to be directed to the University and will not be provided to other parties in the case, if any. There is no expectation that the response be of a certain level of formality or read like a legal filing.
- e.** Responses are limited to the following grounds:
 - 1.** A conflict of interest by a decision maker that significantly impacted the outcome of the hearing or a procedural error in the investigation process that significantly impacted the outcome of the hearing.
 - 2.** New information, unavailable during the investigation or hearing, or information that was technically available but for which no

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reasonable person would have sought that information in advance of the hearing, as the need for the information or its evidentiary value did not reasonably arise until during the hearing, and that would likely have substantially impacted the original findings of responsibility of Code violation or outcome if known.

3. The outcomes imposed are substantially disproportionate to the severity of the violation. Note that the imposition of an administrative fee is not a outcome, and therefore cannot be reversed or modified.

f. A response review will be limited to a review of the decision, the final report, any written material considered in the decision, the recording of the hearing held before the Hearing Panel, and- any written materials submitted with the response. Where a response is based on the discovery of new information, the new information may be considered only to determine whether the information was unavailable at the time of the decision and whether the new information would likely have substantially impacted the original findings of responsibility of Code violation or outcome if known.

g. Response review procedure

1. The chair of the SCB will appoint three to five members of the SCB to serve on the Response Review Panel and will designate one member to serve as chair of the Response Review Panel. Any member who served on the Hearing Panel will not serve on the Response Review Panel on the same case. A student may not serve as chair of a Response Review Panel.
2. The Response Review Panel will issue a written decision. The decision should be issued within 15 days of receiving the response or responses. The chair of the Response Review Panel will provide the written decision to the Administrator, who will then simultaneously provide the decision to the parties.
3. The Response Review Panel may:
 - i. Uphold the Administrator's, Hearing Officer's, or Hearing Panel's decision.
 - ii. Uphold the finding that the respondent violated the code but revise the outcome(s).
 - iii. Return the matter for reconsideration. or
 - iv. Return the matter for additional investigation.

h. Unless the case is returned for reconsideration or to the investigator for

additional investigation, the decision of the Response Review Panel is the final institutional decision. If the decision upholds the finding that the respondent violated the Code, the outcomes imposed will go into effect immediately.

F-9. Supplemental process and standards applying to allegations of academic dishonesty

- a. Academic dishonesty allegations are processed following the Conduct Resolution Processes in the Code. Following a report to DOS of instances or concerns of academic dishonesty, DOS will investigate the incident and will determine if there is a code violation, resulting in potential outcomes intended to address acts of academic dishonesty. Instructors may issue an academic outcome separate from any outcome that the DOS may impose if under the Code there is a finding of responsibility for academic dishonesty/misconduct.
- b. The following information supplements the resolution processes in cases of academic dishonesty:
 - 1. When the alleged academic dishonesty is discovered by the instructor, the instructor will notify the student of the allegation of academic dishonesty and will notify DOS.
 - 2. DOS receives the report and communicates with the instructor on the process of resolving the complaint.
 - 3. The instructor will have an opportunity to provide additional information regarding the allegation.
 - 4. DOS will meet with the student and may seek additional information from the instructor.
 - 5. The instructor is included in the following communication with the student: the notice of allegation and decision letter.
 - 6. If the student chooses an informal process, DOS will meet with the student and provide an informal decision, consistent with policies, progressive discipline, and other previous and similar examples of academic dishonesty. The outcome of an informal process is not eligible for Response Review.
 - 7. If the student chooses a formal process, the hearing officer will conduct a formal investigation and will interview the instructor and other witnesses as part of the investigation.
 - 8. In disciplinary cases involving allegations of academic dishonesty, a majority of the Hearing Panel or Response Review Panel should be faculty members.

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9. The resolution decision of DOS, subject to the Response Review process outlined in the Code, is final.
10. The instructor will not issue an academic outcome until after the conclusion of the resolution process, including any responses, and after the decision is communicated to the student.
11. In situations where grades need to be submitted and the process is not yet complete, the instructor will enter a grade of “incomplete” until the process is complete.
12. In situations where the instructor is no longer in their position prior to the completion of the conduct process, the instructor of record or the chair of the department may be asked to step in to finish the conduct process and the instructor may coordinate the final grade based on the totality of the academic performance.

F-10. Outcomes.

a. Outcomes may be imposed for any student determined to have violated the Code. Possible outcomes include, but are not limited to:

- **Warning:** Written notice to the student.
- **Probation:** Written reprimand accompanied by a probationary period during which the student must not violate the Code to avoid more severe disciplinary outcomes.
- **Loss of privileges:** Denial of specified privileges for a designated period of time.
- **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
- **Educational outcomes:** Completion of work assignments, essays, service to the University, community service, workshops, or other related educational assignments.
- **Deferred suspension:** The last opportunity before being suspended, which remains in place until the natural end of the academic relationship with the University.
- **Housing suspension:** Separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for return may be specified.
- **Housing expulsion:** Permanent separation of the student from University Housing.
- **University suspension:** Separation of the student from the University for a definite period, after which the student is eligible to return. Conditions for return may be specified.

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- **University expulsion:** Permanent separation of the student from the University.
- **Revocation of admission:** Admission to the University may be revoked .
- **Revocation of degree:** A degree awarded from the University may be revoked.
- **Withholding of degree:** The University may withhold awarding a degree otherwise earned until the completion of all outcomes imposed.

b. More than one of the outcomes listed above may be imposed for any single violation.

c. A student who fails to comply with the outcome(s) imposed will have a disciplinary hold placed on their record until the student complies with all outcome(s) imposed.

d. Disciplinary outcomes other than suspension, expulsion or revocation or withholding of a degree will not be made part of the student's permanent academic record but will become part of the student's disciplinary record. Such outcomes will be expunged from the student's disciplinary record seven years after final disposition of the case unless the University is legally required to maintain them for a further time.

G. MISCELLANEOUS

G-1. Role of an advisor. In accordance with the educational purpose of the Code, all students, including respondents and complainants, are expected to speak for themselves at all stages of proceedings under the Code, including, but not limited to, during the investigation, hearing, and any response. Any student may have an Advisor present at any time during any interview, meeting, or proceeding under the Code, but the Advisor's role is to advise the student, not to speak for the student or make any presentation on behalf of the student. The student may, at any time and for a reasonable period of time, confer with the Advisor. If the University official conducting the proceeding determines at any time that the Advisor is acting outside of these parameters, the Advisor may be required to leave the proceeding at the official's discretion. In appropriate circumstances, at the sole discretion of the University official conducting the proceeding, the University official may allow the Advisor to speak on behalf of the student or make a presentation on behalf of the student.

G-2. Administrative fee. Any time a student is found to have violated the Code, except in situations where the hearing officer issues only a warning, the hearing officer may impose an administrative fee of \$150. This is not considered an outcome and will not be a subject of a response review.

G-3. Parent notification. The University may notify parents of students under the age of 21 when a student has been found to have committed a drug- or alcohol-related violation. This is not considered an outcome and may not be a subject of a response review. The decision as to whether to notify the parents or not rests entirely within the discretion of DOS.

G-4. Training. All members of the SCB, the Administrator, and the investigators will receive annual training in accordance with the requirements of the policies of the Board of Regents of the University of Idaho and the Idaho State Board of Education, as well as all applicable federal and state laws.

G-5. Timeframe. With the exception of deadlines for requesting a hearing before the SCB (see section F.7) or for filing a response (see section F.8), all other timeframes contained in the Code are suggested timeframes. While the timeframes should be followed absent exceptional circumstances, the failure to conduct any action within a designated timeframe is not grounds for response review or reversal of any decision.

G-6. Interpretation. Any question of interpretation regarding the Code or these procedures will be referred to the Administrator or their designee for final decision.

G-7. Disclosure. The University will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of Title 18, United States Code), incest, or statutory rape, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the reporting victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the victim for purposes of this paragraph.

G-8. Review by President: Any decision or action taken under the Code may be reviewed by the President at the President's discretion.

G-9. Review by Board of Regents: Board of Regents review of a final institutional decision to the Board of Regents is governed by Idaho State Board of Education Governing Policies and Procedures Section III.P.17.

Version History

Amended October 2023: Interim policy. Changes to B-2 to clarify jurisdiction of OCRI, added definition of protected status, changes to E-4 regarding prohibited harassment and E-5 regarding discrimination and retaliation.

Amended August 2023. Editorial and legal edits.

Amended August 2023: Interim policy. Complete rewrite. FSH 2300 Student Code of Conduct and FSH 2400 University Disciplinary Process for Alleged Violations of Student

Code of Conduct were combined into one policy, FSH 2300 Student Code of Conduct and Resolution Process. FSH 2400 was deleted. Procedure related to Title IX sexual harassment was removed to align with the recently revised FSH 6100.

Amended July 2021. Editorial changes.

Amended July 2014. All disciplinary language from FSH 2300 Student Code of Conduct was consolidated into FSH 2400 and updated removing redundancies in policy.

Amended July 2009. Editorial changes.

Amended January 2007. Reformatted the Student Code of Conduct into subsections for easier management of judicial cases

Amended July 2005. Revised Article II, Section 2.

Amended July 1998. Revised Article II.

Amended July 1993.

Amended July 1992.

Adopted July 1970.



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 2400 DISCIPLINARY PROCESS FOR ALLEGED VIOLATIONS OF STUDENT CODE OF CONDUCT**

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: Cari Fealy

Policy sponsor, if different from originator: Blaine Eckles, DOS

Reviewed by General Counsel: __Yes __x No Name & Date: Pending

Comprehensive review? __xYes __No

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

Deletion of this policy to be considered simultaneously with adoption of FSH 2300 Student Code of Conduct and Resolution Process, which contains both the Code and the process for violations of it.

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 2300

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 TWO:

STUDENT AFFAIRS POLICIES

2400

UNIVERSITY DISCIPLINARY PROCESS FOR ALLEGED VIOLATIONS OF STUDENT CODE OF CONDUCT

OWNER:

Dean of Students

Blaine Eckles

askjoe@uidaho.edu

LAST REVISION: October 2017

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

B. DEFINITIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. INVESTIGATION:

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

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

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

- a. the notice must be in writing and may be delivered either in person to the Respondent, or by email to the

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

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

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

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

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

C-6. Preliminary Report of Investigation.

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

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

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

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

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

C-7. Final Report of Investigation. The Final Report of Investigation (Final Report) shall contain everything included in the Preliminary Report plus complete copies of any written responses received within the time period allowed for submitting written responses, a credibility analysis, recommended findings, and recommended conclusion (see below) as to whether the Respondent violated the Code. If the Final Report includes a

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recommended finding that the Respondent violated the Code, the Final Report shall not include recommended sanctions. The Final Report shall be provided to the Administrator. The Administrator shall provide the Final Report simultaneously to the parties.

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

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

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

D. HEARING PROCESS.

D-1. Student Conduct Administrator's Review:

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

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

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

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

- (i) The Administrator shall decide whether the Respondent violated the Code. The Administrator shall make the decision based on the information contained in the Final Report, the written responses to the report, if any, submitted to the Administrator by the parties, and, if the Administrator chooses to meet with the parties, the information provided at the meeting to the Administrator by the parties.
- (ii) The Administrator should adopt the findings and credibility analysis contained in the Final Report, unless the Administrator finds that the findings or credibility analysis are not more likely than not

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1. At the conclusion of the investigation, the investigator will draft a Preliminary Report of Investigation (Preliminary Report). The preliminary report will include the steps taken during the investigation., a list of witnesses contacted. a detailed summary of any witness interviews. a detailed summary of any interviews of the respondent or complainant (if applicable). a detailed summary of any other information considered as part of the investigation. and complete copies of any relevant documentary evidence gathered during the investigation, including copies of documentary information provided by the respondent or the complainant.
2. The Preliminary Report will not include any conclusions, findings of facts,credibility analysis, or recommended findings of responsibility of Code violation.
3. The parties will be provided an opportunity to review the Preliminary Report and may provide a written response to the Preliminary Report within five days of the review of the report. A party will be deemed to have waived the right to review the report if the party does not make arrangements with the investigator to review the report within five days of being notified that the report is available to be reviewed. The written response may include requests for additional investigation, additional witnesses to interview, or additional questions to ask any witness.
4. After the time for submitting a written response to the Preliminary Report has passed, the investigator will review any responses received and determine whether additional investigation is needed. After addressing the responses, if any, the investigator will incorporate the responses into the final report.
5. The investigator has sole discretion of determining whether sufficient information has been obtained to end the investigation process.

c. Final Report of Investigation

1. The Final Report of Investigation (final report) will include the following:
 - Everything included in the Preliminary Report,
 - Complete copies of any timely-submitted written responses to the Preliminary Report,
 - A credibility analysis,
 - Findings of facts, and

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- Recommended findings of code of conduct violation
2. The final report will be provided to the Administrator. The Administrator or designee will provide the final report simultaneously to the parties. The investigator may serve as the Administrator's designee to send out the final report to parties.
 3. The credibility analysis is an analysis of the statements provided by each party and interviewee, as necessary, to determine whether the statements provided by that person are credible. The analysis may include a description of the person's demeanor during the interview(s), a comparison of statements made to known facts or statements from other witnesses, the person's ability to observe the event described, the person's bias, whether the person was under the influence of a controlled substance or alcohol, and any other information that a reasonable person would use to determine a person's credibility. Not every case will require a detailed credibility analysis of each interviewee, and the credibility analysis may be part of the finding of facts. However, in cases where the credibility of the interviewee is material to the conclusion, there should generally be a separate credibility analysis.
 4. The findings of facts will include a description of the basis for each finding. Each finding will be based on a more likely than not standard and will include a rationale based on supporting documentation or information such as information from the interviews, documentary information obtained during the investigation, and, if relevant to that finding, information regarding the credibility of the respondent, complainant and/or witnesses.
 5. The recommended finding of responsibility includes the specific section of the code of conduct that was reportedly violated, which will not exceed the scope of the notice of allegation. The investigator will provide their assessment regarding the finding of responsibility based on the totality of the investigative report.

d. Review by Administrator

1. The final report will be provided to the Administrator. The Administrator or designee will provide the final report simultaneously to the parties. The parties may submit a written response to the final report to the Administrator no later than five days after the final report is provided to the parties. The

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Administrator may meet with the parties, separately, to discuss the final report.

2. If all parties agree to the recommended findings of responsibility, the parties can request that the Administrator make a decision on applicable outcomes only, and forgo a request for a hearing. If parties do not agree with the recommended findings of responsibility, the decisions regarding findings of responsibility are made by either the Administrator or the Student Conduct Board (SCB).
3. Decisions regarding findings of responsibility are made either by the Student Conduct Board after a hearing or by the Administrator after their review. A party may request that the matter be referred to the SCB for a hearing. The request must be in writing and must be submitted to the Administrator no later than five days after the final report is provided to the parties. The Administrator may also decide to refer matters to the SCB.

e. Decision by Administrator

1. If a matter is not referred to the SCB for a hearing, the Administrator will decide whether the respondent violated the Code. The Administrator will make the decision based on the information contained in the final report, the written responses to the report, if any, submitted to the Administrator by the parties, and, if the Administrator chooses to meet with the parties, the information provided at the meeting to the Administrator by the parties.
2. The Administrator will adopt the findings of facts, credibility analysis, and recommended findings of responsibility of Code violation contained in the final report if the Administrator finds that they are more likely than not to be accurate. Any additional or different findings issued by the Administrator must be based on a more likely than not standard.
3. If the Administrator determines that the respondent violated the Code, the Administrator will determine the appropriate outcome.
4. The Administrator's decision will be in writing and include the basis for the decision. The written decision will be simultaneously provided to the parties.
5. The Administrator's decision may be subject to a response review in accordance with the Code.

6. At any time before the matter is submitted to the SCB, DOS may refer a charge of a violation of the Code to mediation or other forms of appropriate alternative resolution. All parties must agree to participate with DOS in an alternative resolution process.

f. Hearing and Decision by Student Conduct Board

1. **Student Conduct Board in general.** The description and makeup of the SCB can be found in FSH 1640.83.
2. **Conflict of interest.** A member of the SCB will not serve on any Hearing Panel or Response Review Panel in any case where the member has a conflict of interest or bias for or against either party.
3. **Training required.** A member cannot serve on either a Hearing Panel or Response Review Panel until the member has completed training as required by DOS.
4. **Confidentiality.** Proceedings before the SCB, whether before a Hearing Panel or Response Review Panel, are confidential and protected by the Family Educational Rights and Privacy Act (FERPA). In specific disciplinary cases, members of the SCB must protect the confidentiality of the information they receive in fulfilling their duties as members of the SCB. Panel members must not discuss specific cases or share any information regarding specific disciplinary cases or their deliberations with anyone other than the SCB Chair, the Office of General Counsel, the Administrator, or fellow panel members appointed to the same panel in that specific case, and in all such instances, the discussion or sharing of information must be reasonably necessary for the panel's consideration of the specific case.
5. **Notice of Hearing.** In matters referred to the SCB, the Administrator or designee must send written notice of the hearing to the SCB and the parties. The notice will include the following:
 - a. the specific provision(s) of the Code the respondent is accused of violating.
 - b. a short description of the basis of the alleged violation,
 - c. the date and time for the hearing, and
 - d. the deadline for submitting written materials to the Administrator.
 - e. a link to or copy of the final report and any responses to the final report which were timely submitted to the Administrator.

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6. Scheduling

The hearing will be held no fewer than five days after the notice is provided to the parties, unless extended by the Administrator. It is each party's responsibility to inform the panel chair and the Administrator of scheduling conflicts no less than three days prior to the scheduled hearing. The Administrator will have the sole discretion as to whether to reschedule the hearing. Except in cases of grave or unforeseen circumstances, if either party fails to appear, the hearing will proceed as scheduled.

7. Consolidation

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

8. Composition of the Hearing or Response Review Panel

- a. The chair of the SCB will appoint three to five members of the SCB to serve as a Hearing Panel to review each matter.
- b. The chair of the SCB will appoint one of the Hearing Panel members to serve as chair of the panel. If procedures call for the appointment of three or more members to serve on a Hearing Panel or Response Review Panel, the chair of the SCB should endeavor to appoint at least one student to the Hearing Panel or Response Review Panel. A student may not serve as chair of the Hearing Panel or Response Review Panel.
- c. The Administrator (or designee) will serve as a non-voting, ex-officio member of every Hearing Panel and may be present and available as a resource during all deliberations.

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

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- a. Suggested questions for the panel to ask the respondent or the complainant.
- b. Written discussion or argument addressing the information contained in the final report.
- c. Information (as opposed to a discussion of the information contained in the report) that was not considered by the investigators in the final report only if the information was not available prior to the completion of the final report or if the information was provided to the investigator prior to the completion of the investigation but the information was not included in the final report.

10. Hearing logistics

- a. The hearing will be held at the time and place listed in the notice.
- b. All hearings are closed to the public. The only people allowed to be present during the hearing are the parties, each individual party's Advisor, the investigator(s), the Administrator, members of the Hearing Panel, and others only if requested by DOS.
- c. Hearings may be held in person or using secure video conferencing software supported by the University. The University will make a single record of all hearings. Hearing Panel deliberations are not recorded. Failure to record the hearing for any reason is not to be considered a procedural error that substantially impacts the decision and will not be grounds for response review or reversal of the Hearing Panel's decision. All parties will work with the Administrator for access to the software and a private secure space to use the software.
- d. All parties are invited to fully participate in the hearing. The administrator may grant any party the ability to attend the hearing, answer questions, and make a statement from behind a partition, from another room, or through another alternative method.
- e. The complainant, if any, may only be present during the portion of the hearing where the Hearing Panel questions the complainant, unless the Administrator determines in appropriate cases that the complainant may remain for the entire hearing. In extraordinary circumstances, if the investigator is unable to be present at the hearing, the DOS

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may designate a representative to be there in the place of the investigator. Neither the complainant nor the respondent is required to speak at the hearing.

- f. The panel chair may give permission for others to attend the hearing in the panel chair's discretion, after consultation with the Administrator. Additional witnesses may be called by the chair after consultation with the Administrator if additional witnesses are necessary for the Hearing Panel to properly resolve the case. The intention of the Code is that the final report, in most cases, should provide a sufficient basis for the Hearing Panel's decision, recognizing that the parties may speak in person to the Hearing Panel and to respond to the final report.
- g. Only the chair of the Hearing Panel may ask questions during the hearing and doing so is at the sole discretion of the chair. However, the chair may seek input from panel members on areas for questioning. The parties may submit suggested questions in writing if the questions are received prior to the deadline for submitting written materials contained in the notice. Questions based on information that arises during the hearing may be submitted in writing during the hearing at the discretion of the panel chair.
- h. The hearing will generally be conducted as follows:
 - i. Introductions to those present
 - ii. Summary of the hearing process
 - iii. Explanation of the charges against the respondent
 - iv. Opening statement by the complainant (if applicable) addressing the final report and the allegations that the respondent violated the Code.
 - v. Opening statement by the respondent addressing the final report and the allegations that the respondent violated the Code.
 - vi. Questions, if any, by the Hearing Panel chair for the investigator(s) or the parties.
 - vii. Final statements by the parties.
 - viii. All parties dismissed, and the recording of the hearing is stopped.
 - ix. Hearing Panel deliberation.

11. Hearing Panel decision.

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- a. All Hearing Panel decisions will be made by a majority vote.
- b. In making its decision, the Hearing Panel will consider all relevant information from the following sources:
 - i. The final report.
 - ii. Any written information provided by the parties as provided above.
 - iii. The information received at the hearing.
- c. The Hearing Panel should adopt the findings of facts, credibility analysis, and recommended findings of responsibility of Code violations contained in the Final Report, unless the Hearing Panel finds that the information presented at the hearing warrants a different conclusion. Any findings of responsibility of Code violation issued by the Hearing Panel must be based on a more likely than not standard.
- d. The Administrator will also serve as a resource to the Hearing Panel, including to help ensure that outcomes are reasonably consistent among similar cases. If the Hearing Panel determines that a respondent is responsible for a violation of the Code, the Administrator will inform the panel of any previous conduct violations or other relevant disciplinary actions involving the respondent.
- e. The Hearing Panel will not consider previous legal or campus proceedings when determining responsibility for violation of the Code. The Hearing Panel may consider such previous proceedings solely when determining outcomes after a finding of responsibility is made.
- f. The Hearing Panel will issue a written decision within 10 days after completing deliberations. If the Hearing Panel needs additional time to issue the written decision, the Administrator will notify the parties. The panel chair will provide the written decision to the Administrator, who will then simultaneously provide the decision to the parties.
- g. The Hearing Panel may return the matter for additional investigation if the Hearing Panel determines that:
 - i. The investigator failed to properly investigate the allegation and the failure was substantial and impacted the decision. or
 - ii. There is new information that could substantially affect the decision and the new information could not

have been discovered before the issuance of the final report.

F-8. Response to the Formal Resolution Process Decision

- a. Any party may respond to the Formal Resolution Process decision, whether it was made by the Administrator or the SCB.
- b. Responses are not limited to arguments that the Hearing Panel decision should be overturned or modified but can be statements in support of the findings of responsibility of Code violations using the factors for response established below. That is to say, the Response is an opportunity to argue in favor of, or against, the decision based on the specific listed factors.
- c. Outcomes imposed by the Hearing Panel will not go into effect until either the deadline for a response has expired and no response has been filed or until the decision is upheld after response. However, the Administrator may impose any outcome issued by the Hearing Panel as an interim action pending the response review.
- d. Any party may submit a response to the Administrator's, Hearing Officer's, or Hearing Panel's final decision. Responses must be submitted in writing to the Administrator and must set forth the grounds for the response. The response must be filed no later than five days after the decision is delivered to the parties. Responses are to be directed to the University and will not be provided to other parties in the case, if any. There is no expectation that the response be of a certain level of formality or read like a legal filing.
- e. Responses are limited to the following grounds:
 - 1. A conflict of interest by a decision maker that significantly impacted the outcome of the hearing or a procedural error in the investigation process that significantly impacted the outcome of the hearing.
 - 2. New information, unavailable during the investigation or hearing, or information that was technically available but for which no reasonable person would have sought that information in advance of the hearing, as the need for the information or its evidentiary value did not reasonably arise until during the hearing, and that would likely have substantially impacted the original findings of responsibility of Code violation or outcome if known.
 - 3. The outcomes imposed are substantially disproportionate to the severity of the violation. Note that the imposition of an administrative fee is not a outcome, and therefore cannot be reversed or modified.

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f. A response review will be limited to a review of the decision, the final report, any written material considered in the decision, the recording of the hearing held before the Hearing Panel, and- any written materials submitted with the response. Where a response is based on the discovery of new information, the new information may be considered only to determine whether the information was unavailable at the time of the decision and whether the new information would likely have substantially impacted the original findings of responsibility of Code violation or outcome if known.

g. Response review procedure

- 1.** The chair of the SCB will appoint three to five members of the SCB to serve on the Response Review Panel and will designate one member to serve as chair of the Response Review Panel. Any member who served on the Hearing Panel will not serve on the Response Review Panel on the same case. A student may not serve as chair of a Response Review Panel.
- 2.** The Response Review Panel will issue a written decision. The decision should be issued within 15 days of receiving the response or responses. The chair of the Response Review Panel will provide the written decision to the Administrator, who will then simultaneously provide the decision to the parties.
- 3.** The Response Review Panel may:
 - i.** Uphold the Administrator's, Hearing Officer's, or Hearing Panel's decision.
 - ii.** Uphold the finding that the respondent violated the code but revise the outcome(s).
 - iii.** Return the matter for reconsideration. or
 - iv.** Return the matter for additional investigation.

h. Unless the case is returned for reconsideration or to the investigator for additional investigation, the decision of the Response Review Panel is the final institutional decision. If the decision upholds the finding that the respondent violated the Code, the outcomes imposed will go into effect immediately.

F-9. Supplemental process and standards applying to allegations of academic dishonesty

- a.** Academic dishonesty allegations are processed following the Conduct Resolution Processes in the Code. Following a report to DOS of instances or

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concerns of academic dishonesty, DOS will investigate the incident and will determine if there is a code violation, resulting in potential outcomes intended to address acts of academic dishonesty. Instructors may issue an academic outcome separate from any outcome that the DOS may impose if under the Code there is a finding of responsibility for academic dishonesty/misconduct.

- b.** The following information supplements the resolution processes in cases of academic dishonesty:
1. When the alleged academic dishonesty is discovered by the instructor, the instructor will notify the student of the allegation of academic dishonesty and will notify DOS.
 2. DOS receives the report and communicates with the instructor on the process of resolving the complaint.
 3. The instructor will have an opportunity to provide additional information regarding the allegation.
 4. DOS will meet with the student and may seek additional information from the instructor.
 5. The instructor is included in the following communication with the student: the notice of allegation and decision letter.
 6. If the student chooses an informal process, DOS will meet with the student and provide an informal decision, consistent with policies, progressive discipline, and other previous and similar examples of academic dishonesty. The outcome of an informal process is not eligible for Response Review.
 7. If the student chooses a formal process, the hearing officer will conduct a formal investigation and will interview the instructor and other witnesses as part of the investigation.
 8. In disciplinary cases involving allegations of academic dishonesty, a majority of the Hearing Panel or Response Review Panel should be faculty members.
 9. The resolution decision of DOS, subject to the Response Review process outlined in the Code, is final.
 10. The instructor will not issue an academic outcome until after the conclusion of the resolution process, including any responses, and after the decision is communicated to the student.
 11. In situations where grades need to be submitted and the process is not yet complete, the instructor will enter a grade of “incomplete” until the process is complete.
 12. In situations where the instructor is no longer in their position prior to the completion of the conduct process, the instructor of record or the

chair of the department may be asked to step in to finish the conduct process and the instructor may coordinate the final grade based on the totality of the academic performance.

F-10. Outcomes.

a. Outcomes may be imposed for any student determined to have violated the Code. Possible outcomes include, but are not limited to:

- **Warning:** Written notice to the student.
- **Probation:** Written reprimand accompanied by a probationary period during which the student must not violate the Code to avoid more severe disciplinary outcomes.
- **Loss of privileges:** Denial of specified privileges for a designated period of time.
- **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
- **Educational outcomes:** Completion of work assignments, essays, service to the University, community service, workshops, or other related educational assignments.
- **Deferred suspension:** The last opportunity before being suspended, which remains in place until the natural end of the academic relationship with the University.
- **Housing suspension:** Separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for return may be specified.
- **Housing expulsion:** Permanent separation of the student from University Housing.
- **University suspension:** Separation of the student from the University for a definite period, after which the student is eligible to return. Conditions for return may be specified.
- **University expulsion:** Permanent separation of the student from the University.
- **Revocation of admission:** Admission to the University may be revoked .
- **Revocation of degree:** A degree awarded from the University may be revoked.
- **Withholding of degree:** The University may withhold awarding a degree otherwise earned until the completion of all outcomes imposed.

b. More than one of the outcomes listed above may be imposed for any single violation.

c. A student who fails to comply with the outcome(s) imposed will have a disciplinary hold placed on their record until the student complies with all

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outcome(s) imposed.

d. Disciplinary outcomes other than suspension, expulsion or revocation or withholding of a degree will not be made part of the student's permanent academic record but will become part of the student's disciplinary record. Such outcomes will be expunged from the student's disciplinary record seven years after final disposition of the case unless the University is legally required to maintain them for a further time.

G. MISCELLANEOUS

G-1. Role of an advisor. In accordance with the educational purpose of the Code, all students, including respondents and complainants, are expected to speak for themselves at all stages of proceedings under the Code, including, but not limited to, during the investigation, hearing, and any response. Any student may have an Advisor present at any time during any interview, meeting, or proceeding under the Code, but the Advisor's role is to advise the student, not to speak for the student or make any presentation on behalf of the student. The student may, at any time and for a reasonable period of time, confer with the Advisor. If the University official conducting the proceeding determines at any time that the Advisor is acting outside of these parameters, the Advisor may be required to leave the proceeding at the official's discretion. In appropriate circumstances, at the sole discretion of the University official conducting the proceeding, the University official may allow the Advisor to speak on behalf of the student or make a presentation on behalf of the student.

G-2. Administrative fee. Any time a student is found to have violated the Code, except in situations where the hearing officer issues only a warning, the hearing officer may charge the student an administrative fee of \$150. This is not considered an outcome and will not be a subject of a response review.

G-3. Parent notification. The University may notify parents of students under the age of 21 when a student has been found to have committed a drug- or alcohol-related violation. This is not considered an outcome and may not be a subject of a response review. The decision as to whether to notify the parents or not rests entirely within the discretion of DOS.

G-4. Training. All members of the SCB, the Administrator, and the investigators will receive annual training in accordance with the requirements of the policies of the Board of Regents of the University of Idaho and the Idaho State Board of Education, as well as all applicable federal and state laws.

G-5. Timeframe. With the exception of deadlines for requesting a hearing before the SCB (see section F.7) or for filing a response (see section F.8), all other timeframes

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

G-6. Interpretation. Any question of interpretation regarding the Code or these procedures will be referred to the Administrator or their designee for final decision.

G-7. Disclosure. The University will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of Title 18, United States Code), incest, or statutory rape, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the reporting victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the victim for purposes of this paragraph.

G-8. Review by President: Any decision or action taken under the Code may be reviewed by the President at the President's discretion.

G-9. Review by Board of Regents: Board of Regents review of a final institutional decision to the Board of Regents is governed by Idaho State Board of Education Governing Policies and Procedures Section III.P.17.

Version History

Amended October 2023: Interim policy. Changes to B-2 to clarify jurisdiction of OCRI, added definition of protected status, changes to E-4 regarding prohibited harassment and E-5 regarding discrimination and retaliation.

Amended August 2023. Editorial and legal edits.

Amended August 2023: Interim policy. Complete rewrite. FSH 2300 Student Code of Conduct and FSH 2400 University Disciplinary Process for Alleged Violations of Student Code of Conduct were combined into one policy, FSH 2300 Student Code of Conduct and Resolution Process. FSH 2400 was deleted. Procedure related to Title IX sexual harassment was removed to align with the recently revised FSH 6100.

Amended July 2021. Editorial changes.

Amended July 2014. All disciplinary language from FSH 2300 Student Code of Conduct was consolidated into FSH 2400 and updated removing redundancies in policy.

Amended July 2009. Editorial changes.

Amended January 2007. Reformatted the Student Code of Conduct into subsections

for easier management of judicial cases

Amended July 2005. Revised Article II, Section 2.

Amended July 1998. Revised Article II.

Amended July 1993.

Amended July 1992.

Adopted July 1970.

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recommended finding that the Respondent violated the Code, the Final Report shall not include recommended sanctions. The Final Report shall be provided to the Administrator. The Administrator shall provide the Final Report simultaneously to the parties.

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

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

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

D. HEARING PROCESS.

D-1. Student Conduct Administrator's Review:

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

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

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

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

- (i) The Administrator shall decide whether the Respondent violated the Code. The Administrator shall make the decision based on the information contained in the Final Report, the written responses to the report, if any, submitted to the Administrator by the parties, and, if the Administrator chooses to meet with the parties, the information provided at the meeting to the Administrator by the parties.
- (ii) The Administrator should adopt the findings and credibility analysis contained in the Final Report, unless the Administrator finds that the findings or credibility analysis are not more likely than not

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to be true. Any additional or different findings issued by the Administrator must be based on a more likely than not standard.

- (iii) The Administrator is not required to defer to the recommendation contained in the Final Report as to whether the Respondent violated the Code, but is entitled to freely apply the Code to the findings in order to determine whether the Respondent violated the Code.
- (iv) If the Administrator determines that the Respondent violated the Code, the Administrator shall determine the appropriate sanction.
- (v) The Administrator's decision shall be in writing and include the basis for the decision. The written decision shall be simultaneously provided to the parties.
- (vi) The Administrator's decision may be appealed in accordance with section E.

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

D-2. Student Conduct Board Hearing:

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

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

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

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

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

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

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D-3. Hearing Procedures:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

D-4. Hearing Panel Decision.

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

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

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

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

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

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

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

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

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

E. APPEALS.

E-1. Any party may appeal the Administrator's or Hearing Panel's final decision. Appeals must be submitted in

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writing to the Administrator and must set forth the grounds for the appeal. The appeal must be filed no later than five days after the decision is delivered to the parties. The Administrator shall ensure that the parties receive a copy of the appeal.

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

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

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

E-4. Appeal Panel Procedures:

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

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

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

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

F. Student Conduct Board.

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

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

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

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

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

G. USE OF A HEARING OFFICER.

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

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

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

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

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

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

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

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

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

H. INTERIM ACTION.

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

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

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

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

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

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

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

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

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

I. SANCTIONS.

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

- a. **Warning:** a written notice to the student.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

J. MISCELLANEOUS.

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

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

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the University official conducting the proceeding, the University official may allow the Advisor to speak on behalf of the student and/or make a presentation on behalf of the student.

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

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

J-5. Training: All members of the SCB, the Administrator, the Title IX Coordinator, and the investigators shall receive annual training in accordance with the requirements of the policies of the Board of Regents of the University of Idaho and the Idaho State Board of Education, the Clery Act and implementing regulations, and Title IX.

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

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

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

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

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

Version History

Amended January 2017. A rewrite was completed that found middle ground between the early 1970's court trial format and the strong investigative model which had unintentionally created many delays to this less confrontational investigative model. The objective is to provide a process that allows for fact-finding and decision-making that balances the rights of the individual with the legitimate interests of the University.

Amended July 2016. Addressed some cumbersome processes that arose which were affecting the ability to resolve cases quickly.

Amended July 2014. All disciplinary language from FSH 2200 Statement of Student Rights and FSH 2300 Student Code of Conduct was consolidated into this policy and updated removing redundancies in policy.

Amended July 2008. The committee composition was moved into FSH 1640 Committee Directory.

Amended July 1993. Membership and quorum were changed on the University Judicial Council.

Adopted 1979. While the disciplinary process contained in FSH 2400 is uniquely crafted to meet the University of Idaho's individual needs, portions of the process and Code are adapted from the NCHERM Group Model

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Developmental Code of Student Conduct and is used here with permission. Other portions are adapted from Edward N. Stoner II and John Wesley Lowery, Navigating Past the “Spirit of Insubordination”: A Twenty-First Century Model Student Conduct Code With a Model Hearing Script, 31 *Journal of College and University Law* 1 (2004).



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 2400 DISCIPLINARY PROCESS FOR ALLEGED VIOLATIONS OF STUDENT CODE OF CONDUCT**

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: Cari Fealy

Policy sponsor, if different from originator: Blaine Eckles, DOS

Reviewed by General Counsel: X Yes ___ No Name & Date: Patrick Grace, 11/28/23

Comprehensive review? ___xYes ___No

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

Deletion of this policy to be considered simultaneously with adoption of FSH 2300 Student Code of Conduct and Resolution Process, which contains both the Code and the process for violations of it.

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 2300

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 TWO:~~

~~STUDENT AFFAIRS POLICIES~~

2400

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

~~OWNER:~~

~~Dean of Students~~

~~Blaine Eckles~~

~~askjoe@uidaho.edu~~

~~LAST REVISION: October 2017~~

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

~~B. DEFINITIONS:~~

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

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

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

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

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

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

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

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

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

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

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

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

~~a. Persons who withdraw after allegedly violating the Code;~~

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

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

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

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

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

C. INVESTIGATION:

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

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

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

~~a. the notice must be in writing and may be delivered either in person to the Respondent, or by email to the~~

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~~student's official University email account. If the notice cannot be delivered either in person or to the student's official University email account, the notice shall be delivered by any means reasonably likely to reach the student.~~

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

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

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

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

~~**C-6. Preliminary Report of Investigation.**~~

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

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

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

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

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

~~**C-7. Final Report of Investigation.** The Final Report of Investigation (Final Report) shall contain everything included in the Preliminary Report plus complete copies of any written responses received within the time period allowed for submitting written responses, a credibility analysis, recommended findings, and recommended conclusion (see below) as to whether the Respondent violated the Code. If the Final Report includes a~~

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~~recommended finding that the Respondent violated the Code, the Final Report shall not include recommended sanctions. The Final Report shall be provided to the Administrator. The Administrator shall provide the Final Report simultaneously to the parties.~~

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

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

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

D. HEARING PROCESS.

D-1. Student Conduct Administrator's Review:

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

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

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

~~**e.** If a matter is not referred to the SCB for a hearing:~~

- ~~(i) The Administrator shall decide whether the Respondent violated the Code. The Administrator shall make the decision based on the information contained in the Final Report, the written responses to the report, if any, submitted to the Administrator by the parties, and, if the Administrator chooses to meet with the parties, the information provided at the meeting to the Administrator by the parties.~~
- ~~(ii) The Administrator should adopt the findings and credibility analysis contained in the Final Report, unless the Administrator finds that the findings or credibility analysis are not more likely than not~~

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to be true. Any additional or different findings issued by the Administrator must be based on a more likely than not standard.

- (iii) ~~The Administrator is not required to defer to the recommendation contained in the Final Report as to whether the Respondent violated the Code, but is entitled to freely apply the Code to the findings in order to determine whether the Respondent violated the Code.~~
- (iv) ~~If the Administrator determines that the Respondent violated the Code, the Administrator shall determine the appropriate sanction.~~
- (v) ~~The Administrator's decision shall be in writing and include the basis for the decision. The written decision shall be simultaneously provided to the parties.~~
- (vi) ~~The Administrator's decision may be appealed in accordance with section E.~~

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

~~D-2. Student Conduct Board Hearing:~~

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

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

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

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

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

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

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D-3. Hearing Procedures:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~D-4. Hearing Panel Decision.~~

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

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

~~e. The Hearing Panel is not required to defer to the recommendation contained in the Final Report as to whether the Respondent violated the Code, but is entitled to freely apply the Code to the findings in order to determine whether the Respondent violated the Code.~~

~~d. Unless the panel chair is a Hearing Officer appointed to serve as chair without a vote, the panel chair shall participate in all votes, and all Hearing Panel decisions shall be made by a majority vote.~~

~~e. If the Hearing Panel determines that the Respondent violated the Code, the Hearing Panel shall determine the appropriate sanction(s). The Administrator shall serve as a resource to the Hearing Panel to help ensure that sanctions are reasonably consistent among similar cases.~~

~~f. The Hearing Panel may return the matter for additional investigation if the Hearing Panel determines that:~~

- ~~(i) The investigator failed to properly investigate the allegation and the failure was both substantial and to the student's detriment; or~~
- ~~(ii) There is new information that could substantially affect the outcome and the new information could not have been discovered before the issuance of the Final Report.~~

~~D-5. Either party may appeal a Hearing Panel's decision.~~

~~D-6. Sanctions imposed by the Hearing Panel shall generally not go into effect until either the time period for an appeal has expired and no appeal has been filed or until the decision is upheld on appeal. However, the CSA Officer may impose any sanction imposed by the Hearing Panel as an interim action pending the appeal.~~

E. APPEALS.

~~E-1. Any party may appeal the Administrator's or Hearing Panel's final decision. Appeals must be submitted in~~

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writing to the Administrator and must set forth the grounds for the appeal. The appeal must be filed no later than five days after the decision is delivered to the parties. The Administrator shall ensure that the parties receive a copy of the appeal.

E-2. Appeals are limited to the following grounds:

- ~~a. A procedural error occurred in the investigation process that significantly impacted the outcome of the hearing;~~
- ~~b. New information, unavailable during the investigation or hearing, that could substantially impact the original finding or sanction has been presented in the appeal documents;~~
- ~~c. The sanctions imposed are substantially disproportionate to the severity of the violation (the imposition of an administrative fee is not a sanction, and therefore cannot be appealed); or~~
- ~~d. The decision is not based on substantial information. A decision is based on substantial information if there are facts in the case that, if believed by the fact finder, are sufficient to establish that a violation of the Code occurred.~~

~~E-3. An appeal shall be limited to a review of the decision, the Final Report, any written material considered in the decision, the recording of the hearing held before the Hearing Panel, and any written materials submitted with the appeal. Where an appeal is based on the discovery of new information, the new information may be considered only to determine whether the information was unavailable at the time of the decision and whether the new information could substantially impact the original finding or sanction.~~

E-4. Appeal Panel Procedures:

- ~~a. The chair of the SCB shall appoint three to five members of the SCB to serve on the Appeal Panel, and shall designate one member to serve as chair of the Appeal Panel. Any member who served on a Hearing Panel shall not serve on the Appeal Panel on the same case. A student may not serve as chair of an Appeal Panel.~~
- ~~b. In Title IX cases, the non-appealing party may file a response to the appeal within five days of the filing of the appeal.~~
- ~~c. The Appeal Panel shall issue a written decision. The decision should be issued within fifteen days of receiving the appeal. The chair of the Appeal Panel shall provide the written decision to the Administrator, who will then simultaneously provide the decision to the parties.~~

~~E-5. Results of the Appeal Panel. The Appeal Panel may:~~

- ~~a. uphold the Administrator's or Hearing Panel's decision;~~
- ~~b. uphold the finding that the Respondent violated the code, but revise the sanction(s);~~
- ~~c. return the matter for reconsideration; or~~
- ~~d. return the matter for additional investigation.~~

~~E-6. Unless the case is returned for reconsideration or to the investigator for additional investigation, the decision of the Appeal Panel is the final institutional decision. If the decision upholds the findings that the Respondent violated the Code, the sanctions imposed shall go into effect immediately.~~

F. Student Conduct Board.

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~~F-1. The description and make-up of the SCB can be found in FSH 1640.83.~~

~~F-2. A member of the SCB shall not serve on any Hearing Panel or Appeal Panel in any case where the member has a conflict of interest or bias for or against either party.~~

~~F-3. If procedures call for the appointment of three or more members to serve on a Hearing Panel or Appeal Panel, the chair of the SCB should endeavor to appoint at least one student to the Hearing Panel or Appeal Panel. A student may not serve as chair of the Hearing Panel or Appeal Panel. In disciplinary cases involving allegations of academic misconduct, a majority of the Hearing Panel or Appeal Panel should ordinarily be faculty members.~~

~~F-4. All members of the SCB must receive annual training as determined by DOS, the Title IX Coordinator, and/or the Office of General Counsel. A member cannot serve on either a Hearing Panel or Appeal Panel until the member has completed this training.~~

~~F-5. Proceedings before the SCB, whether before a Hearing Panel or Appeal Panel, are confidential and protected by the Family Educational Rights and Privacy Act (FERPA). In specific disciplinary cases, members of the SCB must protect the confidentiality of the information they receive in fulfilling their duties as members of the SCB. Panel members must not discuss specific cases or share any information regarding specific disciplinary cases or their deliberations with anyone other than the SCB Chair, the Office of General Counsel, the Administrator, or fellow panel members appointed to the same panel in that specific case, and in all such instances, the discussion or sharing of information must be reasonably necessary for the panel's consideration of the specific case.~~

G. USE OF A HEARING OFFICER.

~~G-1. In any case requiring a hearing before a panel of the SCB, the University may use a Hearing Officer to conduct that hearing.~~

~~G-2. The decision as to whether to appoint a Hearing Officer shall be made by the Administrator. The decision as to whether to appoint a Hearing Officer may not be appealed and may not be challenged on appeal as a procedural error.~~

~~G-3. The Hearing Officer may be appointed to serve as follows:~~

~~a. As a non-voting chair of the Hearing Panel whose duties are to run the hearing and ensure all proper procedures are followed;~~

~~b. As a voting chair of the Hearing Panel whose duties are to run the hearing, ensure that all proper procedures are followed, and to have a vote on the decision; or~~

~~c. As the chair and only member of the Hearing Panel whose duties are to run the hearing, ensure that all proper procedures are followed, and to issue the decision. When the Hearing Officer serves as the sole decision maker, the Hearing Officer's decision shall be treated for all purposes the same as the decision of a Hearing Panel under the Code.~~

~~d. In cases involving allegations of academic dishonesty, a Hearing Officer may only be appointed as a non-voting chair of the Hearing Panel, but may not be appointed as a voting member of the Hearing Panel or as the chair and only member of the Hearing Panel.~~

~~G-4. The Administrator shall appoint the Hearing Officer from a list of Hearing Officers approved by the Office of General Counsel. The Hearing Officer must not have a conflict of interest or bias for or against either party.~~

~~G-5. The Office of General Counsel shall determine the appropriate qualifications for a person to serve as a Hearing Officer and shall make a list of approved Hearing Officers available to the Administrator.~~

H. INTERIM ACTION.

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~~H-1. At any time before a final institutional decision, the CSA Officer, or designee, may impose restrictions on a student and/or separate the student from the University community pending the final institutional decision. If circumstances allow, the CSA Officer (or designee) should meet with the student prior to imposing the interim action.~~

~~H-2. Other than issuance of no contact orders, an interim action issued prior to a hearing before the Hearing Panel may only be imposed when the CSA Officer determines that the student represents a threat of serious harm to any person; the student is facing allegations of serious criminal activity; the action is necessary to preserve the integrity of the investigation; the action is necessary to preserve University property; and/or the action is necessary to prevent disruption of, or interference with, the normal operations of the University. After the Hearing Panel's decision, pending an appeal of the decision, the CSA Officer may impose a sanction issued by a Hearing Panel as an interim action at the discretion of the CSA Officer.~~

~~H-3. In any Title IX case, the investigator, in consultation with DOS, may issue a no contact order prohibiting the Respondent and/or the Complainant from contacting the other. A no contact order should be routinely issued in Title IX cases and there need not be a specific determination made as provided above.~~

~~H-4. Interim actions may include, but are not limited to, the following:~~

- ~~a. Suspension from the University pending a final institutional decision;~~
- ~~b. Issuance of a no contact order;~~
- ~~c. Exclusion from University property;~~
- ~~d. Removal from the residence halls;~~
- ~~f. Removal from extracurricular activities, including participation on athletics teams;~~
- ~~g. Withholding the award of a degree pending the conclusion of the investigation and hearing process; or~~
- ~~h. Any other action deemed necessary and appropriate by the CSA Officer to maintain orderly and appropriate University operations.~~

~~H-5. Where a student is suspended from the University, or directed to not attend certain classes, alternative coursework options may be pursued, with the approval of the CSA Officer and the appropriate college dean, to ensure as minimal an impact as possible on the responding student.~~

~~H-6. An interim action must be made in writing and is effective when the CSA Officer delivers the Notice of Interim Action to the responding student either in person or by email sent to the student's official University of Idaho email account.~~

~~H-7. The Respondent may appeal the imposition of any interim action by filing an appeal with the CSA Officer. There are no formal procedures for this appeal, and the interim sanctions remain in effect unless overturned by the CSA Officer.~~

~~H-8. A violation of the provisions of an interim action shall be considered a violation of the Code.~~

~~I. SANCTIONS.~~

~~I-1. The following sanctions may be imposed upon any student determined to have violated the Code:~~

- ~~a. **Warning:** a written notice to the student.~~

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~~**b. Probation:** a written reprimand accompanied by a probationary period during which the student must not violate the Code in order to avoid more severe disciplinary sanctions.~~

~~**e. Loss of Privileges:** denial of specified privileges for a designated period of time.~~

~~**d. Restitution:** compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.~~

~~**e. Educational Sanctions:** completion of work assignments, essays, service to the University, community service, workshops, or other related educational assignments.~~

~~**f. Housing Suspension:** separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for return may be specified.~~

~~**g. Housing Expulsion:** permanent separation of the student from University Housing.~~

~~**h. University Suspension:** separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for return may be specified.~~

~~**i. University Expulsion:** permanent separation of the student from the University.~~

~~**j. Revocation of Admission and/or Degree:** admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.~~

~~**k. Withholding Degree:** the University may withhold awarding a degree otherwise earned until the completion of all sanctions imposed.~~

~~**I-2.** More than one of the sanctions listed above may be imposed for any single violation.~~

~~**I-3.** A student who fails to comply with the sanction(s) imposed shall have a disciplinary hold placed on his/her record until the student complies with all sanctions imposed.~~

~~**I-4.** Disciplinary sanctions other than suspension, expulsion or revocation or withholding of a degree shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Such sanctions shall be expunged from the student's disciplinary record seven (7) years after final disposition of the case.~~

~~**I-5.** The student shall be responsible for administrative and educational costs of any and all sanctions imposed for alcohol related violations.~~

J. MISCELLANEOUS:

~~**J-1. Agreement:** At any point during the disciplinary process prior to a final institutional decision, the Administrator and the parties may agree to an appropriate resolution without further investigation, hearing, or appeal. The agreed upon resolution may include the use of appropriate alternative dispute resolution methods.~~

~~**J-2. Role of an Advisor:** In accordance with the educational purpose of the Code, all students, including Respondents and Complainants, are expected to speak for themselves at all stages of proceedings under the Code, including, but not limited to, during the investigation, hearing, and any appeal. Any student may have an Advisor present at any time during any interview, meeting, or proceeding under the Code, but the Advisor's role is to advise the student, not to speak for the student or make any presentation on behalf of the student. The student may, at any time and for a reasonable period of time, confer with the Advisor. If the University official conducting the proceeding determines at any time that the Advisor is acting outside of these parameters, the Advisor may be required to leave the proceeding at the official's discretion. In appropriate circumstances, at the sole discretion of~~

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~~the University official conducting the proceeding, the University official may allow the Advisor to speak on behalf of the student and/or make a presentation on behalf of the student.~~

~~**J-3. Fee:** Any time a student is found to have violated the Code, DOS may charge the student an administrative fee of \$150. This is not considered a sanction and may not be appealed.~~

~~**J-4. Parent Notification:** The University may notify parents of students under the age of 21 when a student has been found to have committed a drug or alcohol related violation. This is not considered a sanction, and the decision as to whether to notify the parents or not rests entirely within the discretion of DOS.~~

~~**J-5. Training:** All members of the SCB, the Administrator, the Title IX Coordinator, and the investigators shall receive annual training in accordance with the requirements of the policies of the Board of Regents of the University of Idaho and the Idaho State Board of Education, the Clery Act and implementing regulations, and Title IX.~~

~~**J-6. Timeframe:** With the exception of the deadlines for filing an appeal (see section E) or for requesting a hearing before the SCB (see section D 1.b.), all other timeframes contained in the Code are suggested timeframes. While the timeframes should be followed absent exceptional circumstances, the failure to conduct any action within a designated timeframe is not grounds for appeal or reversal of any decision.~~

~~**J-7. Interpretation:** Any question of interpretation regarding the Code or these procedures will be referred to the CSA Officer or his/her designee for final determination.~~

~~**J-8. Disclosure:** The University will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.~~

~~**J-9. Review by President:** Any decision or action taken under the Code may be reviewed by the President at the President's discretion.~~

~~**J-10. Review by Board of Regents:** Appeals of a final institutional decision to the Board of Regents must be made in accordance with Idaho State Board of Education Governing Policies and Procedures Section III.P.18.~~

Version History

~~**Amended January 2017.** A rewrite was completed that found middle ground between the early 1970's court trial format and the strong investigative model which had unintentionally created many delays to this less confrontational investigative model. The objective is to provide a process that allows for fact finding and decision making that balances the rights of the individual with the legitimate interests of the University.~~

~~**Amended July 2016.** Addressed some cumbersome processes that arose which were affecting the ability to resolve cases quickly.~~

~~**Amended July 2014.** All disciplinary language from FSH 2200 Statement of Student Rights and FSH 2300 Student Code of Conduct was consolidated into this policy and updated removing redundancies in policy.~~

~~**Amended July 2008.** The committee composition was moved into FSH 1640 Committee Directory.~~

~~**Amended July 1993.** Membership and quorum were changed on the University Judicial Council.~~

~~**Adopted 1979.** While the disciplinary process contained in FSH 2400 is uniquely crafted to meet the University of Idaho's individual needs, portions of the process and Code are adapted from the NCHERM Group Model~~

UI FACULTY-STAFF HANDBOOK

Chapter II: STUDENT AFFAIRS POLICIES

Section 2400: University Disciplinary Process for Alleged Violations of the Student Code of Conduct

~~Developmental Code of Student Conduct and is used here with permission. Other portions are adapted from Edward N. Stoner II and John Wesley Lowery, Navigating Past the “Spirit of Insubordination”: A Twenty First Century Model Student Conduct Code With a Model Hearing Script, 31 Journal of College and University Law 1 (2004).~~



POLICY COVER SHEET

For instructions on policy creation and change, please see <https://sitecore.uidaho.edu/governance/policy>.

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title: **FSH 4620 ACADEMIC CALENDARS**

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: Lindsey Brown, University Registrar

Policy Sponsor, if different from Originator: Torrey Lawrence, Provost & Executive Vice President

Reviewed by General Counsel ___ Yes X No Name & Date:

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.

This revision delays all dates for Fall 2025, Spring 2026, and Summer 2026 by one week. Details are attached. The current dates for Academic Year 2025-26 align with WSU for Spring commencement on May 9, 2026. This will be a major challenge for the Moscow and Pullman communities as well as our families seeking housing and dining. UI’s calendar currently “flips” to a later start in AY 26-27; however, that change can take place during AY 25-26 to avoid concurrent spring commencements while still following the normal pattern of UI semesters. In addition, earlier starts create a hardship for many UI students who are involved in agricultural harvest or firefighting. Delaying all AY 25-26 dates addresses these concerns. One additional impact is that the irregular 14-week summer (normally 13 weeks) will shift from Summer 2026 to Summer 2025. A 14-week summer is unavoidable.

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

None.

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

January 1, 2024

Summer Session	2014	2015	2016	2017	2018	2019	2020
Summer Session Begins	May 19	May 18	May 16	May 15	May 14	May 13	May 18
Memorial Day	May 26	May 25	May 30	May 29	May 28	May 27	May 25
Independence Day	July 4	July 3 (observed)	July 4	July 4	July 4	July 4	July 3 (observed)
Summer Session Ends	Aug 8	Aug 7	Aug 5	Aug 4	Aug 3	Aug 2	Aug 7
Final Grades Due, 12:00 PM	Aug 12	Aug 11	Aug 9	Aug 8	Aug 7	Aug 6	Aug 11
-	-	-	-	-	-	-	-
Fall Semester	2014	2015	2016	2017	2018	2019	2020
Classes Begin	Aug 25	Aug 24	Aug 22	Aug 21	Aug 20	Aug 26	Aug 24
Labor Day	Sept 1	Sept 7	Sept 5	Sept 4	Sept 3	Sept 2	Sept 7
Recess	Nov 24-28	Nov 23-27	Nov 21-25	Nov 20-24	Nov 19-23	Nov 25-29	Nov 23-27
Finals	Dec 15-19	Dec 14-18	Dec 12-16	Dec 11-15	Dec 10-14	Dec 16-20	Dec 14-18
Commencement	Dec 13	Dec 12	Dec 10	Dec 9	Dec 8	Dec 14	Dec 12
Final Grades Due, 12:00 PM	Dec 16	Dec 21	Dec 13	Dec 19	Dec 18	Dec 24	Dec 22
-	-	-	-	-	-	-	-
Winter Intersession	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Classes Begin	Dec 20	Dec 19	Dec 17	Dec 16	Dec 15	Dec 21	Dec 19
Close of Session	Jan 13	Jan 12	Jan 10	Jan 9	Jan 8	Jan 14	Jan 12
-	-	-	-	-	-	-	-
Spring Semester	2015	2016	2017	2018	2019	2020	2021
Classes Begin	Jan 14	Jan 13	Jan 11	Jan 10	Jan 9	Jan 15	Jan 13
Martin Luther King Jr. Day	Jan 19	Jan 18	Jan 16	Jan 15	Jan 21	Jan 20	Jan 18
President's Day	Feb 16	Feb 15	Feb 20	Feb 19	Feb 18	Feb 17	Feb 15
Recess	Mar 16-20	Mar 14-18	Mar 13-17	Mar 12-16	Mar 11-15	Mar 16-20	Mar 15-19
Finals	May 11-15	May 9-13	May 8-12	May 7-11	May 6-10	May 11-15	May 10-14
Commencement	May 16	May 14	May 13	May 12	May 11	May 16	May 15
Final Grades Due, 12:00 PM	May 19	May 17	May 16	May 15	May 14	May 19	May 18

Summer Session	2021	2022	2023	2024	2025	2026	2027
Summer Session Begins	May 17	May 16	May 15	May 13	May 12	May 11 18	May 17
Memorial Day	May 31	May 30	May 29	May 27	May 26	May 25	May 31
Independence Day	July 5 (observed)	July 4	July 4	July 4	July 4	July 3 (observed)	July 5 (observed)
Summer Session Ends	Aug 6	Aug 5	Aug 4	Aug 2	Aug 1	July 31 Aug 7	Aug 6
Final Grades Due, 12:00 PM	Aug 10	Aug 9	Aug 8	Aug 6	Aug 5	Aug 4 11	Aug 10
Fall Semester	2021	2022	2023	2024	2025	2026	2027
Classes Begin	Aug 23	Aug 22	Aug 21	Aug 19	Aug 18 25	Aug 24	Aug 23
Labor Day	Sept 6	Sept 5	Sept 4	Sept 2	Sept 1	Sept 7	Sept 6
Recess	Nov 22-26	Nov 21-25	Nov 20-24	Nov 25-29	Nov 24-28	Nov 23-27	Nov 22-26
Finals	Dec 13-17	Dec 12-16	Dec 11-15	Dec 9-13	Dec 8-12 15- 19	Dec 14-18	Dec 13-17
Commencement	Dec 11	Dec 10	Dec 9	Dec 7	Dec 6 13	Dec 12	Dec 11
Final Grades Due, 12:00 PM	Dec 21	Dec 20	Dec 19	Dec 17	Dec 16 23	Dec 22	Dec 21
Winter Intersession	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
Classes Begin	Dec 18	Dec 17	Dec 16	Dec 14	Dec 13 20	Dec 19	Dec 18
Close of Session	Jan 11	Jan 10	Jan 9	Jan 7	Jan 6 13	Jan 12	Jan 11
Spring Semester	2022	2023	2024	2025	2026	2027	2028
Classes Begin	Jan 12	Jan 11	Jan 10	Jan 8	Jan 7 14	Jan 13	Jan 12
Martin Luther King Jr. Day	Jan 17	Jan 16	Jan 15	Jan 20	Jan 19	Jan 18	Jan 17
President's Day	Feb 21	Feb 20	Feb 19	Feb 17	Feb 16	Feb 15	Feb 21
Recess	Mar 14-18	Mar 13-17	Mar 11-15	Mar 10-14	Mar 9-13 16- 20	Mar 15-19	Mar 13-17
Finals	May 9-13	May 8-12	May 6-10	May 5-9	May 4-8 11- 15	May 10-14	May 8-12
Commencement	May 14	May 13	May 11	May 10	May 9 16	May 15	May 13
Final Grades Due, 12:00 PM	May 17	May 16	May 14	May 13	May 12 19	May 18	May 16

Amended July 2009. Changed Human Resource Services to Human Resources.

Amended July 2000. Editorial changes to D-1 a.

Amended July 1997. Editorial changes.

Adopted July 1994.

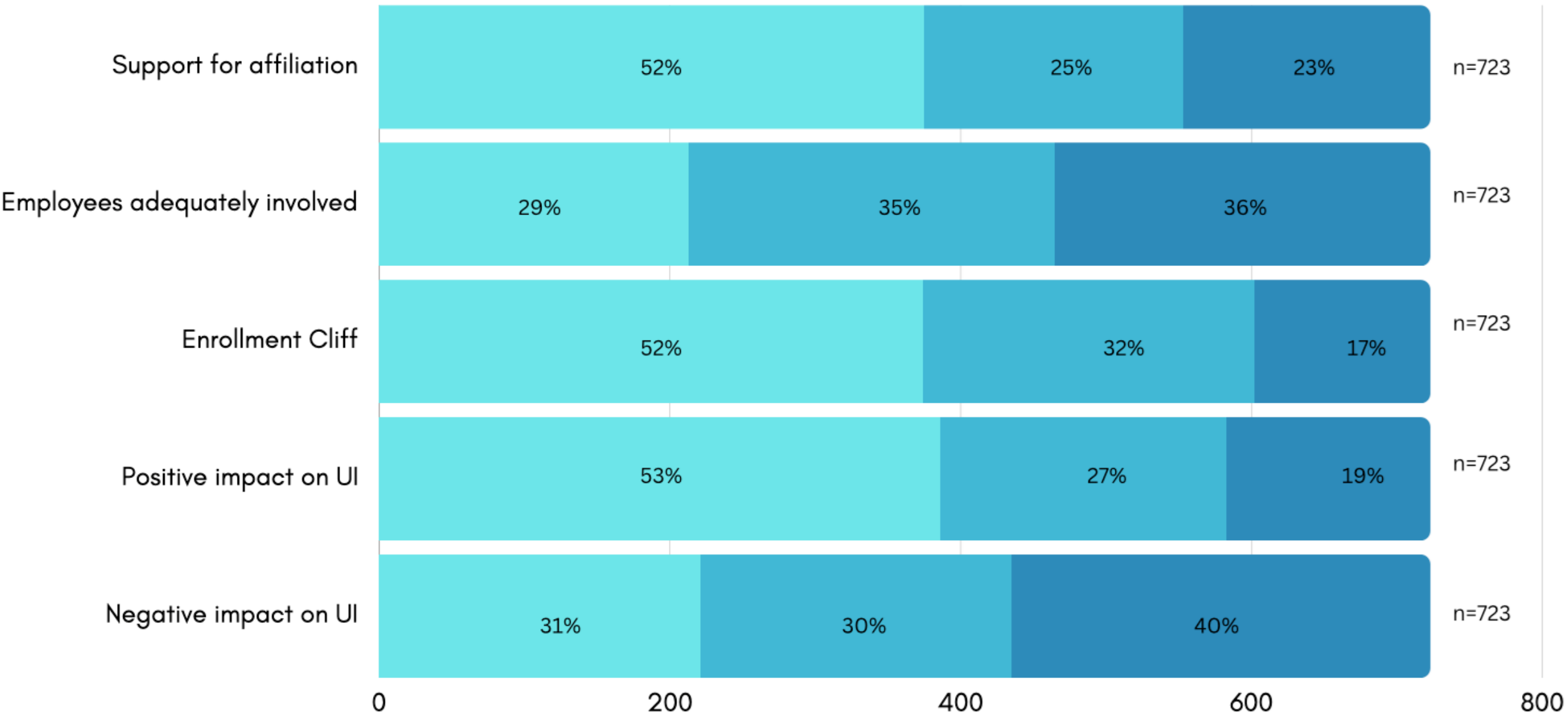
The graphic features a bright yellow background with a white, scalloped-edged shape in the center. The text is written in a bold, black, sans-serif font. A dark brown vertical bar is on the left side. The text is arranged in two lines: 'FACULTY SENATE' on the top line and 'PROJECT UPDATE' on the bottom line. The white shape behind the text is roughly circular with wavy edges.

FACULTY SENATE
PROJECT UPDATE

**UNIVERSITY OF
PHOENIX
AFFILIATION:
SURVEY RESULTS
PREVIEW**



Supportive/Agree Neutral/No Response Unsupportive/Disagree




*Percentages may add up to >100 because of rounding.

SPREAD PAY TASK FORCE FINDINGS AND RECOMMENDATIONS





SURVEY RESULTS

- Survey given in the Spring of 2023
 - 570 faculty on academic contracts
 - 329 completed the survey (61% response rate)
 - Of those faculty currently on standard pay, 63% indicate that they would immediately switch to a system of 12 month pay if given the option.
- 

KEY TERMS FOR THIS DISCUSSION

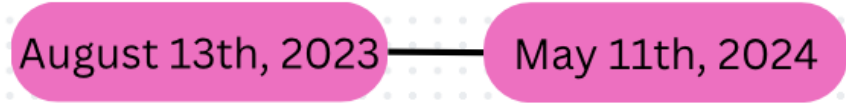
Standard Pay: a pay system in which faculty on a 9-month contract are paid over nine months. Their pay is in line with the pay periods they work.

Spread Pay: a pay system in which faculty on a 9-month contract are paid over 12 months. In July and August they are paid in advance of their work. A portion of their pay for the academic year is delayed covering May and June.

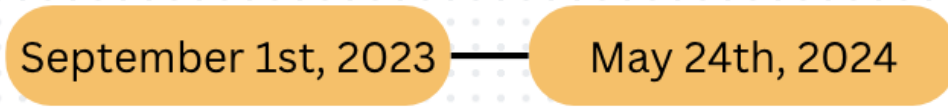
Deferred Pay: a pay system in which faculty on a 9-month contract are paid over 12 months. A portion of their pay for the academic year is deferred and covers the pay periods in the summer.

Contract Dates

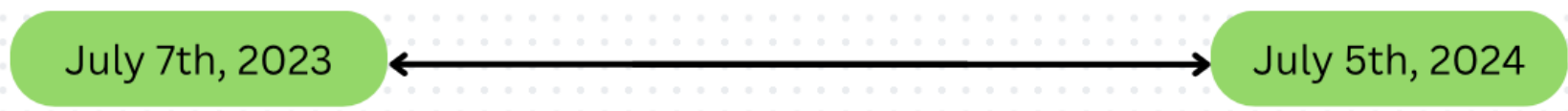
Contract Period (Days Worked)



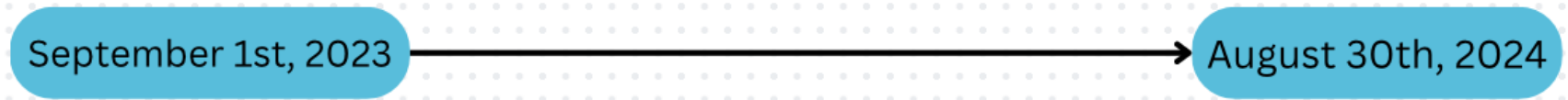
Standard Pay Payroll Schedule



(Old) Spread Pay Payroll Schedule



(New) Deferred Pay Payroll Schedule



Payroll Schedules

KNOWN CHALLENGE

Challenge: This results in a 6 week (3 pay period) gap for the 122 faculty currently on spread pay as they shift to the new deferred pay calendar

Options: Faculty can self-direct a portion of their salary to their own separate account via Direct Deposit. In addition, the payroll office has offered a system whereby the University defers a portion of salary between January and June 2024 to be paid out during the gap.

Other Options: Faculty senate leadership continues to seek other innovative ways to offer support to these faculty.

SENATE APPROVED TASK FORCE RECOMMENDATION

Open the option for deferred pay to all eligible faculty – that is, fulltime faculty on 9 month contracts – beginning AY 24-25

ANOTHER CHANGE

- Our current contract period is 39 weeks (19.5 pay periods). This will stay the same.
- People currently on standard pay are paid for 19.5 pay periods. This will shift to 20 (Essentially, people on standard pay will be on a micro-deferred pay system)
- **Note: this is new information since the report in your binder was published**

NUMBER OF FACULTY IMPACTED BY RECOMMENDATION

- Currently on Spread Pay (need to change schedules) = **122**
- Currently on Standard Pay and indicated they desired a switch to Deferred Pay = **361** (63% of faculty currently on Standard Pay (n=576))
- Currently on Standard Pay and indicated they desired to stay = **216**

DISCUSSION

- 10 minutes
- Opportunity to share concerns, excitement, ideas to solve the challenges to implementation
- These can also be shared via Microsoft Forms:
 - <https://forms.office.com/r/5tKaeXNrsm>

Spread Pay Task Force Findings and Recommendations

History of the Task Force

In 2022 Faculty Senate charged a task force to consider the possibility of developing a system that would allow University of Idaho faculty on 9-month contracts to be paid over 12 months. The catalyst for this work was a combination of faculty interest and its potential to both retain and recruit faculty.

The old spread pay system was an offered benefit until FY 2017. However, difficulties with the Banner 8 system and managing faculty on complicated contracts made the system too cumbersome.

In the Spring of 2022, the Task Force sent a survey to eligible faculty to determine the degree to which faculty supported this initiative. At that time, 570 faculty were on academic contracts and received the survey. 329 completed the survey, resulting in a response rate of 61%. Of those faculty currently on standard pay, 63% indicate that they would immediately switch to a 12 month pay system if given the option. Regardless of whether or not they would go on a 12 month pay system, 94% of surveyed faculty supported implementing it as an option for others.

In AY 23-24, there are 576 U of I faculty on academic year contracts.

- 454 are on standard pay; they are paid for 39 weeks of work during the academic year.
- 122 are on the old system of spread pay; they are paid for 39 weeks of work over twelve months on a system using a problematic pay schedule.

Current Realities

In the process of investigating the possibility of reoffering a benefit that would allow people on 9-month contracts to be paid over 12, it became evident that the current system of providing advanced pay in July and August poses significant problems for the university. Our current system of spread pay operates by paying people in July and August prior to the beginning of their contract. Paying employees for work before the contract begins presents challenges and the schedule must be reset – regardless of whether or not we offer deferred pay as a benefit for all eligible faculty.

There are 122 faculty members currently on this old spread pay schedule. To resolve the schedule problems, they will need to shift to a new pay schedule or opt for standard pay. The new model, called deferred pay, will allow faculty to defer portions of their pay through the academic year to be paid over the following summer. The pay system aligns with the start of their work period.

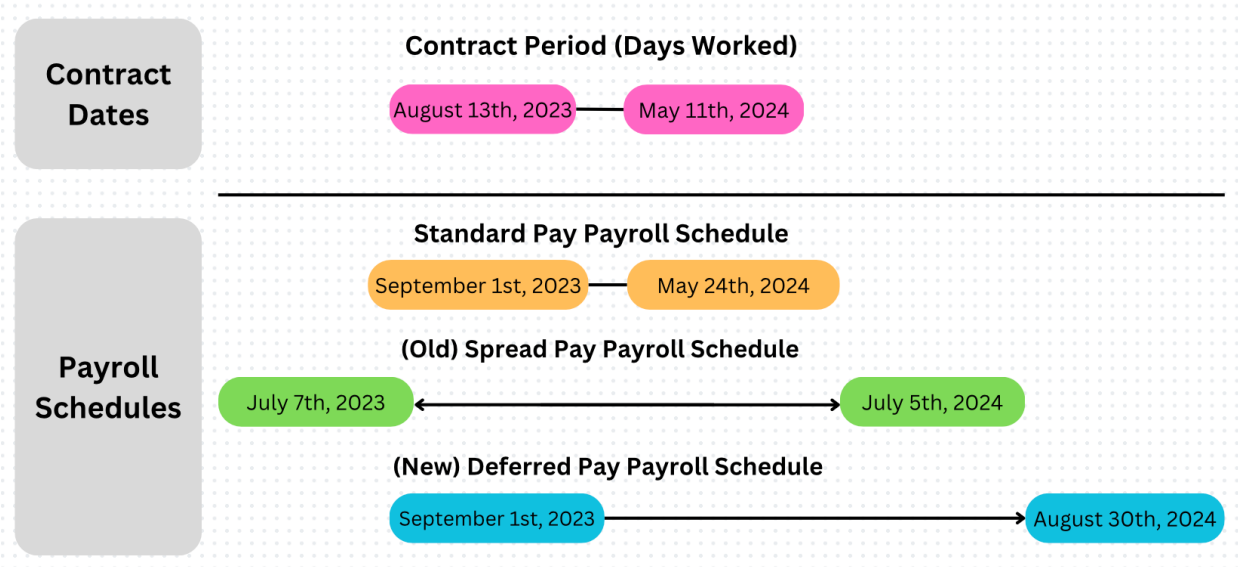
Key Terms:

Standard Pay: a pay system in which faculty on a 9-month contract are paid over nine months. Their pay is in line with the pay periods they work.

Deferred Pay: a pay system in which faculty on a 9-month contract are paid over 12 months. A portion of their pay for the academic year is deferred and covers the pay periods in the summer.

Spread Pay: a pay system in which faculty on a 9-month contract are paid over 12 months. In July and August they are paid in advance of their work. A portion of their pay for the academic year is delayed covering May and June.

Figure 1: Illustration of Different Pay Schedule Examples Based on AY 23-24



Required Changes Discovered During the System Review

The old system must be terminated. In doing so, the university needs to move the 122 faculty currently on the old spread pay schedule to the new deferred pay schedule or to allow them to opt for standard pay. These faculty members will finish the current fiscal year on the old spread pay schedule (ending June 22, 2024 (pay date July 5th) with the end of the current fiscal year) and begin the following year on the new deferred pay schedule (or, if they choose, standard pay). Faculty on the old spread pay system will receive their July 5, 2024 paycheck and then will have a six-week gap as we shift between schedules. This will occur from mid-July through August. This pay schedule will align with the start of the academic year and the pay will be “deferred” to the following summer. The payroll dates for this disruption are the following: July 19, 2024; August 2, 2024; and August 16, 2024. Pay will resume on August 30, 2024.

The task force review also uncovered a second problem with our current system. Currently academic faculty are paid according to two pay schedules. There is one schedule for faculty on standard pay which uses a schedule of 19.5 factors; and another for those on the old spread pay which uses a 20 factor schedule. The deferred pay system cannot use partial schedules, so the whole schedule needs to use a 20 factor schedule. The payroll system needs to bring all academic year faculty on the same schedule.

This change has no effect to faculty base salary during the regular academic year and no impact to summer appointments paid by a flat rate. There will be an impact to an academic year faculty’s summer earnings if an hourly rate is used to calculate the salary for the summer. The summer hourly rate will be 2.5% less than the previous pay schedule. See the Appendix for additional information.

Opportunities for Faculty on Standard Pay to Switch to Deferred Pay and Other Required Changes Uncovered by this Process

The University of Idaho can offer deferred pay to faculty who are on 1.0 FTE academic year (9-month) appointments beginning in AY 24-25. These faculty must opt in to deferred pay for the entire year. New faculty who are hired mid-year will have to wait for the following year to elect deferred pay. Faculty who would like to remain on standard pay are not required to opt into deferred pay. The details of this new schedule are included as an appendix. To reset the schedule, there are three required adjustments.

- First, there will be a disruption in pay for the 122 faculty on the current spread pay system to transition to the new deferred pay system;
- Second, the payroll system needs to bring all academic year faculty on the same 20 factor schedule;
- Third, the new system requires that administrative stipends be paid differently. Faculty with administrative appointments can opt into the deferred pay system to spread their base salary over 12 months, but the administrative stipend can only be paid according to the academic calendar. Currently, there are 19 faculty of the 122 on the old spread pay system who have their base salary and administrative stipend spread out over 12 months. The new system requires the base salary and the administrative stipend to be paid separately.

Recommendations of the Task Force

The task force recommends the following:

- The University of Idaho offer deferred pay to all eligible faculty effective on academic year (9-month) contracts starting in 2024-25;
- The University of Idaho transition faculty currently on the old system of advanced spread pay to the system of their choosing: either the new deferred pay system or the standard pay system effective 2024-25;
- The University of Idaho provide options for the 122 affected faculty members on the legacy spread pay system to navigate the gap in three pay periods offering the following:
 - Financial planning tools for those who wish to immediately transition to the new deferred pay system to manage the three-pay disruption on their own;
 - The option to enroll in a UI payroll managed system that withholds an amount of their choice (up to 3/26th of their annual salary) which will be used to provide the UI paychecks during the three pay periods of transition. (See Appendix for details)

Appendix—Updated UI Deferred Pay Schedule

Compiled by the Provost's Office and the Division of Finance and Administration
November 6, 2023

Context

A faculty senate deferred pay Task Force worked with individuals from the Division of Finance and Administration and the Provost's Office to make deferred pay available to all full-time faculty in AY 24-25 as a recruiting and retention benefit.

Currently, there are 576 U of I faculty on Academic Year (AY) contracts.

- 454 are on standard pay; they are paid for 39 weeks of work during the academic year.
- 122 are on the old system of spread pay; they are paid for 39 weeks of work over twelve months.
- 19 of the 122 faculty on the old spread pay system currently have administrative stipends that are currently included in their spread salary.

Eligibility for deferred pay:

- Full-time faculty on Academic Year contracts can opt in to deferred pay prior to each academic year.
- Must start the Academic Year on deferred pay; faculty who begin mid-year must wait to join deferred pay until the following year.
- Faculty must have a 1.0 FTE appointment for the entire academic year.

Transition from the old system to the new system:

This system change involves a one-time payroll system reset that will mean the following:

- The start date of the deferred pay schedule must be aligned with the start of the academic year contract. For the 122 faculty on the old system, this means there will be a disruption in pay for three pay periods (six weeks) in the summer of 2024. Faculty on the old spread pay system would receive their paycheck on July 5, 2024 and then there would be a six week disruption. These include the pay dates of July 19, 2024; August 2, 2024; and August 16, 2024. Pay would resume on August 30, 2024. In future years, there will be no gap in pay as faculty continue on deferred pay.
- Administrative stipends can only be paid according to the academic year calendar. Faculty with administrative appointments can opt into the deferred pay system to spread their base salary over 12 months, but the administrative stipend can only be paid according to the academic calendar. Currently, there are 19 faculty of the 122 on the old spread pay system who have their base salary and administrative stipend spread out over 12 months.
- The new deferred pay system requires a reset in the payroll schedule from 19.5 pay factors to 20 pay factors. Work expectations and job duties remain the same for positions, but the Banner system requires an even number of weeks in the pay

schedule (and not split pay periods) to avoid errors and manual work. This will impact academic year faculty on standard pay who have contracts in the summer that require salary calculations based on an hourly rate. The total amount that a faculty member in this situation could earn in the summer under the new system could be slightly less because summer will not include a half pay period and because the new schedule reduces the calculation of the hourly rate by 2.5%.

- The system does not support half pay periods.
- U of I cannot sustain two separate payroll systems.

FAQ:

Q1: Is deferred pay required for all academic year faculty? I am an academic year faculty member and I prefer to be paid according to the nine-month contract period.

A: No, deferred pay is an option offered to faculty on AY contracts. The default way to be paid is standard pay according to the contract period. Deferred pay must be selected as an option each year.

Q2: I moved from spread pay to standard pay in 2017 and received a \$1,000 incentive payment. Do I have to pay this back?

A: No. You received that incentive to stop using the old spread pay system.

Q3: What is wrong with the old spread pay system and why were some faculty allowed to stay on it?

A: The old system of spread pay relies on paying faculty prior to the start of their contract which creates significant challenges. The updated process will allow the administrative systems (Banner) to manage these deferred pay schedules in the manner intended and reduce the administrative burden associated with managing those pay schedules. Likewise, the new system allows for contracts for standard pay and deferred pay operate with the same payroll schedule assumptions. We can only have one payroll system for academic year faculty. It is no longer possible to support two distinct payroll systems for academic year faculty.

Q4: Can faculty on the old spread pay system opt into the new deferred spread pay system?

A: Yes, but they will have to manage a one-time disruption in three pay periods in late summer 2024. They can manage this on their own or they can set up UI payroll withholdings during spring semester to manage this.

Q5: How will the 122 faculty on the old spread pay system be transitioned to the new system?

A: They will receive their July 5, 2024 paycheck, which represents the last pay for their 2023-2024 academic year salary. Then, there will be a disruption in the three pay periods

of July 19, 2024; August 2, 2024; and August 16, 2024. Pay would resume on August 30, 2024 with their 2024-2025 academic year salary. These faculty can either budget and manage the transition on their own or UI payroll can assist through a withholding program.

Q6: What does the UI payroll withholding system to bridge the transition look like for faculty on the old spread pay system?

A: A contract time would be established where a faculty member would establish a set amount to be withheld from their paychecks (up to 3/26th of their annual salary). Payroll would create a holding account for the faculty member. The established amount would be taken out over 14 pay periods January 5, 2024 through July 5, 2024. These funds would be used to pay the faculty member during the transition pay periods of July 19, 2024 through August 16, 2024. The faculty member chooses the amount to be withheld. This arrangement would need to be signed and approved by the faculty member by December 21, 2023.

Alternately, faculty who are on the old spread pay system, can manage the transition on their own. They are not required to use the UI withholding system.

Q7: Am I losing money with this transition from the old spread pay schedule to the new deferred pay schedule?

A: No, you will still be paid the same amount for your work according to your contract. Depending on how a person elects to manage the transition in payroll systems, there will be variability in the timing of paychecks.

Q8: Why does the new system remove a week from the summer pay schedule and what is the impact?

A: U of I is currently running two payroll systems for academic year faculty; one of the systems uses half pay periods to calculate salary. The ability to offer all academic year faculty deferred pay requires an adjustment to the payroll schedule to bring all academic year faculty on the same schedule. This one-time adjustment changes the summer schedule by a week. This change has no effect to faculty base salary during the regular academic year and no impact to summer appointments paid by a flat rate.

This change will impact academic year faculty who calculate their summer salary earnings using an hourly rate. The hourly rate will be 2.5% less than the hourly rate of the old system. Potentially, the earnings for faculty on grant funded work for the entire summer could have the summer earnings reduced by a maximum of 10% if they are paid exclusively on grant funds. The reduction results from the schedule adjustment of a week and the reduction in the hourly rate. Grants require the calculation of faculty effort on based on an hourly rate.

In summer 2023, there were 182 faculty who had summer contracts that included compensation for work on grants.

Q9: Why can't administrative stipends be included in the deferred pay option?

A: Faculty who hold administrative appointments (e.g. associate dean, department chair, program director, etc.) and who receive an administrative stipend can opt into having their base salary paid as deferred pay, but the administrative stipend must be paid according to the academic calendar. This is because these positions often fluctuate or start at different points in the year. The new system cannot accommodate the variability with these types of positions and so this part of the appointment will be treated separately. For faculty in these types of positions, they can opt to defer their base salary over 12 months, but the administrative stipend will be paid over 9 months.

Q10: I am a faculty whose FTE is variable over the course of the academic year due to availability of grant funding. Am I eligible for deferred pay?

A: No. Faculty are only eligible to be on deferred pay if they have a 1.0 FTE appointment for an entire academic year.

Q11: What happens for faculty on full-year sabbatical as it relates to supplemental pay on grants?

A: This information is forthcoming and solution will be in place by the time of implementation.

University of Idaho

2023 – 2024 University Faculty Meeting Minutes – ~~Pending Approval~~ Approved at UFM #1
Sept. 4, 2024

Meeting #3

Monday, April 29, 2024, at 3:00pm (PT) / 4:00pm (MT)
via Zoom

President Scott Green Presiding

- President Green called the meeting to order at 3:00pm (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 Sammarruca
Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1.) and the meeting protocol.
- Quorum count: Faculty Secretary Sammarruca
 - 99 voting members of the faculty were required for a quorum. 133 eligible voters were counted and thus a quorum was present.
- Approval of minutes – President Green
 - The minutes of the 2023-2024 University Faculty Meeting #2 (December 6, 2023) were approved as distributed.
- Special Orders – Faculty Senate Chair Jean-Marc Gauthier
 - Consent Agenda
 - University-Level Committee Appointments for AY 2024-25
Vote: 123/124 yes, 1/124 no. Approved.
 - AY 2025-26 Sabbatical Approvals
Vote: 125/125 yes. Approved
 - Proposed Changes/Additions to the Faculty Staff Handbook
 - FSH 3250 Flextime/Flexplace
Updated throughout to revise procedures and ensure compliance with export control requirements in international flexwork arrangements. The title “flexwork” is an internal notation.
Vote: 119/120 yes; 1/120 no. Motion passes.

- FSH 1640.64 Officer Education Committee and FSH 1640.74 Sabbatical Leave Evaluation Committee
Revised to replace “Vice Provost for Academic Affairs” with “Vice Provost for Faculty.” The Vice Provost for Academic Affairs position no longer exists. Its functions were split into Vice Provost for Faculty and Vice Provost for Academic Initiatives.
Vote on FSH 1640.64 and FSH 1640.74: 120/123 yes; 3/123 no. Motion passes.

- FSH 1640.08 Admission Committee
The Vandal Gateway Program (VGP) requests inclusion of the VGP director on the Admissions Committee as a nonvoting member. Like the other nonvoting members on the committee, the VGP director has important insights into the types of support offered at UI for people requesting admissions appeals. This proposal is coming from the Committee on Committees.
Votes: 117/126 yes; 9/126 no. Motion passes.

- FSH 2700 Student Evaluation of Teaching
The revisions involved a multi-year senate taskforce that included representatives from ASUI leadership and input from the Faculty Affairs Committee and the University Teaching Committee. The focus was on reducing bias and discrimination associated with the questions that are counted towards candidate’s student course evaluation summaries used in the tenure and promotion processes. Revisions align FSH 2700 with changes already approved under FSH 1565 C.1.a that reframed “student evaluations” to, instead, “feedback on teaching effectiveness.” The format of the policy was updated to align it with the rest of the FSH, namely by adding purpose, scope, policy and procedure sections. Revisions also include clarifying when mid-semester formative feedback occurs, and how the data can be used. Revisions also introduced an appeals mechanism for instructors to challenge inclusion of feedback in their records. As part of the revisions process, a new standard form for mid-semester formative feedback was created (it did not exist previously) and a revised standard form for end-of-semester formative feedback was developed. Finally, a mechanism to support instructors not meeting teaching effectiveness expectations was introduced.
Votes: 117/121 yes; 4/121 no. Motion passes.

- FSH 3500 Promotion and Tenure
A reference to FSH 2700 was added regarding the questions that can be counted toward a candidate’s student course evaluation summaries used in the tenure and promotion processes.
Votes: 119/126 yes; 7/126 no. Motion passes.

- FSH 1640.58 Ubuntu
Past chairs and members of Ubuntu have indicated that the committee membership was not working. The Office of Equity and Diversity had five ex-officio seats, and it was very burdensome for their offices to staff. This was changed to one voting seat chosen by the Chief Diversity Officer. The name for the Center for Disability Access and Resources needed to be updated. Given the importance of this office’s participation, they were also shifted from ex officio without vote to voting members. The IPO representation was also shifted to a voting membership. The roles of faculty, undergraduate students, graduate students, and remaining ex officio members remain unchanged. The committee also lacked clear term expectations, so these were added.
Votes: 125/128 yes; 3/128 no. Motion passes.

- **FSH 3440 Compensation of Classified Employees**
With the establishment of a market-based compensation system, this revision is necessary to replace the previous language based on the previous pay grade system. The primary compensation principles remain unchanged.
Votes: 125/129 yes; 4/129 no. Motion passes.

- **FSH 3420 Faculty Salaries and FSH 4620 Academic Calendars**
FSH 3420 Section E, detailing period of obligation and payroll schedule, has been added to align with the deferred pay scheme.
Discussion:
A faculty was confused about the period of appointment in AY 2025-26, which did not appear consistent with the one for AY 2024-25. Vice Provost for Faculty Diane Kelly-Riley clarified that the total appointment period is 39 weeks, but to bring deferred pay as an option for faculty, it must be distributed over 20 pay periods. The policy will be checked for errors, and those will be fixed.
Votes: 117/126 yes; 9/126 no. Motion passes.

- **FSH 3120 Faculty Obligations During Period of Appointment**
Section D-2 has been revised to clarify work and pay schedule for academic year appointments. Sections D-4 has been expanded and revised to clarify summer session obligations of faculty with academic year appointments. Summer contracts can only be issued if the work is for 10 hours or more. The committee wanted to codify that AY faculty asked to do at least 10 hours of work in the summer need to receive a contract for it.
Vote: 123/123 yes. Motion passes.

- **FSH 4120 Catalog Change Procedures and FSH 164.93 University Committee for Academic Certificates in Sustainability (to be voted as a package).**
FSH 4120: Revisions are proposed to include “university-wide interdisciplinary committees” as bodies with authority to initiate and submit curriculum changes to UCC (in addition to units and colleges) for programs that involve multiple colleges. This is necessary for proper faculty control and maintenance of curriculum for interdisciplinary programs delivered by faculty across many colleges. Faculty Senate will be the “gatekeeper” for the establishment and oversight of committees empowered by this addition to the language of FSH 4120. The proposed additions have been reviewed and contributed to by the policy owner (UI Registrar).
FSH 1640.93: In September 2023, the Faculty Senate approved the creation of an Ad-Hoc University-wide Faculty Committee for the Undergraduate Academic Certificate in Sustainability. That committee's purpose was to serve as the curriculum for developing the initial curriculum for the university-wide certificate, including the solicitation/review of courses and submission of the proposed curriculum to UCC. The curriculum includes courses from nine colleges. Now that the certificate has been fully approved and students can enroll starting in July 2024, we request a standing committee be created to maintain, review and assess the university-wide undergraduate certificate. The proposed language allows the standing committee to create another certificate because there have been requests to develop a similar university-wide certificate at the graduate level.
Vote: 116/119 yes; 3/119 no. Motion passes.

- **FSH 5800 Malign Foreign Talent Recruitment Programs**

Department of Defense (DoD) policies require universities to have a written policy regarding malign foreign talent recruitment programs to receive DoD funding.

Vote: 116/120 yes; 4/120 no. Motion passes.

- FSH 3490 General Salary Information

The income tax withholding and the W-2 form have been removed, since those are federal requirements and not U of I policy.

Vote: 124/125 yes; 1/125 no. Motion passes.

- FSH 1640.36 Dismissal Hearing Committee

The committee members requested that the Committee on Committees add language so that people serving on the committee are aware of the potential for summer meetings. This notification is a standard practice when applicable.

Vote: 116/120 yes; 4/120 no. Motion passes.

- FSH 3480 Compensation for Service in Addition to Regular Duties

Minor clarification edits. Faculty Affairs also suggested revisions (in brown text).

Vote: 118/120 yes; 2/120 no. Motion passes.

- Proposed Noncurricular Changes to the University Catalog

- Admission Criteria

Senator Steve Shook provided a brief history of this proposal. The emergency admission criteria established during the pandemics expired and, so, the University Curriculum Committee (UCC) was charged with recommending new admission criteria. Simply reverting to pre-Covid standards was not an option, because two new issues had to be considered: 1) The Vandal Gateway Program, currently operating as a pilot program, had to be embedded into the admission standards; 2) Changes to the SBOE policy for direct admission. In the past, GPA and SAT were required. In the current policy, the SAT is no longer required and, instead, the ISAT is included. The UCC recommendations in Attach. #22 of the binder was approved by Faculty Senate on 04/23/2024.

Vote: 117/128 yes; 11/128 no. Motion passes.

This concluded the Special Orders part of the meeting. APM items are informational only. Anyone who has questions or comments on those items should contact Faculty Senate Leadership, who will see that those questions are properly directed.

Back to President Green for announcements and remarks.

- **Transcript of President's Remarks and Announcements:**

- As we approach the end of the semester, we have a lot to celebrate. It's been another great year at the University of Idaho and we're grateful for our faculty who play a central role in our success.

Enrollment

- I'd like to provide a few university updates, and I always like to start with enrollment. We've carried our strong fall enrollment over to the spring semester as well, which is excellent news. Our spring undergraduate enrollment is up 4.5%. Graduate enrollment is showing some weakness after a couple of years of strong gains, down 1.8%. Total enrollment is up nearly 6%, which includes dual credit and not non-degree categories.

- Looking at this fall, our applications are up 6% over last year at this time and our admitted students are up about 2%. One of our strongest indicators for fall enrollment is our UI Bound attendance. We've had close to 900 students at our first two events. Looking at the big picture, our UI Bound registration has increased 14% over last year.
- The early signs are pointing to another strong freshman class in 2024. Students continue to seek out the University of Idaho, where they receive a world class education at an award-winning value. The U of I being named the Best Value Public University in the West for a fourth year in a row continues to resonate with recruits.

Research

- The U of I's research portfolio continues to expand and deepen. In the fiscal year 2022 we set a record for research expenditures -- \$115.6 million. We shattered that record in FY23, with \$135.9 million in expenditures.
- Recently, the Chronicle of Education evaluated research categories under a new rubric that is being rolled out. They determined that several universities will fall out of the highest indicator of research activity, R1, in the next release in late 2025/early 2026. They identified the U of I as one of the universities that will replace them. We are on the cusp of reaching our strategic goal of being recognized among the great research institutions in the nation.
- You may have seen the news this month that we landed an \$11 million dollar grant from the National Institutes of Health to launch a research center in women's nutrition and health. Dr. Shelley McGuire is the lead on this new project and you may remember last year she was elected to the National Academy of Medicine – the first researcher in Idaho to earn that distinction.
- Thanks to our faculty, we continue to punch above our weight class in research.

Legislative Session

- The state legislature session was challenging, but overall the U of I fared well.
- We gained approval and some funding to expand our medical education programs into behavioral health and a Master of Nursing degree. Line-item funding enables us to extend beyond our WWAMI medical education program into a PsyD, doctoral degree and a direct entry advanced degree in nursing. These programs are awaiting approval from the State Board of Education.
- We received a state general fund increase of \$3.6 million over FY2024. Thanks to the recruitment efforts of many here at the university and based on increased numbers of students in key areas, we received funding for an Enrollment Workload Adjustment of over \$300,000.
- Like the rest of the state agencies, we also received Change in Employee Compensation (CEC) pool funding equivalent to 3%. This will be divided across several compensation criteria.
- Several bills focusing on "Diversity, Equity and Inclusion" were proposed. Only two made it into law. The first one formalized a policy from the State Board of Education that prohibits requiring job candidates to prepare diversity statements. This does not change anything for the U of I.
- The second new law prohibits government entities from requiring public employees or students to use the preferred personal pronouns that differ from an individual's biological sex. While we do not create laws, we must comply with them. Therefore, we will continue to allow preferred pronouns to be entered into our systems as allowed by law, however, no employee or student will be compelled to use them.

- Student success remains our priority, and we will support all our students. Showing the state legislature why access, coupled with specific programming, ensures that all students have the support they need to leave the university with a valuable degree is vital. We are proud to provide the workforce and the leaders Idaho's industries need to move their companies forward in a global marketplace.

Student Success

- Speaking of student success, we have some outstanding efforts in this area that are bearing fruit this spring. **Vandal Finish** is an initiative that helps former students complete degrees or qualify for our newest associates degrees. Our team has reached out to about 1,300 former students to let them know about options to obtain an associate degree depending on credits earned before they left the university. Over 220 Vandals have responded and will be earning their associates degrees from the College of Letters, Arts and Social Sciences in May.
- Vandal Finish offers these students a fresh chance to obtain their degree and immediately leverage its value in a competitive labor market. This program has changed the lives of these students, opening new opportunities they had earned, but previously to this change, were unavailable to them.
- On the other end of the spectrum, the **Vandal Gateway** program is helping first-year students by providing a cohort, extra advising, and expanded access to academic support. The program helps smooth the transition to college for students who fall below regular admissions standards and creates a community to help them thrive. Vandal Gateway has served 110 students over the past two years and more than a third of these students have GPAs over 3.0. The program is financially self-sufficient and participants have provided great feedback about their experience and the opportunities Vandal Gateway is providing.

University of Phoenix

- I wanted to provide a quick update on the University of Phoenix affiliation. The timeline has shifted, but we're still hopeful that we can finalize the deal.
- Right now we're working with the sellers to extend our opt-out date beyond May 31 so that we have more time and options for restructuring. Both sides are still committed to the affiliation, but it will take time.
- Know that I don't have the appetite for investing more university dollars into this opportunity. Our expenses are a part of the discussion with the sellers. I believe they are open to helping us out in the event we are unable to consummate the transaction.
- We appreciate our employees who reached out to legislators and made their voices heard on our behalf. We continue to work with legislators and others around the state to help them understand the importance of this deal for the future of education in Idaho. We're making progress, but we still have work to do.
- We look forward to developing those areas where this affiliation can benefit our students and Idaho's citizens.

Closing

- We hope you can join us at commencement next month as we celebrate our graduates. We'll welcome more than 1,300 students to the U of I alumni family and it's always a highlight of the year. We've also lined up a great commencement speaker – Anthony Doerr, who is a Pulitzer Prize-winning author.
- We're also excited to recognize Hiroshima survivor Keiko Ogura with an Honorary Doctorate and our own Dr. Jean'ne Shreeve with a well-deserved President's Medallion.

- In closing, we appreciate your hard work and advocacy on behalf of our students and the University of Idaho.
- Go Vandals!

Discussion:

A faculty inquired about a lawsuit against the University of Phoenix that resulted in a \$4.5M settlement with the state of California. President Green noted that the case was brought up in 2013 by the DoD and the Attorney General (AG) for improper use of challenge coins. The University of Phoenix was later cleared by the DoD but not by the AG and was fined \$3.5M plus \$1M to charity.

Some faculty expressed concern about House Bill 668, and its impact on insurance coverage for our transgender employees, their dependents, and students. President Green had no updates. Human Resources Director Brandi Terwilliger added that her team is working on this. External and internal counsels and the health plan team are looking into this. They expect litigation.

The discussion moved to faculty salary raises and the high cost of living. Are we treated in the same way as faculty in the other Idaho institutions? President Green responded that the 3% increase was approved by the legislators across the state. Citing from the Chronical, Provost Lawrence said that we are ahead of all public institutions in Idaho, both overall and by rank, except with BSU, where we are behind for assistant professor salary.

A faculty asked how much money has been spent toward the Phoenix affiliation. If the deal falls through, will we be left with a large bill? President Green replied that managing risks is part of the current negotiations. The money came from the reserve, so there will be no changes to our operational budgets or long-term investments, but our ability to meet the reserve goals – the unrestricted net balance the State Board requires – may be impacted. The hope is to sign an agreement that will give us some coverage.

A faculty member asked whether the independent investigation on the volleyball coach is finished. President Green and General Counsel replied that it will be completed soon.

A faculty member wondered whether, with R1 status, our peer groups and benchmarks would also change. President Green replied that it remains to be seen.

- Adjournments

The agenda being completed, President Green adjourned the meeting at 4:13pm.

Respectfully Submitted

Francesca Sammaruca
Secretary of the University Faculty

University of Idaho

2023 – 2024 University Faculty Meeting Agenda

Meeting #3

Monday, April 29, 2024, at 3:00pm (PT) / 4:00pm (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 2023-2024 University Faculty Meeting #2 (December 6, 2023) – **Attach. #2**
- VI. Special Orders–Faculty Senate Jean-Marc Gauthier
 - Consent Agenda (vote)
 - University Committee Appointments for AY 2024-25 – **Attach. #3**
 - AY 2025-26 Sabbatical Approvals – **Attach. #4**
 - Proposed Changes/Additions to Faculty-Staff Handbook (vote)
 - FSH 3250 Flextime/Flexplace – **Attach. #5**
 - FSH 1640.64 Officer Education Committee – **Attach. #6**
 - FSH 1640.74 Sabbatical Leave Evaluation Committee – **Attach. #7**
 - FSH 1640.08 Admissions Committee – **Attach. #8**
 - FSH 2700 Student Evaluation of Teaching – **Attach. #9**
 - FSH 3500 Promotion and Tenure – **Attach. #10**
 - FSH 1640.58 Ubuntu – **Attach. #11**
 - FSH 3440 Compensation of Classified Employees – **Attach. #12**
 - FSH 3420 Faculty Salaries and FSH 4620 Academic Calendars – **Attach. #13 & #14**
 - FSH 3120 Faculty Obligations During Period of Appointment – **Attach. #15**
 - FSH 4120 Catalog Change Procedures and FSH 1640.93 University Committee for Academic Certificates in Sustainability – **Attach. #16 & #17**
 - FSH 5800 Malign Foreign Talent Recruitment Programs – **Attach. #18**
 - FSH 3490 General Salary Information – **Attach. #19**
 - FSH 1640.36 Dismissal Hearing Committee – **Attach. #20**
 - FSH 3480 Compensation for Service in Addition to Regular Duties – **Attach. #21**
 - Proposed Noncurricular Changes to the University Catalog
 - Admission Criteria – Contingent to the approval of the Faculty Senate on April 23, 2024 – **Attach. #22**

- Administrative Procedures Manual (Informational Item – no vote)
 - APM 30.18 Change Management – **Attach. #23**
 - APM 95.24 Vandal Alert Notification System – **Attach. #24**
 - APM 45.03 Definitions for Grants, Contracts and Gifts – **Attach. #25**
 - APM 45.04 Notice of Sponsored Projects and Establishment of Budgets – **Attach. #26**
 - APM 45.06 Allowable and Unallowable Sponsored Project Expenditures – **Attach. #27**
 - APM 45.07 Cost Transfers on Sponsored Projects – **Attach. #28**
 - APM 45.09 Effort Reporting and Personnel Activity Reports – **Attach. #29**
 - APM 45.10 Facilities and Administrative (Indirect) Rate – **Attach. #30**
 - APM 45.12 Sponsored Project Closeout and Recordkeeping Responsibilities – **Attach. #31**
 - APM 45.15 Subawards and Subcontracts – **Attach. #32**
 - APM 95.21 University Closures – **Attach. #33**
 - APM 50.51 Request for Job Reclassification – **Attach. #34**
 - APM 45.16 Sponsored Project Payment Management – **Attach. #35**
 - APM 45.17 Fixed-Price Sponsored Projects – **Attach. #36**
 - APM 45.08 Cost Sharing (“Match”) on Sponsored Projects – **Attach. #37**
 - APM 50.35 Compensation Guidelines for Exempt Positions (Deletion) – **Attach. #38**
 - APM 45.35 University of Idaho Unmanned Aircraft Systems (“UAS”) – **Attach. #39**
 - APM 20.60 Unrelated Business Income Tax – **Attach. #40**
 - APM 35.66 Laboratory Decommissioning – **Attach. #41**
 - APM 50.14 Name, Social Security Number and Address Changes – **Attach. #42**
 - APM 50.08 Evaluations for Classified and Exempt Staff – **Attach. #43**
 - APM 50.16 Criminal Background Check – **Attach. #44**

VII. Announcements and Remarks – President Green

VIII. Adjournments – President Green

IN MEMORIAM

Karen Guilfoyle

Professor Emerita
Curriculum and Instruction
November 2023

Dale Everson

Professor Emeritus
Statistics
December 2023

Alton Ward

Professor Emeritus
Animal, Veterinary and Food Sciences
January 2024

Fred Watts

Professor and Department Chair Emeritus
Civil and Environmental Engineering
January 2024

Doris Williams

Professor Emeritus
Family and Consumer Sciences
February 2024

Richard Hahn

Professor and Director Emeritus
Lionel Hampton School of Music
April 2024

Gerald Willett

Professor Emeritus
Civil and Environmental Engineering
March 2024

James Milligan

Professor Emeritus
Civil and Environmental Engineering
April 2024

Ruprecht Machleidt

Distinguished Full Professor Emeritus
Physics
December 2023

University of Idaho

2023 – 2024 University Faculty Meeting Minutes – Pending Approval

Meeting #2

Wednesday, December 6, 2023, at 3:00pm (PT) / 4:00pm (MT)
via Zoom

President Scott Green Presiding

- President Green called the meeting to order at 3:00pm (PT).
- President Green read the names of faculty who passed, as from information received by the Provost's 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 Sammarruca
Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1.) and the meeting protocol.
- Quorum count: Faculty Secretary Sammarruca
 - 98 voting members of the faculty were required for a quorum. 167 eligible voters were counted and thus a quorum was present.
- Approval of minutes – President Green
 - The minutes of the 2023-2024 University Faculty Meeting #1 (September 18, 2023) were approved as distributed.
- Special Orders – Faculty Senate Chair Jean-Marc Gauthier
 - Proposed Changes/Additions to the Faculty Staff Handbook (voting items)
 - FSH 1565 Academic Ranks and Responsibilities
Changes have been made to **G-1. Lecturer** and **G-2 Visiting Faculty** to align with revised FSH 1520.
 - FSH 1520 II-1 Constitution of the University Faculty
Article II, Section 1 has been revised to clarify that voting rights arise from faculty rank. Non-faculty in administrative roles do not have voting rights. Also, a conflict with FSH 1565 has been resolved regarding the terms on which visiting faculty and lecturers are granted voting rights.
Vote on FSH 1565 and 1520: 141/144 yes; 3/144 no. Motion passes.
 - FSH 1620 University-Level Committees
Comprehensive review. Revised to clarify procedures for university-level committees and to highlight that all faculty who have voting privileges, and all board-appointed staff are welcome to serve on committees.

- FSH 1640 Committee Directory
Committee directory sections renamed for consistency with FSH 1620, and to clarify which committees are within the purview of Faculty Senate. Title of FSH 1640.69 updated to University Promotion and Tenure Committee.
Vote on FSH 1620 and 1640: 156/157 yes; 1/157 no. Motion passes.
- FSH 1565 Academic Ranks and Responsibilities
Section D-8 University Distinguished Professor was revised to make Extension faculty eligible for the rank of Distinguished Professor.
Votes: 151/166 yes; 15/166 no. Motion passes.
- FSH 3320 Annual Performance Evaluations and Salary Determination of Faculty Members and Performance Evaluation of Academic Administrators, A-1.d Evaluation of Faculty by Supervisors.
A-1.d was revised to clarify that chairs may confer with deans during the evaluation process. This reflects common practices.
Votes: 156/164 yes; 8/164 no. Motion passes.
- FSH 1565 C-2 Scholarship and Creative Activities
C-2 was revised to clarify how advising responsibilities can be credited for evaluative purposes.
Votes: 138/144 yes; 6/144 no. Motion passes.
- FSH 2300 Student Code of Conduct & FSH 2400 Disciplinary Process for Alleged Violations of Student Code of Conduct
FSH 2300 Student Code of Conduct and FSH 2400 University Disciplinary Process for Alleged Violations of Student Code of Conduct have been combined into one policy, FSH 2300 Student Code of Conduct and Resolution Process. Main changes: language more accessible and understandable for students; Removed processes related to Title IX sexual harassment to align with the recently revised FSH 6100; more clarity in the language around academic dishonesty resolution; Added language aligning with case law to follow best practices in student conduct policies; Added a section on free speech. This revision is accompanied by the proposed deletion of FSH 2400.
Votes (on FSH 2300 and deletion of FSH 2400): 155/158 yes; 3/158 no. Motion passes.
- FSH 4620 Academic Calendar
This revision delays all dates for Fall 2025, Spring 2026, and Summer 2026 by one week. The current dates for Academic Year 2025-26 align with WSU for Spring commencement on May 9, 2026. This will be a major challenge for the Moscow and Pullman communities and our families seeking housing and dining. UI's calendar currently "flips" to a later start in AY 26-27. With this revision, the change will take place during AY 25-26 to avoid concurrent spring commencements while still following the normal pattern of UI semesters. In addition, delaying all AY 25-26 dates avoids the hardship of earlier starts for many UI students who are involved in agricultural harvest or firefighting. Also, the irregular 14-week summer (normally 13 weeks) will shift from Summer 2026 to Summer 2025.
Votes: 148/163 yes; 15/163 no. Motion passes.
- Informational items: Faculty Senate Vice Chair Kristin Haltinner
 - University of Phoenix Survey Results: A Preview

At the last UFM, faculty requested a survey to gauge employee support and opinions on the University of Phoenix affiliation. Faculty Senate formed a task force charged with developing such survey. The survey was sent to all employees of the university. Results came out this week, and, therefore, a thorough analysis has not yet been done. A complete report will be shared with everyone through the senators early in the spring semester.

- Spread Pay Task Force Recommendations and Challenges

Brief history: Last year, the Faculty Senate convened a task force charged with investigating the possibility of offering “spread pay” as a benefit for academic faculty currently on nine-month appointments. A survey was conducted to verify that faculty were interested. 570 faculty were on academic contracts, and 122 faculty were on the “legacy spread pay” system, currently in place. 63% of the survey respondents indicated that they would immediately switch to spread pay, given the option. Kristin described the complexity of the implementation. With our current spread pay schedule, we pay people in advance for their work during the latter weeks of the summer, and part of their pay is deferred to pay them in May and June. A schedule where employees are paid in advance of their work is inconsistent with state law. Thus, the legacy spread pay system needs to be discontinued regardless. A possible option is an updated deferred pay schedule, where a portion of faculty's paychecks are held and then paid out over the summer after their contract period. The 122 faculty currently on the old pay schedule will have to move to either a new deferred pay system or standard pay, where faculty receive paychecks over nine months. Either way, there would be three pay periods, or six weeks, in July and August when these faculty would not receive a paycheck. Payroll has offered to set up an option for faculty on the legacy spread pay schedule to have a portion of their salaries withheld during the spring semester and paid out in July and August of 2024. The task force recommended to the Senate that we begin offering deferred pay as a benefit starting academic year 2024-25. The Senate voted in support of this recommendation, but it's important to keep in mind that it's only a recommendation to bring to President Green for his consideration. Faculty Senate spent many hours of emotional discussions on this difficult choice. On the one hand, faculty currently on spread pay will be financially impacted by the move to defer pay; on the other, many of the faculty on standard pay wish to move to deferred pay. For some families, a six-week pause in pay can be devastating. But again, it's strictly a recommendation for the president to consider. We will continue to work on a solution.

Discussion:

Some faculty on the legacy spread pay payroll system expressed concern about having an unexpected six week break in pay as the payroll system reset/the deferred pay system was implemented.

Some faculty on the standard payroll schedule described the anxiety caused by missing pay periods every summer. Also, embedded in this three-month gap is the idea that faculty don't do any work in the summer, which is not true. They offered their expertise to help colleagues with accounting and financing matters.

More faculty on standard pay shared the struggle of saving several thousands of dollars over nine months to make sure their mortgage is paid.

Vice Chair Haltinner emphasized that Faculty Senate listened to all the voices of the constituents. They addressed spread pay again yesterday and went back to the same recommendation as the week before. Senators did not take this lightly. As this conversation continues, feedback is welcome and encouraged.

This concluded the Special Orders part of the meeting. APM items are informational only. Anyone who has questions or comments on those items should contact Faculty Senate Leadership, who will see that those questions are properly directed.

Back to President Green for announcements and remarks.

- President's Remarks and Announcements:

We have a lot to celebrate as a university and we appreciate the central role that you, our faculty, play in our success. I'll provide a few highlights and then open it up for questions.

Enrollment:

The last time we met, we had speculative enrollment numbers, but we can now confirm that we welcomed our second-largest freshman class in school history this fall – only behind last year's record. Overall, our enrollment is up 3.2%. At a time when many universities across the country are struggling, our steady growth is excellent news.

We also improved our retention rate, which is another key to strengthening our overall enrollment. Our freshman retention rate increased 1.4% over the prior year.

Research:

The U of I's research portfolio continues to expand and deepen. Our faculty and support units consistently punch above their weight, winning grants, publishing papers and presenting research around the world. In the fiscal year 2022 we set a record for research expenditures – \$115.6 million. This total does not include the record \$55 million grant for climate-smart agriculture in Idaho that we won last fall. We will begin benefiting from that grant this coming year.

Recently, the *Chronicle of Education* evaluated research categories under a new rubric that is being rolled out. They determined that several universities would fall out of the highest indicator of research activity, R1, in the next release in late 2025/early 2026. They identified the U of I as one of the universities that will replace them. We are on the cusp of reaching the strategic goal of being recognized among the greatest research institutions in the nation.

We're also finding new ways to highlight our research. In November we had a standing-room only crowd for our POP Talks, which featured eight faculty members giving very short presentations about their research. We've made those presentations into YouTube videos, and we'll be sharing them far and wide.

University of Phoenix:

A quick update to the timeline. We've approval from HLC – Phoenix's accreditors, and we're waiting to hear from NWCCU – our accreditors. We're still on track to go to the market in the first quarter of next year. We appreciate the strong support of our working groups and our employees that are contributing to the success of the affiliation going forward.

Events

It's an exciting time to be a Vandal! Our football team is one of the last eight teams standing in the FCS playoffs. We host Albany in our quarter final game Saturday at 7 p.m. We hope you can make it to the P1FCU Kibbie Dome on Saturday to cheer on our student-athletes.

Tomorrow night is our annual Holiday Concert at the ICCU Arena. This is always a great event for our community. The show begins at 7:30 p.m.

And of course, Saturday is our winter commencement at the ICCU Arena with two ceremonies, at 9:30 a.m. and 2 p.m. We hope you can be there to celebrate our graduates.

We appreciate your care for our students and your commitment to the University of Idaho. I hope you're able to spend time with your loved ones this holiday season. Go Vandals!

I'm happy to answer any questions you may have at this time. I think it would only be right to call on Kenton Bird for our first question. Dr. Bird is a U of I alum and he started as a part-time lecturer in the School of Journalism and Mass Media at the U of I in 1979. He joined the faculty full time in 1999 and earned tenure as an associate professor in 2005. He's taught and mentored hundreds of students in his career – many of whom have gone on to successful careers in media. Kenton served as the director of the School of Journalism and Mass Media from 2003 to 2015 and the director of General Education from 2015 to 2017. He's been an active, engaged faculty member and this is Kenton's final Faculty Meeting before he retires. We could always rely on him to kick off our Q&A with a great question. Congratulations, Dr. Bird!

Discussion:

Kenton Bird thanked the president for the kind introduction. He suggested returning to in-person meetings of the university faculty. From his long experience with shared governance, he has seen in-person meetings contributing to the collegiality that makes the University of Idaho so distinctive and have made his time here so rewarding.

Faculty: We are six weeks away from the opening of the Idaho Legislature 2024 session. How do you, as president, and we, collectively as faculty, demonstrate the value of higher education to an increasingly skeptical audience? What's your two-minute "elevator speech" for the State House about why the University of Idaho and our sister institutions deserve the continued support and investment of the people of Idaho?

President Green: Some people just refuse to hear the truth. They are politically motivated and don't care about higher education, but we prepare for that as well. Abraham Lincoln, a republican, signed into law the Morrill Act, which started one of the greatest educational systems in the world. The Morrill Act focused on mechanical arts, military science, engineering and agriculture (not at the exclusion of liberal arts). Signing that into law created land-grant institutions and research investments in the country. We became world leaders in agriculture, military science and engineering. Higher education and research in those areas improved our standard of living, our value as citizens and our ability to protect our country. This would be my two-minute speech to our elected officials.

Faculty: Today, we have seen the value of a large survey about the University of Phoenix. Would you be willing to consider a survey that reaches out to more people than just those in Faculty Senate regarding the spread pay issues that were raised earlier? We have 200 people online today. Senators are great ambassadors for us, but they are only 22 people. So, I'm wondering if you'd be willing to collect broader input, for instance from an informal straw poll, so you have the best information at your fingertips to make informed choices.

President Green: I believe that we need to understand all the issues and how we could mitigate them, and then put together a plan to take to our employees. Surveys are not very helpful if people's answers are based on fear and insufficient knowledge of the matter. I think that right

now we need to have a plan. What we have is a recommendation from the Senate that we will consider carefully. I realize the timeline is critical and we'll do our best. I'm not against surveys. The Phoenix survey is a good example of surveys conducted at the appropriate time. Had we done it in May, when rumors were spread and many of the facts were not yet out, we might have had a different result. People have asked great questions and we've done our best to answer them.

Faculty: Has there been any conversation about adding a parking deck or more parking spaces on campus so that faculty can access their buildings more easily?

President Green: We are looking at a master plan mostly about residential housing, and parking is part of that. I don't know whether there will ever be enough parking, but we brought in subject matter experts. We need to have sufficient parking space for students, and we'll act on that as best as we can.

There was an inquiry in the chat about onboarding, addressed by OIT Vice President Dan Ewart. There is an onboarding committee. They developed some proposed new processes to help along with onboarding as well as identified some mechanisms both from a process perspective and a technology perspective, with the primary goal being to get all the information we need to make an onboarding process smooth from the very beginning. If anyone is interested in seeing what the committee has come up with, please contact Dan Ewart. They have made progress and hope to kick off the project in early spring.

Faculty: To follow up on our progress towards R1 status, I always see research as part of a catalyst that ties just as closely to our teaching and our outreach. Once we reach R1 status, what do you see as the next goals and steps to enhancing and improving research, scholarship and education?

President Green: We're trying to build a *virtuous circle*. When you win a grant, you have money to hire post docs and bring in more graduate researchers, and (for some grants) potentially add some faculty and experts as part of the award. I personally can't do much to take us to the next level, but what I can do is create the environment for faculty to do so. We'll continue to focus on those areas where we have a competitive advantage, and there are many. The research we do here is amazing and we'll continue to grow it. There are faculty on this call that focus on teaching and are great teachers, and we need that. But it's important to get your students out into the field, lab, internship, writing program, or conference, where they learn by doing.

Follow-up from faculty: From some of the discussions I had with the State Board of Education, it's challenging to figure out what captures the interest and the upset of legislative members. We do have some champions and we have been working with them as best we can to communicate the value of higher education. I know how challenging it is to have that message received and not rejected by unwilling ears.

Faculty: Several years ago, a study was done on how much money the University of Idaho pumps in to the Idaho economy for every dollar that the Legislature invests. It may still be somewhere in the files and could be updated. That might be something helpful with JFAC.

President Green: We're still doing it and we recently updated it. There's over a billion dollars of economic impact. When universities shrink and enrollment goes down, it has a profound economic impact on the state. I was just at the ribbon cutting for our new airport talking about what that flight to Boise meant for us and our enrollment. Our shops and restaurants are full, and our dorms are full to the point that we must rent hotel rooms to house all our students.

All this happened because of the university and is great for the community because it creates jobs. In addition, the university provides a tremendous choice of intellectually stimulating opportunities for the community. We have some problems in our own backyard, and we all need help. We also need to engage with legislature members from other parts of the state.

Faculty: Has there been any follow-up from the discussions about critical race theory?

President Green: It's been quiet, but it may change around January, when the legislature comes back into session. We've been preparing for it and monitoring with the IFF has been posting.

I appreciate you all and the great turnout today. This kind of participation shows that we're all engaged in our university.

- Adjournments
The agenda being completed, President Green adjourned the meeting at 4:20pm.

Respectfully Submitted

Francesca Sammaruca
Secretary of the University Faculty

Attach. #3

Committee	Employee Type	Last name	First Name	Last Yr. of Term
Academic Hearing Board	Faculty	Hansen	Keith	2025-26
Academic Hearing Board	Faculty	Nielson	Mark	2025-26
Academic Hearing Board	Faculty/Administrator	Soule	Terry	2024-25
Academic Hearing Board	Faculty	Turpin	Zachary	2026-27
Academic Hearing Board	Faculty	Liang	Xi	2025-26
Academic Petitions Committee	Faculty/Associate Dean	Harley	Grant	2024-25
Academic Petitions Committee	Faculty/Associate Dean	Craig	Traci	2024-25
Academic Petitions Committee	Faculty	Baggs	Belle	2026-27
Academic Petitions Committee	Registrar or Designee	Brown	Lindsey	N/A
Academic Petitions Committee	Faculty/CTC	Kitzrow	Martha	2025-26
Academic Petitions Committee	Faculty	Abdel-Rahim	Ahmed	2025-26
Academic Petitions Committee	Faculty/Alternate/Associate Dean			2026-27
Academic Petitions Committee	Faculty/Alternate/Associate Dean			2026-27
Academic Petitions Committee	Faculty/Alternate			2026-27
Academic Petitions Committee	Faculty/Alternate	Attebury	Ramirose	2024-25
Academic Petitions Committee	Faculty/Alternate/CTC			2026-27
Administrative Hearing Board	Faculty	Thorne	Deborah	2026-27
Administrative Hearing Board	Registrar or Designee	Hubbard	Dwaine	N/A
Administrative Hearing Board	Student Accounts Manager or Designee	Cornwall	Leila	N/A
Administrative Hearing Board	Faculty	Bernards	Matthew	2024-25
Administrative Hearing Board	Staff	Severson	Jess	2026-27
Administrative Hearing Board	Student			2024-25
Administrative Hearing Board	Faculty/Law	Adams	Mark	2024-25
Administrative Hearing Board	Faculty	Gordon	Stefan	2025-26
Admissions Committee	Director Counseling & Testing Center or Designee	Lambeth	Gregory	N/A
Admissions Committee	Director of Admissions or Designee	Goodwin	Melissa	N/A
Admissions Committee	Faculty	Scheef	Andrew	2025-26
Admissions Committee	Faculty	Fox-Amato	Matt	2024-25
Admissions Committee	Faculty	Hong	Zonglie	2025-26
Admissions Committee	Faculty	Omodt	Kelly	2025-26

Admissions Committee	Faculty	Manker	Gretchen	2024-25
Admissions Committee	Faculty/American Language & Culture Program (A	Hussein	Ibtesam	2025-26
Admissions Committee	Faculty/Alternate	Haltinner	Kristin	
Admissions Committee	Faculty/Alternate	Gilbert	Laurel	
Admissions Committee	Faculty/Alternate			
Admissions Committee	Faculty/Alternate	Li	Feng	
Admissions Committee	Professional Advisor	Wnek	Zachary	N/A
Admissions Committee	Student Support Services designee	Fausto	Mercedes	N/A
Admissions Committee	Student Support Programs (optional)	Mai	Nhu	N/A
Admissions Committee	Office of Multicultural Affaris	Martinez	Jesse	2024-25
Admissions Committee	Ubuntu Chair or Designee			2024-25
Americans with Disabilities Act Advisee	Center for Disability Access and Resources or De	Voss	Cory	N/A
Americans with Disabilities Act Advisee	Director Counseling & Testing or Designee	Mushlitz	Ally	N/A
Americans with Disabilities Act Advisee	Director of the OCRI or Designee	Wernz	Jackie	N/A
Americans with Disabilities Act Advisee	Staff	Feldman	Amber	2024-25
Americans with Disabilities Act Advisee	Faculty/Library	Stone	Julia	2024-25
Americans with Disabilities Act Advisee	OIT Director or Designee	English	Tom	N/A
Americans with Disabilities Act Advisee	Faculty/Disability experience knowledge	Luvaas	Eric	2025-26
Americans with Disabilities Act Advisee	Student/Graduate			2024-25
Americans with Disabilities Act Advisee	Faculty	Eichner	Katrina	2024-25
Americans with Disabilities Act Advisee	Director of Housing and Residence Life	Kerr	Julie	N/A
Americans with Disabilities Act Advisee	Staff	Bass	Kaity	2024-25
Americans with Disabilities Act Advisee	Public Safety & Security or Designee	Lovell	Bruce	N/A
Americans with Disabilities Act Advisee	Center on Disabilities and Human Development	Kramer	Krista	N/A
Americans with Disabilities Act Advisee	Facilities Director or Designee	Pankopf	Ray	N/A
Americans with Disabilities Act Advisee	Parking & Transportation Services	Schwartz	Nik	N/A
Americans with Disabilities Act Advisee	Executive Director for Human Resources or Desig	Lindquist	Steven	N/A
Americans with Disabilities Act Advisee	General Counsel Representative	Rytter	Kim	N/A
Americans with Disabilities Act Advisee	Student/Undergraduate			2024-25

Institutional Animal Care and Use Cc Members placed by ORED; post roster online

Institutional Biosafety Committee	Members placed by ORED; post roster online	Rowley	Paul	2024-25
Institutional Biosafety Committee	Members placed by ORED; post roster online	McClanahan	Russell	N/A
Institutional Biosafety Committee	Members placed by ORED; post roster online	Russell	Steven	N/A
Institutional Biosafety Committee	Members placed by ORED; post roster online			2026-27
Institutional Biosafety Committee	Members placed by ORED; post roster online			2026-27
Institutional Biosafety Committee	Members placed by ORED; post roster online	Schiele	Nathan	2024-25
Institutional Biosafety Committee	Members placed by ORED; post roster online	Skibiel	Amy	2024-25
Institutional Biosafety Committee	Members placed by ORED; post roster online			2026-27
Institutional Biosafety Committee	Members placed by ORED; post roster online	Boyer	Josephine	2024-25
Institutional Biosafety Committee	Members placed by ORED; post roster online	Harner	Arch	N/A
Institutional Biosafety Committee	Members placed by ORED; post roster online	Shahat	Samir	N/A
Borah Foundation Committee	Faculty	Darragh	Janine	2025-26
Borah Foundation Committee	Associate Director of the Martin Institute	Afatchao	Kodjotse	N/A
Borah Foundation Committee	Faculty	Vierling	Lee	2024-25
Borah Foundation Committee	Faculty	Scarnecchia	Dennis	2025-26
Borah Foundation Committee	Student			2024-25
Borah Foundation Committee	Student			2024-25
Borah Foundation Committee	Faculty	Prorak	Diane	2024-25
Borah Foundation Committee	Student			2024-25
Borah Foundation Committee	Faculty	Krishna	Bal	2025-26
Borah Foundation Committee	Staff	Carrel	Shelby	2025-26
Borah Foundation Committee	Staff	Hull	Emily	2025-26
Borah Foundation Committee	Student	Weber	Ella	2024-25
Borah Foundation Committee	Faculty	Roy	Allison	2025-26
University Budget & Finance Commit	Budget Office Representative	Mahoney	Trina	N/A
University Budget & Finance Commit	Faculty/At-Large	Kersting-Lark	Dulce	2025-26

University Budget & Finance Commit Faculty/CAA	Johnson	Aaron	2026-27
University Budget & Finance Commit Faculty/CALS	Becker	Hydee	2026-27
University Budget & Finance Commit Faculty/CBE	Groza	Mya	2025-26
University Budget & Finance Commit Faculty/CEHHS	Kim	Juhee	2025-26
University Budget & Finance Commit Faculty/CLASS	Lange	Michelle	2025-26
University Budget & Finance Commit Faculty/CNR	Latta	Greg	2025-26
University Budget & Finance Commit Faculty/COS	Ridenhour	Benjamin	2025-26
University Budget & Finance Commit Faculty/ENGR	Li	Feng	2025-26
University Budget & Finance Commit Faculty/LAW	Gerwick Couture	Wendy	2026-27
University Budget & Finance Commit Faculty/Senate Member			2024-25
University Budget & Finance Commit Provost & Executive Vice President	Lawrence	Torrey	N/A
University Budget & Finance Commit Staff/Academic Affairs	Buchert	Charity	2024-25
University Budget & Finance Commit Staff/Advancement	Doering	Zachary	2025-26
University Budget & Finance Commit Staff/Finance & Administration	Richards	Kenwyn	2025-26
University Budget & Finance Commit Staff/ITS	Amos	Teresa	2024-25
University Budget & Finance Commit Staff/ORED	Franklin	Chelsea	2025-26
University Budget & Finance Commit Student/ASUI			2024-25
University Budget & Finance Commit Student/Graduate/GPSA			2024-25
University Budget & Finance Commit Student/Law/SBA			2024-25
University Budget & Finance Commit Vice President for Finance and Administration or	Foisy	Brian	N/A
Campus Planning Advisory Committee Faculty	Pyo	TH	2024-25
Campus Planning Advisory Committee Student			2024-25
Campus Planning Advisory Committee Vice President for Information Technology (CIO)	Ewart	Daniel	N/A
Campus Planning Advisory Committee Vice President for Finance and Administration or	Salisbury	Kim	N/A
Campus Planning Advisory Committee Assistant Vice President for Facilities	Vineyard	Rusty	N/A
Campus Planning Advisory Committee Faculty Senate			2024-25
Campus Planning Advisory Committee Faculty Senate			2024-25
Campus Planning Advisory Committee Faculty	Perret	Robert	2024-25
Campus Planning Advisory Committee Faculty	Fehrenkamp	Bethaney	2025-26
Campus Planning Advisory Committee Coordinator for CDAR or designee	Voss	Cory	N/A
Campus Planning Advisory Committee Staff	Matson	Eric	2024-25

Campus Planning Advisory Committee	Faculty	Kennedy	Brian	2025-26
Classified Position Appeal Board	Classified Staff			
Classified Position Appeal Board	Faculty/Administrator			
Classified Position Appeal Board	Classified Staff			
Classified Position Appeal Board	Classified Staff/Supervisor			
Classified Position Appeal Board	Faculty/Administrator			
Classified Position Appeal Board	Classified Staff/Supervisor			
Classified Position Appeal Board	Director of Employment Services			
Commencement Committee	Faculty	Kenyon	Jylisa	2025-26
Commencement Committee	Registrar	Brown	Lindsey	N/A
Commencement Committee	Faculty	Wilson	Miranda	2025-26
Commencement Committee	Faculty	Park	Young	2025-26
Commencement Committee	Faculty	Barannyk	Lyudmyla	2024-25
Commencement Committee	Faculty	Moritz	Cleave	2026-27
Commencement Committee	Honors Student			
Committee on Committees	Vice Chair/Fac Senate			2024-25
Committee on Committees	Staff Council Elections Chair			2026-27
Committee on Committees	Student/ASUI President or Designee			2024-25
Committee on Committees	Faculty	Seamon	Richard	2026-27
Committee on Committees	Faculty	Chen	Linda	2026-27
Committee on Committees	Faculty	Meeuf	Russell	2024-25
Committee on Committees	Faculty	Campbell	Sarah	2024-25
Committee on Committees	Faculty Secretary	Sammarruca	Francesca	N/A
Committee on Committees	Faculty	Blaine	Anna	2024-25
Committee on Committees	Faculty	Lee	Katherine	2025-26
Dismissal Hearings Committee	Faculty	Powell	Madison	2026-27
Dismissal Hearings Committee	Faculty/Administrator/Alternate	Butterfield	Sean	2026-27
Dismissal Hearings Committee	Faculty	Spear	Rhett	2024-25
Dismissal Hearings Committee	Faculty/Alternate	Johnston	Jason	2026-27
Dismissal Hearings Committee	Faculty/Alternate	Zhao	Meng	2025-26
Dismissal Hearings Committee	Faculty/Administrator/Alternate	Hollingshead	Aleksandra	2024-25

Dismissal Hearings Committee	Faculty/Alternate	Brehm	Matthew	2025-26
Dismissal Hearings Committee	Faculty/Alternate	Hampton	Leah	2025-26
Dismissal Hearings Committee	Faculty/Administrator	Strand	Eva	2025-26
Dismissal Hearings Committee	Faculty/Alternate	Dublin	Merritt	2024-25
Dismissal Hearings Committee	Faculty	Devezer	Berna	2026-27
Dismissal Hearings Committee	Faculty	Albertson	Doug	2024-25
Dismissal Hearings Committee	Faculty/Alternate	Ball	Katherine	2024-25
Dismissal Hearings Committee	Faculty/Alternate	Loiacono	Catherine	2026-27
Instructional Space Committee	Registrar or Designee	Unzicker	Ted	N/A
Instructional Space Committee	Faculty	Prather	Timothy	2024-25
Instructional Space Committee	Facilities			N/A
Instructional Space Committee	Center for Excellence Teaching & Learning Repre:	Habib	Douglas	N/A
Instructional Space Committee	Student/ASUI Representative			2024-25
Instructional Space Committee	Purchasing Representative			N/A
Instructional Space Committee	Registrar Office Representative	Clevy	June	N/A
Instructional Space Committee	Faculty	Locke	Kenneth	2024-25
Instructional Space Committee	Director of General Education	Panttaja	Dean	N/A
Instructional Space Committee	Faculty	Kitchel	Allen	2024-25
Instructional Space Committee	Student/ASUI Representative			2024-25
Instructional Space Committee	Information Technology Representative	Schmidt	Ken	N/A
Instructional Space Committee	Facilities	Vineyard	Rusty	N/A
Faculty and Staff Policy Group	Staff	Keim	Elissa	2026-27
Faculty and Staff Policy Group	Faculty	Perrigue	Anne	2025-26
Faculty and Staff Policy Group	Staff	Amos	Teresa	2025-26
Faculty and Staff Policy Group	Faculty Secretary	Sammarruca	Francesca	N/A
Faculty and Staff Policy Group	Faculty/Senate Member			2024-25
Faculty and Staff Policy Group	Policy Coordinator or Designee	Whitney	Diane	N/A
Faculty and Staff Policy Group	Faculty	Nelson	Sarah	2024-25
Faculty and Staff Policy Group	Staff/Council Member	Jameson	Arlette	2024-25
Faculty Affairs Committee	Faculty	Murphy	Tim	2026-27
Faculty Affairs Committee	Faculty	McGriff	Michael	2026-27

Faculty Affairs Committee	Faculty	Chapman	Erin	2026-27
Faculty Affairs Committee	Faculty	Pennick	Chelsea	2027-28
Faculty Affairs Committee	Vice Provost for Faculty	Kelly-Riley	Diane	N/A
Faculty Affairs Committee	Faculty	Hormel	Leontina	2025-26
Faculty Affairs Committee	Faculty/Department Chair	Holyoke	Laura	2027-28
Faculty Affairs Committee	Faculty	Robertson	Dakota	2025-26
Faculty Affairs Committee	Faculty Secretary	Sammarruca	Francesca	N/A
Faculty Affairs Committee	Faculty	Gunder	Jessica	2024-25
Faculty Affairs Committee	Faculty	Blevins	Kathryn	2024-25
Faculty Appeals Hearing Board	Faculty	Kerr	Ashley	2025-26
Faculty Appeals Hearing Board	Faculty	Wulfhorst	JD	2025-26
Faculty Appeals Hearing Board	Faculty	Skinner	Kate	2025-26
Faculty Appeals Hearing Board	Faculty	Overton	Michael	2024-25
Faculty Appeals Hearing Board	Faculty	Stauffer	Larry	2025-26
Faculty Appeals Hearing Board	Faculty/Alternate	Scofield	Rebecca	2025-26
Faculty Appeals Hearing Board	Faculty/Alternate	Schwarzlaender	Mark	2026-27
Faculty Appeals Hearing Board	Faculty/Alternate	Pimentel	David	2025-26
Faculty Appeals Hearing Board	Faculty/Alternate	Schab	Aaron	2025-26
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Borrelli	R.A.	2024-25
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Qiang	You	2026-27
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Roberson	Dakota	2025-26
Faculty Appeals Hearing Board	Faculty/Department Chair	Goebel	Charles	2026-27
Faculty Appeals Hearing Board	Faculty/Department Chair/Alternate	Scruggs	Philip	2025-26
Faculty Appeals Hearing Board	Faculty/Department Chair/Alternate	Butterfield	Sean	2025-26
Arts Committee	Faculty	Yumna	Kurdi	2026-27
Arts Committee	Moscow Arts Commission Art Director or Designee	Cherry	Megan	N/A
Arts Committee	Faculty	Sielert	Vanessa	2025-26
Arts Committee	Administrator/Designated by the President			N/A
Arts Committee	Administrator/Designated by the President			N/A
Arts Committee	Administrator in the Arts	Corry	Shauna	N/A
Arts Committee	Staff	Huck	Amy	2025-26

Arts Committee	Faculty	Smith	Rochelle	2025-26
Arts Committee	Student/ASUI Fine Arts Committee when possible			2024-25
Arts Committee	Facilities Management	Pankopf	Raymond M.	N/A
Arts Committee	Faculty	Klement	David	2024-25
Arts Committee	Faculty	McCleary	Lauren	2025-26
Arts Committee	Student			2024-25
Arts Committee	UI Foundation or Designee	Linduist	Shawna	N/A
Arts Committee	Library Special Collections	Kersting-Lark	Dulce	N/A
Grievance Committee for Student	Er Student			2024-25
Grievance Committee for Student	Er Staff/Council Member	Noble	Tami	2024-25
Grievance Committee for Student	Er Student			2024-25
Grievance Committee for Student	Er Faculty/Senate Member			2024-25
Grievance Committee for Student	Er Student			2024-25
Honors Program Committee	Director of University Honors Program	Reineke	Sandra	N/A
Honors Program Committee	Faculty	Zajchowski	Chris	2025-26
Honors Program Committee	Faculty	Trujillo-Barrera	Andres	2024-25
Honors Program Committee	Faculty	Aston	D. Eric	2024-25
Honors Program Committee	Faculty	Thompson-Frankli	Samantha	2025-26
Honors Program Committee	Faculty	Frost	Keith	2026-27
Honors Program Committee	Faculty	McDunn	Benjamin	2025-26
Honors Program Committee	Academic Dean (annual appointment)	McMurtry	Jerry	2024-25
Honors Program Committee	Program Coordinator of University Honors Program			N/A
Honors Program Committee	President of Honors Student Advisory Board or Designee			2024-25
Institutional Review Board	Members placed by ORED; post roster online			
Information Technology Committee	Faculty	Gunn	Danielle	2025-26
Information Technology Committee	Vice President for Research or Designee	Ehlert	Blair	N/A
Information Technology Committee	Registrar or Designee	Hubbard	Dwayne	N/A
Information Technology Committee	Vice President for Finance and Administration or	Milleson	Jake	N/A
Information Technology Committee	Vice Provost for Digital Learning or Designee	Udas	Ken	N/A
Information Technology Committee	Vice President for Information Technology or Desi	Amos	Teresa	N/A
Information Technology Committee	Director of CETL or Designee	Quallen	Sean	N/A

Information Technology Committee	Faculty	Barnes	Jason	2025-26
Information Technology Committee	Faculty	Woolley	Darryl	2025-26
Information Technology Committee	Faculty	Zadehgol	Ata	2025-26
Information Technology Committee	Faculty	Shih	Ting-Yen	2024-25
Information Technology Committee	Faculty/Library	Dong	Hanwen	2025-26
Information Technology Committee	Faculty/Off Campus	Vakanski	Alex	2024-25
Information Technology Committee	Student Computing Advisory Committee or Designee			
Intellectual Property Committee	Faculty			
Intellectual Property Committee	Faculty			
Intellectual Property Committee	Faculty/Alternate			
Intellectual Property Committee	Faculty			
Intellectual Property Committee	Faculty			
Intellectual Property Committee	Faculty/Alternate			
Intellectual Property Committee	Director of Tech Transfer or Designee			N/A
Intellectual Property Committee	Faculty/Department Chair			
Ubuntu	Student Affairs Representatives	Ropski	Beth	2024-25
Ubuntu	Director CDAR or Designee	Gash	Katelyn	2026-27
Ubuntu	Director of International Programs or Designee	Kestle	Mimi	2026-27
Ubuntu	Equity, Diversity and Inclusion Appointee	Rodriguez	Denessy	2025-26
Ubuntu	Faculty	Howard	Tasha	2025-26
Ubuntu	Faculty	Cieslik-Miskmen	Caitlin	2026-27
Ubuntu	Faculty	Hollingshead	Aleksandra	2024-25
Ubuntu	Faculty	Ritcher	Jamaica	2025-26
Ubuntu	Human Resources Representative	Terwilliger	Brandi	N/A
Ubuntu	Director of OCRI	Wernz	Jackie	N/A
Ubuntu	Staff	Armitage	Kali	2024-25
Ubuntu	Staff/Council Member	Gutierrez-Aguirre	David	2024-25
Ubuntu	ASUI Director of Diversity Affairs or Designee			2024-25
Ubuntu	Student/Graduate			2024-25
Ubuntu	Student/Undergraduate			2024-25
Library Affairs Committee	Faculty/Library	Seiferle-Valencia	Marco	2024-25

Library Affairs Committee	Faculty/Humanities	Klement	David	2025-26
Library Affairs Committee	Student/Undergraduate			2024-25
Library Affairs Committee	Dean Library Services	Hunter	Ben	N/A
Library Affairs Committee	Faculty/Sciences	Hedman	Matthew	2024-25
Library Affairs Committee	Faculty	Olsen Nelson	Nora	2025-26
Library Affairs Committee	Faculty/CLASS	Grindal	Matt	2024-25
Library Affairs Committee	Student/Graduate			2024-25
Officer Education Committee	Faculty	Awwad-Rafferty	Rula	2025-26
Officer Education Committee	Head of Aerospace Studies (WSU)	Jeffers	Nickolas	N/A
Officer Education Committee	Faculty	Smith	Bill	2026-27
Officer Education Committee	Vice Provost for Academic Affairs or or Designee	Kelly-Riley	Diane	N/A
Officer Education Committee	Head of Naval Science	Lockard	Price	N/A
Officer Education Committee	Faculty	Bauscher	Rich	2024-25
Officer Education Committee	Head of Military Science	Warren	Ross	N/A
Officer Education Committee	Student			2024-25
Officer Education Committee	Student/ROTC			2024-25
Parking Committee	Staff	Smith	Randy	2025-26
Parking Committee	Staff	Bogar	Ashley	2024-25
Parking Committee	Parking Coordinator	Schwartz	Nikolas	N/A
Parking Committee	Staff	Gorham	Claire	2026-27
Parking Committee	Student			2024-25
Parking Committee	Student			2024-25
Parking Committee	Faculty	Ekins	James	2024-25
Parking Committee	Faculty	McBrayer	Markie	2024-25
Parking Committee	Faculty	Ruble	Alex	2024-25
Radiation Safety Committee	Faculty/Technical	Cole	Doug	2024-25
Radiation Safety Committee	Director of EHS and University Safety Officer	Abd El-Fatah	Samir I.	N/A
Radiation Safety Committee	Radiation Safety Officer			N/A
Radiation Safety Committee	Faculty/Technical	Ahmadzadeh	Amin	2024-25
Radiation Safety Committee	Faculty/Technical	Cassel	Elizabeth	2024-25
Radiation Safety Committee	Faculty/Technical, Dean or Dept. Chair	Fairly	Jerry	2024-25

Radiation Safety Committee	Faculty/Technical	Fortunato	Elizabeth	2024-25
Radiation Safety Committee	Faculty/Technical	Hong	Zonglie	2024-25
Radiation Safety Committee	Faculty/Technical	Stoian	Sebastian	2024-25
Radiation Safety Committee	Faculty/Technical	Williams	Tom	2024-25
Radiation Safety Committee	Faculty/Technical	Xiao	Fangming	2024-25
Sabbatical Leave Evaluation Committee	Faculty/Natural Science	Powell	Madison	2025-26
Sabbatical Leave Evaluation Committee	Faculty	Hickman	Dan	2025-26
Sabbatical Leave Evaluation Committee	Faculty	Vella	Chantal	2024-25
Sabbatical Leave Evaluation Committee	Vice Provost of Academic Affairs or Designee	Kelly-Riley	Diane	N/A
Sabbatical Leave Evaluation Committee	Faculty/Humanities	Rodriguez	Javier	2026-27
Sabbatical Leave Evaluation Committee	Faculty/Social Sciences	Smentkowski	Brian	2026-27
Safety and Loss-Control Committee	Asstistant VP of Facilities or Designee	Vineyard	Rusty	N/A
Safety and Loss-Control Committee	Commander, Moscow Police Department	Berrett	Tyson	N/A
Safety and Loss-Control Committee	Director of Environmental Health & Safety	Abd El-Fatah	Samir	N/A
Safety and Loss-Control Committee	Director of Student Health Services or Designee			N/A
Safety and Loss-Control Committee	Director of University Residences or Designee	Ray	Corey	N/A
Safety and Loss-Control Committee	Event Support Services	Sheffler	KC	N/A
Safety and Loss-Control Committee	Faculty/CAA	Lew	Roger	2024-25
Safety and Loss-Control Committee	Faculty/CALS	Lynch	Laurel	2025-26
Safety and Loss-Control Committee	Faculty/CBE	Stone	Robert	2026-27
Safety and Loss-Control Committee	Faculty/CEHHS	Pomerantz	Kirsten	2024-25
Safety and Loss-Control Committee	Faculty/CLASS	Cohen	Rajal	2025-26
Safety and Loss-Control Committee	Faculty/CNR	Cal	Lili	2024-25
Safety and Loss-Control Committee	Faculty/COS	Hernandez Vargas	Esteban Abelar	2025-26
Safety and Loss-Control Committee	Faculty/ENGR	Mirkouei	Amin	2024-25
Safety and Loss-Control Committee	Faculty/LAW	Murphy	Tim	2024-25
Safety and Loss-Control Committee	Faculty/Library	Weymouth	Andrew	2026-27
Safety and Loss-Control Committee	OIT Represetative	Hall	Cass	N/A
Safety and Loss-Control Committee	Occupational Safety Specialist			N/A
Safety and Loss-Control Committee	Research & Economic Development	Cavolo	Bryon	N/A
Safety and Loss-Control Committee	Risk Manager or Designee			N/A

Safety and Loss-Control Committee	Senior Human Resources Executive or Designee	Lindquist	Steven	N/A
Safety and Loss-Control Committee	Staff Council Representative	Barber	Matthew	2024-25
Safety and Loss-Control Committee	Student/Graduate			2024-25
Safety and Loss-Control Committee	Student/Undergraduate			2024-25
Scientific Misconduct Committee	Faculty/Tenured	Prather	Tim	2025-26
Scientific Misconduct Committee	Faculty/Tenured	Kobziar	Leda	2024-25
Scientific Misconduct Committee	Faculty/Tenured	Kassem	Emad	2026-27
Scientific Misconduct Committee	Faculty/Tenured	Waits	Lisette	2024-25
Scientific Misconduct Committee	Faculty/Tenured			2026-27
Scientific Misconduct Committee	Faculty/Tenured	Tohaneanu	Stefan	2024-25
Scientific Misconduct Committee	Faculty/Tenured - Alternate	Boris Tarre	Marta	2025-26
Scientific Misconduct Committee	Faculty/Tenured - Alternate			2024-25
Scientific Misconduct Committee	Faculty/Tenured - Alternate	Borrelli	R.A.	2025-26
University Staff Compensation Comr	Vice President for Finance and Administration or	Salisbury	Kim	N/A
University Staff Compensation Comr	Senior Executive of Human Resources	Terwilliger	Brandi	N/A
University Staff Compensation Comr	Staff/Off-Campus	St. John	Tammy	2026-27
University Staff Compensation Comr	Staff/Off-Campus	Owens	Jason	2024-25
University Staff Compensation Comr	Staff	Taff	Heather	2026-27
University Staff Compensation Comr	Staff/Staff Council	Mattoon	Michele	2024-25
University Staff Compensation Comr	Staff	Anderson	Eric	2024-25
University Staff Compensation Comr	Staff	Brown	Lindsey	2025-26
University Staff Compensation Comr	Staff	Bunney	Cretia	2025-26
University Staff Compensation Comr	Staff	Myers	Whitney	2026-27
University Staff Compensation Comr	Staff	Osborne	Kimberly	2025-26
Student Conduct Board	Faculty	Heimgartner	Candi	2025-26
Student Conduct Board	Staff	Hofmaister	Emma	2026-27
Student Conduct Board	Student/Graduate			2024-25
Student Conduct Board	Faculty	Bailey	Josh	2024-25
Student Conduct Board	Staff	Tomlin	Erin	2025-26
Student Conduct Board	Student			2024-25
Student Conduct Board	Faculty	Udekwu	Klas	2025-26

Student Conduct Board	Faculty	Kim	Juhee	2024-25
Student Conduct Board	Student			2024-25
Student Conduct Board	Staff	Exline	Annie	2024-25
Student Conduct Board	Faculty	Martin	Todd	2025-26
Student Conduct Board	Staff	Cook	Christopher	2025-26
Student Conduct Board	Student			2024-25
Student Conduct Board	Student			2024-25
Student Conduct Board	Faculty	Sweet	Dawn	2026-27
Student Conduct Board	Faculty	Smith	Kasee	2025-26
Student Conduct Board	Staff	Asplund	Stacy	2026-27
Student Conduct Board	Staff	Jameson	Arlette	2024-25
Student Conduct Board	Staff	Goodwin	Jen	2026-27
Student Conduct Board	Student/Law			2024-25
Student Conduct Board	Student			2024-25
Student Financial Aid Committee	Faculty	Billing	Carol	2025-26
Student Financial Aid Committee	Staff Designated by Director of Student Financial Aid	Arevalos	Evelina	N/A
Student Financial Aid Committee	Director of Student Financial Aid	Croyle	Randi	N/A
Student Financial Aid Committee	Faculty	Becker	Hydee	2025-26
Student Financial Aid Committee	Student			2024-25
Student Financial Aid Committee	Faculty	Sarathchandra	Dilshani	2026-27
Student Financial Aid Committee	Faculty	Pula	Kacy	2024-25
Student Financial Aid Committee	Student			2024-25
Student Financial Aid Committee	Student Support Staff Representative	Damron	Cori	N/A
Student Financial Aid Committee	Faculty	Mirkouei	Amin	2024-25
University Teaching Committee	Faculty	Halverson	Rachel	2026-27
University Teaching Committee	Faculty	Strickland	Michael	2025-26
University Teaching Committee	Faculty	Miller	Brant	2025-26
University Teaching Committee	Faculty	Drake	Tom	2024-25
University Teaching Committee	Associate Dean			2026-27
University Teaching Committee	Institutional Effectiveness and Accreditation Representative			N/A
University Teaching Committee	Director of General Education			N/A

University Teaching Committee	Director of CETL or Designee	Smentowski	Brian	N/A
University Teaching Committee	Student/Graduate or Undergraduate			2024-25
University Teaching Committee	Faculty	Edgar	Don	2026-27
University Teaching Committee	Faculty	Launchbaugh	Karen	2026-27
University Advising Committee	Faculty	Swenson	Matthew	2025-26
University Advising Committee	Executive Director of Student Success Initiatives	Lebeau	Jennifer	N/A
University Advising Committee	Academic Advisor	Weso	Keniahkiw (Kay	2024-25
University Advising Committee	Associate Dean	Strand	Eva	2026-27
University Advising Committee	Faculty	Kittell	Ellen	2025-26
University Advising Committee	Faculty	Vella	Chantal	2025-26
University Advising Committee	Faculty	Vos	Jaap	2025-26
University Advising Committee	Faculty	McDunn	Benjamin	2026-27
University Advising Committee	Student/Undergraduate			2024-25
University Advising Committee	Student/Undergraduate			2024-25
University Advising Committee	University Advising Services Director	Bertlin	Shawna	2025-26
University Committee for General Ec	Asst. Director of Institutional Research and Assess. or Designee			N/A
University Committee for General Ec	CLASS Dean or Designee	Quinlan	Sean	N/A
University Committee for General Ec	COS Dean or Designee	Nielsen	Mark	N/A
University Committee for General Ec	Director of Academic Advising or Designee	Bertlin	Shawna	N/A
University Committee for General Ec	Director of General Education	Panttaja	Dean	N/A
University Committee for General Ec	Faculty/CAA	McCleary	Lauren	2025-27
University Committee for General Ec	Faculty/CALS	Glaze	Benton	2025-26
University Committee for General Ec	Faculty/CBE	Stuen	Eric	2024-25
University Committee for General Ec	Faculty/CEHHS	Dixon	Raymond	2024-25
University Committee for General Ec	Faculty/CNR			2026-27
University Committee for General Ec	Faculty/ENGR	Moberly	James	2024-25
University Committee for General Ec	Faculty/Library	Rodrigues	Tyler	2024-25
University Committee for General Ec	Faculty/SBOE GEM - Humanistic & Artistic	Volem	Margot	2025-26
University Committee for General Ec	Faculty/SBOE GEM - Humanistic & Artistic	Slater	Christine	2026-27
University Committee for General Ec	Faculty/SBOE GEM - Mathematical	Boester	Tim	2025-26
University Committee for General Ec	Faculty/SBOE GEM - Mathematical	Welhan	Manuel	2024-25

University Committee for General Ec Faculty/SBOE GEM - Oral Comm.	Carter	Diane	2024-25
University Committee for General Ec Faculty/SBOE GEM - Oral Comm.	Folwell	Annette	2024-25
University Committee for General Ec Faculty/SBOE GEM - Scientific	Heinse	Robert	2024-25
University Committee for General Ec Faculty/SBOE GEM - Scientific	Cross	Jeff	2025-26
University Committee for General Ec Faculty/SBOE GEM - Social & Behavioral	Kolpan	Katharine	2025-26
University Committee for General Ec Faculty/SBOE GEM - Social & Behavioral	Thorsteinson	Todd	2024-25
University Committee for General Ec Faculty/SBOE GEM - Written Comm.	Perry	Emma	2026-27
University Committee for General Ec Faculty/SBOE GEM - Written Comm.	Oswald	Oscar	2024-25
University Committee for General Ec Registrar or Designee	Frost	Rebecca	N/A
University Committee for General Ec Student/Undergraduate			2024-25
University Committee for General Ec Student/Undergraduate			2024-25
University Assessment and Accreditation Associate Director of Assessment and Accreditation			--
University Assessment and Accreditation Office of Equity, Diversity, and Inclusion Representative	Anthony-Stevens	Vanessa	N/A
University Assessment and Accreditation Faculty/CAA	Sonnichsen	Mike	2024-25
University Assessment and Accreditation Faculty/CALS	Hamilton	Melissa	2026-27
University Assessment and Accreditation Faculty/CBE	Sisodiya	Sanjay	2025-26
University Assessment and Accreditation Faculty/CLASS	Johnson	Robin	2025-26
University Assessment and Accreditation Faculty/CNR			2026-27
University Assessment and Accreditation Faculty/COS	Ytreberg	Marty	2025-26
University Assessment and Accreditation Faculty/EHHS	Raney	Taylor	2024-25
University Assessment and Accreditation Faculty/Engineering	Raja	Krishnan	2026-27
University Assessment and Accreditation Faculty/Graduate Studies	Soria	Krista	2026-27
University Assessment and Accreditation Faculty/Law	Wellman	Karen	2026-27
University Assessment and Accreditation Faculty/Library	Kenyon	Jeremy	2026-27
University Assessment and Accreditation Recorder, Office of Assessment and Accreditation			N/A
University Assessment and Accreditation Strategic Enrollment Management Representative	McMullin	Kristen	N/A
University Assessment and Accreditation Student Affairs Representative			N/A
University Assessment and Accreditation Vice Provost of Academic Initiatives or Designee	Gorzelsky	Gwen	N/A
University Curriculum Committee Director of General Education			N/A
University Curriculum Committee Faculty Secretary or Designee	Sammarruca	Francesca	N/A
University Curriculum Committee Faculty/At-Large	Phillips	Derrick	2025-26

University Curriculum Committee	Faculty/CAA	Isenberger	Stacy	2026-27
University Curriculum Committee	Faculty/CALS	Doumit	Stacey	2024-25
University Curriculum Committee	Faculty/CBE			2025-26
University Curriculum Committee	Faculty/CEHHS	Paul	Dave	2024-25
University Curriculum Committee	Faculty/CLASS	James	Erin	2024-25
University Curriculum Committee	Faculty/CNR	Shook	Steven	2024-25
University Curriculum Committee	Faculty/COS	Buzbas	Erkan	2025-26
University Curriculum Committee	Faculty/ENGR			2026-27
University Curriculum Committee	Faculty/LAW	Adams	Mark	2024-25
University Curriculum Committee	Faculty/Library	Lee	Norman	2026-27
University Curriculum Committee	Registrar or Designee	Brown	Lindsey	N/A
University Curriculum Committee	Student/Graduate			2024-25
University Curriculum Committee	Student/Undergraduate/Upper Division			2024-25
University Curriculum Committee	Student/Undergraduate/Upper Division			2024-25
University Curriculum Committee	Vice Provost Academic Initiatives or Designee	Gorzelsky	Gwen	N/A
University Security & Compliance Cc	Executive Director Public Safety & Security	Espey	Lee	N/A
University Security & Compliance Cc	Title IX Coordinator			N/A
University Security & Compliance Cc	Faculty	Callister	David	2025-26
University Security & Compliance Cc	Moscow Police Department Representative	Berrett	Tyson	N/A
University Security & Compliance Cc	General Counsel Representative	Rytter	Kim	N/A
University Security & Compliance Cc	EHS Safety Specialist	Daniels	Kelvin	N/A
University Security & Compliance Cc	Dean of Students	Eckles	Blaine	N/A
University Security & Compliance Cc	Faculty	Kitchel	Allen	2025-26
University Security & Compliance Cc	Student/Undergraduate			2024-25
University Security & Compliance Cc	Faculty/Staff Off-site Representative	de Almeida Teixeira	Gustavo	2024-25
University Security & Compliance Cc	Staff/Staff Council	Stanton	Mark	2024-25
University Security & Compliance Cc	Student/Undergraduate			2024-25
University Security & Compliance Cc	Student/Graduate			2024-25



MEMORANDUM

TO: Jean-Marc Gauthier, Chair, Faculty Senate
Kristin Haltinner, Vice Chair, Faculty Senate

FROM: Torrey Lawrence, Provost and Executive Vice President
Diane Kelly-Riley, Vice Provost for Faculty

Handwritten signatures in black ink. The top signature is 'Torrey Lawrence' and the bottom signature is 'Diane Kelly-Riley'.

DATE: April 12, 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
Rachel Halverson	College of Letters, Arts and Social Sciences	School of Global Studies	Fall 2025
Casey Johnson	College of Letters, Arts and Social Sciences	Politics & Philosophy	AY 2025-26
Tracey Johnson	College of Natural Resources	Fish & Wildlife Sciences	Spring 2026
Samuel Newton	College of Law	N/A	AY 2025-26
Alexandra Teague	College of Letters, Arts and Social Sciences	English	AY 2025-26
Lisette Waits	College of Natural Resources	Fish & Wildlife Sciences	AY 2025-26



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Faculty Staff Handbook (FSH)

Policy Number & Title: FSH3250 Flextime/Flexplace (Requesting title change to Flexwork)

Administrative Procedures Manual (APM)

Policy Number & Title:

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Comprehensive Review was Conducted

Originator: Brandi Terwilliger, Director of Human Resources

Policy Sponsor, if different from Originator: Brian Foisy, VP Finance and Administration

Handwritten signature and date: 11.9.22

Reviewed by General Counsel X Yes ___ No Name & Date: Kim Rytter, 12/20/22

- 1. Policy/Procedure Statement: Briefly explain the reason for the proposed addition, revision, and/or deletion. Updated throughout to revise procedures and ensure compliance with export control requirements in international flexwork arrangements. A committee met and developed the recommendations with inclusion from Provost Office, VP Foisy, OIT, Export Controls, International Program Office, etc. Faculty Staff Policy Group also reviewed.
2. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have? None
3. Related Policies/Procedures: Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it. APM70.23
4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. ASAP as this is having an impact on individuals currently.

UI FACULTY-STAFF HANDBOOK
CHAPTER THREE:
EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

3250

FLEXTIME/FLEXPLACE~~Flexwork~~

LAST REVISION: ~~2022~~January 2023~~09~~

A. A. PURPOSE. This policy establishes the conditions under which employees may be allowed a change in work location or schedule. This policy addresses only discretionary flexwork arrangements; procedures for accommodations of disability are addressed in FSH 6420. The purpose of flextime/flexplaceflexwork is to accommodate the personal needs of employees and/or to enable university departments to provide services for more hours each day. A department may use flextime and flexplaceflexwork when either it would help an employee better accommodate personal needs and where the arrangement would not adversely affect productivity of the employee's department or the ability of the department to provide service for faculty, staff, and students.

B. SCOPE. This policy applies to all University of Idaho employees.

C. DEFINITIONS:

aC-1. Flexwork is a request initiated by the employee for aFlexwork. A change of work location or work schedule from what was assignedthat originally assigned and is when the original assignment can be accomplished differently requiredin order for the employee to perform University business, programs, or purposes.

b. Domestic Flexwork is a flexwork request for a change of work location within the United States.

beC-2. International Flexwork. is a flexwork request for aA change of work location to a location outside of the United States. Because work located in U.S. territories requires similar review, it is included in the definition of International Flexwork.

D. POLICY. Units may use flexwork to provide services for more hours each day or when it would help an employee better accommodate personal needs, if the arrangement would not adversely affect productivity of the employee's unit or the ability of the unit to provide service for employees, students, and/or the public.

BCD-1. CRITERIA-CONSIDERATIONS FOR-IN AUTHORIZING FLEXTIME OR FLEXPLACEFLEXWORK. Criteria-Considerations applied in evaluating requests for flextime and/or flexplaceflexwork shall include, but are not limited to: 1) the effect on productivity of the employee, 2) the ability of co-workers to accomplish their work, and 3) the effect on productivity of the departmentunit; 4) the degree to which the accommodation is necessary in order to allow the employee to retain his or her job; and 5) whether the arrangement is expected to be temporary or ongoing.

D-2. INTERNATIONAL FLEXWORK. In some cases, International flexwork includesarrangements mayshall be treated as University International Travel as defined by APM 70.23. Employees requesting an international flexplaceflexwork arrangement may not take any University-owned equipment with themtravel unless they comply with the requirements in APM 70.23.

~~E~~D-3. FLEX HOURS. ~~The flex hours enumerated below apply to employees working in departments which operate on a typical business office schedule. All~~Most university departments units which that provide business or student services are open between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, with summer hours between 7:30 a.m. and 4:30 p.m. (Pacific Time for Moscow and surrounding areas and Mountain Time for Boise and surrounding areas). Such departments units are expected to be staffed during these hours, except for the noon hour in small departments units. Hours of operation for other departments units are influenced by the services they provide and the needs of ~~faculty, staff, employees~~, students, and the public.

~~E~~D-E. PROCEDURES FOR OBTAINING APPROVAL OF FLEXTIME OR FLEXPLACE FLEXWORK. An employee's ~~flextime-flexwork schedule or flexplace~~ arrangement ~~must be~~ is expected to be individually approved in writing and in advance by the ~~departmental-employee's supervisor and other authorities as identified by guidance maintained on the Human Resources website administrator and approved by the dean or director and/or Vice President/Provost in accordance with procedures of the college or administrative unit university.~~ A flextime ~~f~~Flexwork arrangement ~~schedule must be set at the beginning of each semester and remain in effect until the end of the semester can be requested at any time through the established flexwork process. and Approved flexwork arrangements may be renewed. Approved requests will ordinarily have a duration of up to six months. -In some situations, approval may be granted for up to one year.-~~

~~E~~E-1. ~~The departmental-administratorsupervisor and the employee requesting flexwork must determine measures of productivity prior to approval of the flexwork request. The measure of productivity must be approved by the employee's chain of supervision up to Vice President or Provostas identified by guidance maintained on the Human Resources website. The measure of productivity will be incorporated into the flexwork agreement. When work at home is to be incorporated into an approved flextime flexwork arrangement (flexplace), duration (not to exceed six months) of approval for off-site work and measures of productivity will be determined in advance by the departmental administrator and the employee, with the concurrence of the dean or director and/or Vice President/Provost, and incorporated into the flextime/flexplaceflexwork agreement.~~

~~a~~E-2. If the flexwork request ~~working at home~~ requires relocation of university equipment, such as a computer and peripheral equipment, the relocated equipment will be inventoried ~~by the unit. Contact and appropriate arrangements made with the~~ Risk Management Office to ~~discuss property coverage and contact~~ ~~the Office of Information Technology regarding computer security. insure it.~~ The ~~departmental-administratorsupervisor~~ is expected to verify return of the equipment when the ~~flexplace-flexwork~~ arrangement ceases.

~~b~~E-3. If the flexwork ~~request~~ arrangement contemplates work at an alternate location, the ~~e~~Employees working at a flexplace ~~must maintain adequate internet connectivity~~ ~~adequate~~ to support security and management software on any assigned technology resources. ~~home must be accessible by telephone (where applicable). When technology support is necessary, the employee may be required to be available during university business hours.~~

~~e~~E-4. Employees granted a flexwork ~~request~~ arrangement for a change of work location ~~working at a flexplace~~ ~~must be available~~ ~~accessible~~ for ~~real-time~~ synchronous communications (e.g., telephone or ~~web-video~~ conference) during designated working hours unless otherwise approved by the ~~department~~ unit.

E-5. Employees granted a Flexwork arrangement are responsible for ensuring their workstation design meets supportive ergonomic and human factors guidelines.

Version History

Amended 2023. Updated throughout to revise procedures and ensure compliance with export control requirements in international flexwork arrangements. Comprehensive review.

Amended July 2009. Changed Human Resource Services to Human Resources.

Amended July 2000. Editorial changes to D-1 a.

Amended July 1997. Editorial changes.

Adopted July 1994.



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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 1640.64 OFFICER EDUCATION 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: Diane Kelly-Riley, Vice Provost for Faculty

Policy sponsor, if different from originator:

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.
Structure revised to replace Vice Provost for Academic Affairs with Vice Provost for Faculty. The VP for Academic Affairs position no longer exists. Its functions were split into the VP for Faculty and VP for Academic Initiatives.
- 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 I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1640: Committee Directory

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~~Faculty, or designee (ex officio), and two students (one ROTC and one non-ROTC).

UI FACULTY-STAFF HANDBOOK

Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1640: Committee Directory



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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 1640.74 SABBATICAL LEAVE EVALUATION 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: Diane Kelly-Riley, Vice Provost for Faculty

Policy sponsor, if different from originator:

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.
Structure revised to replace Vice Provost for Academic Affairs with Vice Provost for Faculty. The VP for Academic Affairs position no longer exists. Its functions were split into the VP for Faculty and VP for Academic Initiatives.
- 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.

1640.74

SABBATICAL LEAVE EVALUATION COMMITTEE

A. FUNCTION. To review applications for sabbatical leave, to make recommendations to the Faculty Senate for approval and referral to the president, to review the reports of those returning from sabbatical leave, and to evaluate annually the results of the program. [See also 3720.]

B. STRUCTURE. Five faculty members (with at least one representative each from the humanities, natural sciences, and social sciences) and ~~vice provost of academic affairs~~ Vice Provost for Faculty, or designee (w/o vote).



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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title: **FSH 1640.08 ADMISSIONS COMMITTEE**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title:

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Originator: Kristin Haltinner

Policy Sponsor, if different from Originator: Torrey Lawrence, Provost

Reviewed by General Counsel ___ Yes No Name & Date:

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.

The Vandal Gateway Program requests inclusion on the Admissions Committee as a nonvoting member. Like the other nonvoting members on the committee, the Vandal Gateway Program director has important insights into the types of support offered at UI for people requesting admissions appeals.

The Admissions Committee chair ran this by the committee and it was supported.

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 I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1640: Committee Directory

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, director of counseling and testing center or designee, chair of Ubuntu or designee, a member of the American Language and Culture Program faculty, and the following without vote: director of admissions (or designee), ~~a~~ Student Support Services designee, a representative from the Office of Multicultural Affairs, a professional advisor, [the director 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. *f*



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 2700 STUDENT EVALUATION OF TEACHING**

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 Chapman (former Student Feedback on Teaching Senate Taskforce Chair)
Alistair Smith (FAC Chair, and former Student Feedback on Teaching Senate Taskforce Chair)**

Policy sponsor, if different from originator: Gwen Gorzelsky, Vice Provost Academic Initiatives

Reviewed by General Counsel: Yes No Name & Date: Kim Rytter, 4/8/23

Comprehensive review? Yes No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.

Revision of FSH 2700 Student Evaluations of Teaching. Revisions to FSH 2700, which involved a multi-year Senate Taskforce that included representatives from ASUI leadership and input from the Faculty Affairs Committee and the University Teaching Committee, were focused on reducing bias and discrimination associated with the questions that are counted towards candidate’s student course evaluation summaries used in the tenure and promotion processes.

Revision aligns FSH 2700 with changes already approved under FSH 1565 C.1.a that reframed evaluations to instead feedback on teaching effectiveness. The format of the policy was updated to align it with the rest of the FSH, namely by adding purpose, scope, policy, and procedure sections. Revisions also included clarifying when mid-semester formative feedback occurs, and how the data can be used. Revisions also introduced an appeals mechanism for instructors to challenge inclusion of feedback in their records. As part of the revisions process, a new standard form for mid-semester formative feedback was created (it did not exist previously) and a revised standard form for end-of-semester formative feedback was developed. Finally, a mechanism to support instructors not meeting teaching effectiveness expectations was introduced.

2. Fiscal Impact: What fiscal impact, if any, will this change have?

Minimal. Will require updating forms in anthology.

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 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.

UI FACULTY-STAFF HANDBOOK
CHAPTER TWO:
STUDENT AFFAIRS POLICIES

2700
STUDENT ~~EVALUATION OF~~FEEDBACK ON TEACHING

OWNER:

Vice Provost for Academic Initiatives
Dean Panttaja
panttaja@uidaho.edu

LAST REVISION: July 2008

CONTENTS:

- A. Purpose
- B. Scope
- ~~BC. Policies Policy and Procedures~~
- D. Procedure

A. PURPOSE. Student ~~evaluation of~~feedback on teaching has two ~~divergent~~ purposes. First, student ~~evaluations~~ feedback assists individual instructors in improving ~~their own teaching~~ course design, delivery, assessment, and expectations ("instructor," as used in this section, refers to any teaching member of the faculty or staff, including graduate teaching assistants). Second, ~~they student~~ feedback assists academic administrators in counseling instructors about their teaching and ~~they are~~ the feedback is carefully weighed as a factor in ~~judging~~ evaluating the teaching component in tenure, promotion, and salary determinations. ~~To achieve the first of these purposes instructors are urged to provide their students mechanisms for evaluation throughout the academic term. To assist academic administrators in evaluation, the following policy and procedures have been adopted.~~

B. SCOPE. This policy applies to all instructors and students at the University of Idaho.

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BC. POLICIES AND PROCEDURES.

~~**B-1.**~~ All students will have the opportunity to evaluate each of their instructors in all sections of all courses during every academic term.

D. PROCEDURE

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D-1. The Office of the Provost is responsible for oversight of the administration of the feedback process, except for feedback in the College of Law and the WWAMI Regional Medical Education Program, which will be administered by those programs.

D-2. Standard university forms for anonymous mid-term formative feedback (D-3) and end-of-semester feedback (D-4), as approved by the faculty, will be used by all instructors in all of their classes, except in the College of Law and the WWAMI Regional Medical Education Program, which will use evaluative devices tailored to their needs. The student evaluation summary referred to in FSH 3500 D-2 c shall comprise the questions denoted by an asterisk in form D-4.

D-3. Mid-term formative feedback on teaching may take place during the three-week period centered on the mid-term week of the academic term or the proportion thereof for courses of less than a semester duration. The feedback will be made available to faculty two weeks after mid-terms to encourage student input for faculty seeking to improve teaching. The data generated through the mid-term formative evaluation process shall be for evaluative use by the faculty member. The data are not considered part of the faculty member's record and are not to be used in any evaluation of the faculty member, unless included in the record at the discretion of the faculty member.

UI FACULTY-STAFF HANDBOOK
Chapter II: STUDENT AFFAIRS POLICIES
Section 2700: Student Evaluation of Teaching
July 2008

D-4. End-of-term feedback on teaching shall take place during the last three weeks of the academic term (excluding final exam week) or the proportion thereof for courses of less than a semester duration.

D-5. All student feedback on teaching will be provided to the instructor, irrespective of response rates or class size (excluding courses where only a single student is enrolled).

D-6. The Office of the Provost shall see that a database is maintained of end-of-term feedback for at least the last five academic years. The data shall be made available to colleges and academic units as needed, and the numerical summaries of an instructor's end-of-term feedback shall be made available to students or other members of the university community upon request.

D-7. The Office of the Provost, in conjunction with the University Teaching Committee, will review the student feedback on teaching forms and processes at least every five years.

D-8. Student feedback on teaching must comply with all university policy, including FSH 2300 Student Code of Conduct. Instructors may submit to their dean requests for the exclusion of individual student feedback on teaching that violates university policy from materials used in annual evaluations and for promotion and tenure consideration. The decision of the dean is appealable to the Vice Provost for Faculty and then through the policies and procedures in FSH 3840.

D-9. Instructors who receive feedback on teaching effectiveness that fails to meet unit expectations will be referred by the unit chair to the Center for Excellence in Teaching and Learning to receive faculty development support and to design a strategy for improving their teaching.

D-10. Student feedback reported as not-applicable (N/A) on the standard university forms will not be included in annual evaluations and in the evaluation of the teaching component used in tenure, promotion, and salary determinations.

E. RELATED INFORMATION

E-1. Form D-3

E-2. Form D-4

B-2. The standard university form, as approved by the faculty, will be used by all instructors in all of their classes, except in the College of Law which will use an evaluative device which it has tailored to its needs.

B-3. The Office of Academic Affairs has the responsibility of oversight in the administration of the evaluations, except those in the College of Law.

B-4. The evaluation shall take place during the last three weeks of the academic term (excluding final exam week) or the proportion thereof for courses of less than a semester duration.

B-5. Instructors will be able to view the student responses for their courses after final grades have been submitted.

B-6. A system for mid-term formative evaluation of instruction will be available to encourage student input for faculty seeking to improve teaching. The electronic data generated through the formative evaluation process shall be for evaluative use by the faculty member. The data are not considered part of the faculty member's record, and are not to be used in an evaluation of the faculty member by another, unless included in the record at the discretion of the faculty member.

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UI FACULTY-STAFF HANDBOOK
Chapter II: STUDENT AFFAIRS POLICIES
Section 2700: Student Evaluation of Teaching
July 2008

~~B-7. The Office of Academic Affairs shall see that a database of evaluation results for at least the last five academic years is maintained. These results shall be made available to colleges and academic units as needed, and the numerical summaries of an instructor's evaluations shall be made available to students or other members of the university community upon request.~~

~~B-8. The Office of Academic Affairs, in conjunction with the Teaching and Advising Committee, will review the student evaluation of teaching forms and processes periodically, at least every five years.~~

Version History

Amended July 2008. The on-line process was evaluated which resulted in minor policy language changes and removal of section C dealing with implementation of the on-line system. This made the original Handbook section obsolete, and thus it was completely revised.

Amended July 2002. Following a period of testing in 2001, a paperless web-based evaluation system was given formal approval in 2002.

Amended July 1992. Edits were made to reflect the removal of student evaluations to the Office of Academic Affairs.

Adopted 1979.

~~7. What were some positive aspects of the course that supported learning?~~

Comments:

~~8. What aspects and/or content of the course that could be improved to better support learning?~~

Comments:

FSH 2700 Form – D3 (mid-term formative feedback)
Student feedback on an academic course and learning environment

Purpose: We need your feedback to help provide the instructors with information that may improve the course for the remainder of this semester. This information is only shared with the instructor and is not used as part of their permanent teaching record. Please remember that instructors can include faculty, staff, and graduate teaching assistants. This questionnaire should take approximately 5 minutes to complete.

Instructions:

- In terms of the following categories, please rate your agreement with each statement.
- If the question is not relevant to the course (e.g., the course has no labs, or has no written assignments) or you have no feelings about the question, please select N/A.
- Feedback must be free of hate speech and discrimination.
- Several questions are appropriate for all courses and will not have the N/A option.
- Narrative feedback must comply with all university policy, including FSH 2300 Student Code of Conduct.

Mid-Semester Formative Feedback	N/A	Strongly Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
The course materials are delivered in a manner that is easy to follow and understand.					
The course materials are easy to access.					
The course assignments are useful for a better understanding of the topic.					
The course labs reinforce the course content.					
The instructor organizes and manages the class sessions well.					
The instructor provides useful feedback to me on my coursework.					
The instructor gives grades that are consistent with course rubrics and class expectations.					
The instructor provides opportunities for students to ask and answer questions related to the content.					
Narrative: As you reflect on the course up to this point, what things are working well for you?					
Narrative: As you reflect on the course up to this point, what things are not working well for you?					

FSH 2700 Form – D4 (end-of-semester feedback)
Student feedback on an academic course and learning environment

Purpose: We need your feedback on this assessment for two reasons. First, instructors rely on your answers to improve their teaching. Instructors can include faculty, staff, and graduate teaching assistants. Second, your responses are used to guide instructors' annual performance evaluations and in evaluating the teaching component in tenure, promotion, and salary determinations. This questionnaire should take approximately 15 minutes to complete.

Instructions:

- In terms of the following categories, please rate your agreement with each statement.
- If the question is not relevant to the course (e.g., the course has no labs, or has no written assignments) or you have no feelings about the question, please select N/A.
- Several questions are appropriate for all courses and will not have the N/A option.
- Narrative feedback must comply with all university policy, including FSH 2300 Student Code of Conduct.

Teaching Delivery	N/A	Strongly Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
The instructor's delivery and management of the class sessions contributed to your understanding of the course material. *					
The instructor organized the course's applied learning components (e.g., labs, studios, field trips) well.					
The instructor provided opportunities for students to ask and answer questions.					
The instructor provided opportunities for students to engage with the subject matter in a variety of ways (e.g., group discussions, group projects).					
The instructor provided useful feedback to me on my coursework. *					
The instructor gave grades that were consistent with course rubrics and class expectations.					
Narrative: If you have additional constructive feedback you wish to share with the instructor to improve the teaching delivery, please enter additional details here.					

Course Content	N/A	Strongly Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
The course materials were delivered in a manner that was easy to follow and understand.					
The course materials were easy to access.					
The course assignments were useful in better understanding the course content. *					
The course time (classrooms, labs, fieldtrips, etc.,) reinforced the course content.					
The quantity of material in the course was appropriate to its credit hour load.					
The course (classroom, labs, fieldtrips, etc.) content was current and up-to-date.					
<p>Narrative: If you have additional constructive feedback you wish to share with the instructor to improve the course content, please enter additional details here.</p>					

Syllabus and Course Expectations	N/A	Strongly Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
The course syllabus and expectations were consistent throughout the course.					
The course syllabus was easy to access and coherently organized.					
The instructor provided updates to changes in the course schedule or expectations.					
The grading expectations of assignments and assessments were clearly explained. *					
The course policies, including late work and academic honesty, were clearly explained.					
Written assignments included a grading rubric or other instructions that clearly explained the expectations.					
<p>Narrative: If you have additional constructive feedback you wish to share with the instructor to improve the syllabus and course expectations, please enter additional details here.</p>					

Student Experience	N/A	Strongly Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
I spent enough time on this course each week and came to class prepared to participate during in-class activities.					
I was consistently prepared for assignments, projects, and exams.					
I have put in adequate effort to advance my learning.					
I was positively challenged.					
The instructor was supportive of my success.					
The instructor addressed and/or acted on the mid-term student feedback on teaching.					
The instructor tried to create an inclusive and respectful learning environment.					
<p>Narrative: If you have additional constructive feedback you wish to share with the instructor to improve the student experience, please enter additional details here.</p>					



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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 3500 PROMOTION AND TENURE**

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 Chapman (former Student Feedback on Teaching Senate Taskforce Chair)
Alistair Smith (FAC Chair, and former Student Feedback on Teaching Senate Taskforce Chair)**

Policy sponsor, if different from originator: Diane Kelly-Riley, Vice Provost for Faculty

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.

Revision to add a reference to FSH 2700 regarding the questions in student feedback on teaching that can be counted toward a candidate's student course evaluation summaries used in the tenure and promotion processes.

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 2700 Student Evaluations of Teaching

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

**FSH 3500
PROMOTION AND TENURE**

A. INTRODUCTION. FSH 3500 contains all official University promotion and tenure procedure and supersedes any promotion or tenure procedure contained in college or unit bylaws.

A-1. Definitions.

a. Academic Administrator. “Academic administrator” means the president, provost, vice provosts, deans, associate deans, and department chairs/directors of academic units, and vice president for research, and shall not include persons occupying other administrative positions. (RGP II.G.6.i.i.)

b. Board. “Board” refers to the State Board of Education and Board of Regents of the University of Idaho.

c. Faculty Member. “Faculty member” means any member of the university faculty who holds one of the following ranks: instructor, senior instructor, assistant professor, associate professor, or professor.

d. Period under Review. The “period under review” includes all years since appointment to the candidate’s current rank.

e. Unit. “Unit” means a school, division, department, or program (i.e., the first organizational unit below the college level), but the College of Law, WWAMI, Library, and the Counseling and Testing Center shall be considered to be units. For Extension educators, the unit shall be the Extension district.

f. Unit Administrator. The “unit administrator” is the administrator of the unit that holds faculty member’s appointment. In the case of an interdisciplinary appointment, the administrator of the unit that holds the majority of the appointment shall be considered the unit administrator.

g. University. “University” and “UI” refer to the University of Idaho.

A-2. Faculty Promotion.

a. Purpose. Academic rank represents and rewards the individual’s performance as a scholar, teacher, and faculty member. Promotion to a higher rank is not automatic but is a decision made on an individual basis subject to university, college, and unit criteria.

b. Criteria. Promotion to a rank requires the candidate to meet the requirements for that rank. Promotion is awarded only to candidates who effectively perform in the responsibility areas contained in FSH 1565 C as specified in the candidate’s position description, and who meet university, college and unit criteria for promotion. Decisions are based on thorough and uniform evaluation of the candidate’s performance and granted only when there is reasonable assurance, based on performance, that the candidate will continue to meet the criteria for promotion. The faculty of each college and unit shall establish in their bylaws substantive promotion criteria for all types of faculty existing within that college or unit (e.g. regular faculty, clinical faculty, research faculty, etc.), consistent with university requirements. The criteria shall include a statement regarding the role of interdisciplinary activity and shall be included in college or unit bylaws (see FSH 1590).

c. Non-Tenure Track Faculty Promotion. Non-tenure track positions at the assistant and associate professor level are eligible for promotion to the next rank. Full-time instructors are eligible for promotion

to senior instructor. Senior instructor is not a rank from which a faculty member may be promoted (FSH 1565 D-1.b).

A-3. Faculty Tenure.

a. Purpose. Tenure is intended to protect academic freedom in order to maintain a free and open intellectual atmosphere. The justification for tenure lies in the need for protection from improper influences from either outside or inside the university. Tenure strengthens UI's ability to attract and retain superior teachers and scholars as members of the faculty. UI's tenure policy improves the quality of the faculty by requiring that each faculty member's performance be carefully scrutinized before tenure is granted.

b. General Provisions. Tenure is a condition of presumed continuing employment accorded to a faculty member, usually after a probationary period, on the basis of an evaluation and recommendation by a unit committee and administrator, a college committee and dean, a university committee, the provost, and the president. Prior to the award of tenure, employment beyond the annual term of appointment may not be legally presumed (RGP II.G.1.b). After tenure has been awarded, the faculty member's service can be terminated only for adequate cause, the burden of proof resting with UI (FSH 3910), except under conditions of financial exigency as declared by the board (FSH 3970), in situations where extreme shifts of enrollment have eliminated the justification for a position, or where the board has authorized elimination or substantial reduction in an academic program (RGP II.G.6.a).

c. Criteria. Tenure is granted only to full-time faculty members (RGP II.G.6.a) who demonstrate that they have made and will continue to make significant contributions in their disciplines through effective performance in the responsibility areas contained in FSH 1565 C as specified in their position description and consistent with university, college and unit criteria. The faculty of each college and unit shall establish substantive tenure criteria consistent with the university requirements for tenure. The criteria shall include a statement regarding the role of interdisciplinary activity and shall be included in college or unit bylaws (see FSH 1590).

d. Tenurable Ranks. The tenurable ranks are assistant professor, associate professor, and professor. Research professors, extension faculty, psychologists, and licensed psychologists can be either tenure track or non-tenure track. See FSH 1565.

A-4. Consideration of Promotion or Tenure Alone. The procedures in this policy apply to all cases including applications for only tenure or only promotion. As used in this policy, "promotion or tenure" means promotion or tenure or both.

B. GENERAL PROVISIONS.

B-1. Delegation. The provost may delegate any of their responsibilities in this policy to a designee.

B-2. Provost's Administrative Guidance. The process of promotion and tenure is administered by the provost. The provost shall publish guidance necessary for the administration of the promotion and tenure system that is consistent with the *Faculty Staff Handbook (FSH)* and the *Regents of the University of Idaho Governing Policies and Procedures (RGP)*. This guidance shall be mandatory. The provost's administrative guidance shall include:

- a. Deadlines for the promotion and tenure process;
- b. The forms required to document the promotion and tenure process (e.g. dossier submission form, unit voting forms, etc.);
- c. Procedures for requesting early consideration for promotion;
- d. Requirements for curriculum vitae;

e. Requirements regarding the submission of promotion and tenure dossiers including format, order of materials, page limits for materials, etc.;

f. Requirements for the selection of external reviews for scholarly work;

g. The timing of appointments and relative representation of faculty on the university promotion & tenure committee pursuant to section G-1 herein; and

h. Other matters necessary to ensure the appropriate administration of the promotion and tenure process.

B-3. Committee Problem Resolution. If the unit administrator or the college dean is not able to fill membership on a committee required under this policy, the provost, in consultation with the dean, shall appoint an appropriate faculty member to fill any opening in order to comply with the requirements of this policy. If the provost takes such action under this provision, documentation of the action shall be maintained by the provost.

B-4. Procedural Error Remediation. In the event of a procedural error, the provost shall confer with the dean, unit administrator, and candidate and the parties shall attempt to come to an agreement that resolves the error. Following this process, the provost shall decide the resolution of the procedural error and communicate the decision to the candidate in writing. If the candidate agrees to the resolution in writing, he or she may not later object to the resolution. If the candidate does not agree to the resolution in writing, he or she retains the right to appeal the final institutional decision based on that procedural ground (see H-3 herein). These procedural rules are intended to guide the orderly and fair administration of the promotion and tenure process and should be followed carefully, but a promotion or tenure denial may not be set aside merely because there was a procedural error unless the procedural error materially impacted the outcome.

B-5. Confidentiality. Except as specifically provided herein or in the provost's administrative guidance, all materials generated in consideration of candidates for promotion or tenure shall not be disclosed to the candidate or to persons having no role in the administration of promotion and tenure policy unless required by law or approved by the provost. Faculty participating in tenure or promotion cases must maintain confidentiality regarding all aspects of the procedure. This prohibition applies not only during the promotion or tenure process but also indefinitely into the future.

B-6. Recusal.

a. Disclosure required. Prior to consideration of candidates, each committee member shall disclose in writing to the other committee members the nature and extent of any relevant relationships and working arrangements with each candidate who will be considered by the committee.

b. Recusal due to conflict of interest. A committee member with a conflict of interest as defined in this policy shall recuse themselves from consideration of each candidate with whom they have a conflict of interest.

c. Conflict of interest defined. For purposes of this policy, conflict of interest means:

- i. The committee member has a "relationship" with the candidate as defined by FSH 6241 Nepotism, or
- ii. The committee member has a conflict of interest as defined by FSH 6240 Conflicts of Interest or Commitment.

d. Objection; disqualification; final decision. Objection to a committee member's participation based on conflict of interest as defined by this policy or on other grounds may be raised by the candidate, any member of the committee, by the chair of the candidate's unit, or by the dean of the candidate's college, and shall be communicated to the provost. If an objection is raised and the committee member refuses to recuse themselves, the dean of the candidate's college shall decide whether the committee member shall be disqualified from participation, unless the dean is the party raising the objection, in which case the provost shall decide. The decision of the dean or provost, as applicable, is final.

e. Recusal on other grounds. A committee member shall recuse themselves from consideration of a candidate if the committee member subjectively determines that they cannot fairly evaluate that candidate's performance as required by University policy.

C. SCHEDULE FOR PROMOTION AND TENURE CONSIDERATION.

C-1. Promotion.

a. Timing of Promotion. A faculty member shall apply and be considered for promotion according to the schedule below.

1. Instructors. Full-time instructors shall be considered for promotion to senior instructor during their sixth year of continuous, full-time service as an instructor. Part-time instructors are not eligible for promotion.

2. Tenure Track Assistant Professors. Assistant professors who are on a tenure track shall be considered for promotion at the same time that they are considered for tenure and shall be promoted if they receive tenure (C-2.a herein).

3. Non-Tenure Track Assistant Professors Assistant professors who are not on a tenure track shall be considered for promotion during their sixth full year as an assistant professor.

4. Tenure Track and Non-Tenure Track Associate Professors. Faculty may be considered for promotion during their sixth full year of service, or thereafter, as an associate professor.

b. Early Consideration for Promotion. A faculty member may be considered for promotion at an earlier time than permitted by this policy with the approval of the dean. The process for requesting early consideration for promotion shall be set forth in the provost's administrative guidance pursuant to B-2 herein.

c. Reconsideration for Promotion. When a faculty member has been considered for promotion and not promoted, he or she may apply and be considered again during their third full year of service or later after denial of promotion unless earlier consideration is approved in writing by the dean.

C-2. Tenure.

a. Timing of Tenure. A faculty member shall apply and be considered by the university for tenure during the sixth full year of probationary service. Consideration at that time is mandatory (RGP II.G.6.b.ii.). If an associate or full professor is not appointed with tenure, they are considered for tenure during the fifth full year of service. Satisfactory service in any tenurable rank may be used to fulfill the probationary period.

b. Early Consideration for Tenure. A faculty member may be considered for tenure at an earlier time than permitted by this policy (RGP II.G.6.d.iv.1), with the approval of the provost. The process for requesting early consideration for tenure shall be set forth in the provost's administrative guidance pursuant to section B-2 herein.

C-3. Special Circumstances.

a. Late Appointments. When the appointment begins after the eighth week of the start of the academic year (for academic year appointments) or after the eighth week of the fiscal year (for fiscal year appointments) then the timeline for promotion and tenure consideration begins the following year.

b. Transfer between Units.

1. Approval Process. When a faculty member transfers to another unit within UI, the transfer must be approved by the provost in consultation with the units and college dean(s).

2. Impact on Time to Promotion and Tenure. The extent to which service in the first unit counts toward promotion or tenure in the new unit must be communicated to the faculty member in writing by the provost at the time of the transfer. (RGP II.G.6.1.ii.)

3. Tenure Status. Tenure status does not change when a tenured faculty member transfers from one unit to another within UI.

c. Effect of Lapse in Service. A non-tenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years may have their prior service counted toward eligibility for the award of tenure. Eligibility for the award of tenure must be clarified in writing before reappointment. A tenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years must have tenure status clarified in writing by the president before appointment. The faculty member may be reappointed with tenure, or may be required to serve additional years before being reviewed for tenure status. (RGP II.G.6.1.i)

d. Credit toward Promotion or Tenure at Time of Appointment. Credit toward promotion or tenure may be granted at the time of appointment with the approval of the provost. Such credit must be documented in the letter offering the candidate employment at UI. Where credit toward promotion or tenure is approved, all evidence of success in the faculty member's areas of responsibility having arisen during the years for which credit is given shall be included in the candidate's dossier and must be considered in evaluating whether the candidate has demonstrated success in the applicable areas of responsibility. Credit toward promotion and tenure may be granted under the following circumstances:

1. After review of the candidate's qualifications, the faculty in the unit vote that the candidate meets UI criteria for the rank to be offered, and
2. The candidate has demonstrated outstanding performance of responsibilities relevant to the position for which the person is being appointed through service at another institution, or has made substantial contributions to their field of specialization, and
3. The candidate must complete one full year of employment at UI prior to applying for promotion or tenure.

e. Appointment with Tenure. Appointment with tenure may be offered under the following circumstances:

1. The candidate has attained tenure at another college or university, and
2. After review of the candidate's qualifications, the faculty in the unit vote that the candidate meets UI criteria for tenure and the rank to be offered, and
3. The candidate has demonstrated performance of responsibilities relevant to the position for which the person is being appointed.

f. Administrative Appointment.

1. The role of an administrator is not tenurable.
2. A faculty member who serves as an academic administrator retains membership in their academic department and their academic rank and tenure. (RGP II.G.6.i.ii) The faculty member may resume duties in their academic department when the administrative responsibilities end. (RGP II.G.6.i.iv)

3. A candidate may be initially appointed as an associate or full professor with tenure with the approval of the president. (RGP II.G.6.i.iii) If an administrative appointment carries academic rank, evaluation for tenure is conducted by the unit in which the rank is held.

g. Unit Administrator under Review for Promotion or Tenure. If the unit administrator is scheduled to be evaluated for promotion or tenure, the dean shall fulfill all the responsibilities under this policy normally fulfilled by the unit administrator.

C-4. Extensions.

a. Childbirth or Adoption: A faculty member who becomes the parent of a child by birth or adoption, may request an automatic one-year extension of the timeline for promotion or tenure or both. (RGP II.G.6.d.iv.2.)

b. Other Circumstances: An extension of the timeline for promotion or tenure or both may be granted in other exceptional circumstances (RGP II.G.6.d.iv.2) that may impede a faculty member's progress toward achieving promotion or tenure, including but not limited to significant responsibilities with respect to elder or dependent care, child care, custody, disability or chronic illness, problems beyond the faculty member's control relating to their research or scholarly activities, or such other reasons deemed by the provost to be exceptional and likely to impede the faculty member's progress.

c. Third-Year Review. In the event that an extension is requested and granted before the third-year review, the review is also automatically delayed for one year.

d. Length of Extension. In most cases, extension of the time to tenure or promotion shall be for one year; however, longer extensions may be granted upon a showing of need by the faculty member. Multiple extension requests may be granted.

e. Option to Shorten Extension. A faculty member may choose to be considered for promotion or tenure on their original timeline, even if an extension has been granted.

f. Procedure for Requesting an Extension:

1. The faculty member must request the extension from the provost in writing by March 15 of the calendar year in which the review process begins, as set forth in the provost's administrative guidance (B-2 herein). The written request must include appropriate documentation of the childbirth, adoption, or other exceptional circumstance.
2. Except to obtain necessary consultative assistance on medical or legal issues, only the provost shall have access to documentation pertaining to a request related to disability or chronic illness. The provost shall, in their discretion, determine if consultation with the dean or unit administrator is appropriate.
3. The approval decision shall be made without regard to whether or not the faculty member takes a leave related to the same circumstances presented for the extension.
4. The provost shall notify the faculty member, unit administrator, and dean of the action taken. The candidate may choose to provide information regarding the extension in their Personal Statement of Accomplishment; otherwise, no information regarding the extension shall be included in the candidate's dossier, unless such information already exists in the materials to be provided by the unit administrator, as detailed in D-2. If such information already exists in the D-2 materials, the candidate may choose to have that information redacted. Committee and administrator reports shall not mention the extended timeline.

g. Effect of Extension. No additional productivity is expected when a faculty member extends the timeline for promotion or tenure. For example, if a tenure decision would customarily take place in the sixth year, and it is extended to the seventh year, the standard of productivity would remain the same as for a tenure decision made in the sixth year.

D. PROMOTION AND TENURE DOSSIER. All materials provided by the candidate and by the unit administrator shall be compiled together into a single dossier in the manner prescribed by the provost's administrative guidance (B-2 herein).

D-1. Materials to be Provided by the Candidate. The candidate shall submit the following materials:

a. Current Curriculum Vitae. The curriculum vitae shall be in the required UI format.

b. Candidate Statements. This section is limited to eight pages with an optional one-page COVID impact statement for a maximum of nine pages.

1. Context Statement. The Context Statement is written by the candidate and describes the candidate's academic unit and the candidate's responsibilities within their unit as established in the position description. It is intended to inform reviewers about the candidate's academic environment so that reviewers may consider the similarities and differences between their own academic unit and that of the candidate. The context statement should also describe the expectations placed on the candidate by interdisciplinary programs or research centers, the requirements of joint appointments or other special circumstances. If applicable, the candidate shall indicate their choice of unit criteria for promotion and tenure under which to be evaluated, pursuant to D-2.a.2.

2. Personal Statement of Accomplishment. The Personal Statement of Accomplishment is written by the candidate and interprets their record of accomplishment relevant to the responsibilities in their position description and the criteria for promotion or tenure, but should not duplicate other materials in the dossier. The statement may explain and analyze materials submitted and include a philosophical vision as it relates to the broader impact of accomplishments. The statement should explain the nature of the candidate's activities so that others will understand them fully for purposes of assessment. The format and method of presentation is a matter of candidate choice.

3. COVID Impact Statement (Optional) In one page, the candidate may describe the effects of the pandemic on their work activities and outcomes during the period of review. Candidates may describe such effects across the four areas of consideration: teaching; scholarship and creative activity; outreach and extension; and university service and leadership.

c. Evidence of Accomplishment. The candidate may provide evidence of accomplishment for each area of responsibility in the position description. Evidence may include examples of scholarly work; evidence of teaching effectiveness as provided in FSH 1565 C-1.a. (note that student course evaluations, and, if applicable, peer evaluations are provided by the unit administrator; see D-2.c.); letters of support, etc. Evidence of Accomplishment shall not include additional narrative regarding promotion or tenure. This section has no page limit.

D-2. Materials Provided by the Unit Administrator. The unit administrator shall provide to the candidate items a-d below, in the format prescribed by the provost's administrative guidance (B-2 herein), at least five business days prior to the beginning of the semester in which the promotion or tenure review is scheduled to begin. After the dossier has been finalized, as described in D-3.c, the unit administrator shall add the external peer review letters described in D-2.e and forward the dossier for the first level of review.

a. Bylaw Sections. College and unit bylaw sections that cover the following areas:

1. Annual review process and annual performance criteria.

2. Criteria for promotion and tenure. If criteria change during the period under review, the candidate shall choose the version of the criteria by which he or she will be evaluated. If a candidate does not select a version, the version in effect at the time of submission shall be used.

b. Position Descriptions and Annual Evaluations. Copies of the candidate's position description(s) (FSH 3050) and annual evaluations (FSH 3320) for the period under review.

c. Teaching Effectiveness. If teaching is included in the candidate's position descriptions, copies of all of the candidate's student course evaluation summaries (RGP II.G.6.e) as described in FSH 2700 D-2 for the period under review, and peer evaluations of teaching for the period under review, as prescribed by the provost's administrative guidance (B-2 herein).

d. Prior Reports. Copies of any third-year review committee reports and periodic review reports made during the period under review, along with the associated unit administrator's and dean's reports (as applicable) and any responses by the candidate to the reports.

e. External Peer Reviews. The unit administrator shall obtain three to five external reviews of the candidate's performance in the area of scholarly and creative activity, as defined by FSH 1565 C-2. External review shall not be conducted for faculty undergoing third-year review or for nontenure track candidates for promotion with an average of 5% or less responsibility for scholarship or creative activity in their position description during the review period. In the case of tenurable and tenured faculty in Extension, the external review shall focus on the candidate's performance in the areas of scholarship and creative activity and outreach and extension. All review letters received shall be included in the dossier.

1. Qualifications of Reviewers. External reviewers shall be tenured faculty members who have expertise in areas closely related to the candidate's expertise. If the review is to be in support of promotion, each reviewer shall be at, or above, the rank the candidate is seeking. Because reviewers are asked to provide independent and objective review, reviewers shall not have a personal or professional relationship with the candidate that could prevent an unbiased assessment.

2. Selection. The reviewers to be solicited shall be chosen by the unit administrator, but at least two reviewers shall come from a list of at least eight qualified reviewers provided by the candidate in writing to the unit administrator by the deadline provided in B-2 herein. If the unit administrator cannot obtain letters from two reviewers on the candidate's list, the unit administrator shall ask the candidate to identify further potential reviewers. The candidate may also provide the unit administrator with the names of up to two individuals who shall be excluded from consideration as an external reviewer. If the candidate fails to submit either list, the unit administrator shall select reviewers without that input from the candidate. These lists shall not be included in the dossier but shall be kept on record by the unit administrator.

3. Request Letters to the External Reviewers. The letters of request to the reviewers shall be based on a template provided by the provost.

4. Materials Provided to the External Reviewers. The unit administrator shall provide only the candidate's CV, position descriptions for the period under review, candidate statements from D-1.b herein, up to four examples of the candidate's scholarly and creative activity chosen by the candidate, and the sections of college and unit bylaws setting forth criteria for promotion or tenure. In the case of tenure-line faculty appointments with extension, the four examples shall include the candidate's scholarly and creative activity and extension and outreach work chosen by the candidate. The unit administrator shall not provide the complete dossier or any additional materials to external peer reviewers.

5. Criteria for External Review.

a) The review shall be limited to the candidate's scholarly and creative activity in relation to the applicable tenure and/or promotion criteria and the faculty member's position description(s). In

the case of tenurable Extension faculty, this review shall encompass scholarship and creative activity and outreach and extension.

b) Reviewers may not be asked to evaluate the candidate pursuant to external criteria such as those at the reviewer's institution or other professional organizations.

c) The university shall make every effort to keep the names of the reviewers confidential from the candidate. The candidate may request to view the external reviewers' anonymized evaluations after the final institutional decision is made. Such requests shall be directed to the provost.

f. Additional Review Letters.

1. In the case of interdisciplinary appointments, administrators of units holding the minority of the candidate's appointment (see A-1.d herein) may provide an additional review letter.

2. In the case of a candidate based at a UI center, the center executive officer may provide an additional review letter.

D-3. Submission of Dossier.

a. Deadlines for Submission of Candidate Material and Unit Materials. Materials to be provided by the candidate in support of tenure and/or promotion, as described in section D-1, shall be submitted to the unit administrator either prior to the beginning of the semester in which the review is scheduled to begin or prior to the submission of the candidate's materials to the external reviewers, whichever is earlier. In the event a unit administrator fails to provide materials within the timeline referenced in D-2 above, the candidate's deadline for submission shall extend to ten days after the provision of materials by the unit administrator.

1. External peer reviews need not be submitted as part of the dossier prior to the deadline, but must be received, if required, prior to any consideration of the dossier.

2. The dossier may be supplemented with scholarship or creative accomplishments occurring after submission. Supplementation must be made pursuant to the provost's administrative guidance.

b. Failure to Submit Candidate Materials by Deadline. Candidates are expected to follow the submission timeline contained in the provost's administrative guidance. A candidate who does not submit the materials described in D-1 by the deadline described in D-3.a of the mandatory year, or of the tenure consideration year as adjusted pursuant to an extension under section C-4, is deemed to have been denied tenure as of the deadline.

c. Finalization of Dossier. Submission is final when the candidate has signed a dossier submission form and provided the signed dossier submission form to the unit administrator. Other than supplementation provided in D-3.a herein, the dossier is final when submitted and may not be supplemented or altered after submission.

E. UNIT LEVEL REVIEW.

E-1. Unit Promotion and Tenure Committee.

a. Membership. The unit faculty shall elect a promotion and tenure committee for each candidate according to the criteria below. The unit faculty may delegate the selection of committee members to the unit administrator.

1. The committee shall be composed of five faculty members. At least three members shall be tenured faculty members in the unit. At least one member shall be a tenured faculty member from outside the unit.
2. The committee shall elect a chair from among their tenured members.
3. Because the promotion and tenure committee is a personnel committee, students and non-university employees shall not serve on the committee.
4. In cases considering promotion to full professor, the committee shall include at least one full professor.
5. Neither the unit administrator nor the dean may serve as a member of a unit promotion and tenure committee.
6. If there are not three tenured faculty members available to serve on the committee, or a full professor in a case considering promotion to full professor, the unit administrator, in consultation with the dean, shall designate appropriate faculty members from other units whose areas of expertise are as closely related as possible to the work of the candidate. One such member may chair the committee if there is not a tenured member from the unit available to serve as chair.
7. Upon request by the candidate to the unit administrator, the unit administrator shall provide the candidate with the names of the committee members.

b. Basis for Evaluation. The unit administrator shall submit the completed dossier to the chair of the unit promotion and tenure committee. The review shall be based on the dossier. The committee shall not meet until the dossier has been available to all members for a minimum of five business days. The committee shall evaluate the candidate in light of the unit, college and university criteria for tenure and/or promotion.

c. Unit Promotion and Tenure Committee Report. The committee shall write a report recommending whether the candidate should be promoted and/or tenured. For each candidate, the report shall include a brief rationale for the committee's recommendations and an anonymized record of the committee's vote for or against tenure or promotion of each candidate. Abstentions are not allowed. The chair of the committee shall deliver the report to the unit administrator. The report shall not be shared with faculty who are not members of the college or university promotion and tenure committees.

E-2. Unit Faculty Voting.

a. General.

1. The dossier must be made available a minimum of five business days prior to any voting.
2. Faculty who are eligible to vote may assemble to deliberate prior to voting.
3. Voting shall occur using a signed, written ballot in a format provided in the provost's administrative guidance in B-2 herein.
4. Faculty members may submit evaluative comments as part of their ballot to the unit administrator.
5. Unit faculty voting results shall not be shared with the candidate's promotion and tenure committee.
6. Faculty are not required to vote but are encouraged to do so.

b. Voting by Tenured Faculty. In the case of tenure, the unit administrator shall solicit the vote of all tenured faculty members of the candidate's unit regarding whether the candidate should be granted tenure. Non-tenured faculty shall not be eligible to vote.

c. Voting by Promoted Faculty. In the case of promotion, the unit administrator shall solicit the vote of all faculty members of the candidate's unit of the same or higher rank as that to which the candidate seeks promotion. Faculty members of lower rank shall not be eligible to vote.

E-3. Unit Administrator.

a. Unit Administrator's Report. The unit administrator shall prepare a written report after considering the tenure and/or promotion dossier, the unit promotion and tenure committee report, and the unit voting results. The unit administrator's report shall include the anonymized voting results as well as the administrator's recommendation for or against tenure and/or promotion in light of the unit, college and university criteria for tenure and/or promotion. In the event that the administrator submitting the recommendation has not had at least one year to evaluate the candidate, he or she shall disclose this as part of the report.

b. Transmission of Reports to the Candidate and Written Response. The unit administrator shall provide the candidate with copies of the unit administrator's report and the report of the unit promotion and tenure committee. The candidate may provide a written response to the reports within five business days after receiving the reports.

E-4. Forwarding Materials. The unit administrator shall forward the tenure and/or promotion dossier and all reports and the candidate's response, if any, to the dean.

F. COLLEGE LEVEL REVIEW.

F-1. College Promotion and Tenure Committee. Each college having more than one unit shall have a standing promotion and tenure committee. The members shall be tenured and shall serve staggered three-year terms. Each unit within the college shall be represented by one faculty member, to be selected as follows: Each unit shall nominate two faculty members, from which the dean shall select one, giving consideration to representational balance in the makeup of the committee. The committee shall elect its chair from among its members or may elect the dean or associate dean to serve as chair without vote. For the College of Business and Economics each major area shall serve as a "unit" for purposes of section F. Names of committee members shall be provided to the candidate upon request to the dean.

F-2. College Promotion and Tenure Committee Evaluation and Report. The committee shall not meet until the dossier has been available to all members for a minimum of five business days. The committee shall evaluate the dossier in light of the unit, college and university criteria. The committee chair shall write a report for each candidate recommending whether the candidate should be promoted and/or tenured. For each candidate, the report shall include a brief rationale for the committee's recommendations and an anonymized record of the committee's vote for or against tenure and/or promotion of each candidate. Abstentions are not allowed. A tie vote will result in a recommendation of "undecided."

F-3. Dean's Report. The dean shall evaluate the candidate in light of the unit, college and university criteria for tenure and/or promotion then make a written recommendation as to whether each candidate should be promoted and/or tenured after considering the materials presented in the dossier (including all reports, responses and polling information), and advice of the college committee. The dean may also confer individually or collectively with unit administrators about the qualifications of the candidate.

F-4. Transmission of Reports to Candidate and Written Response. The dean shall provide the candidate with copies of the dean's report and the college promotion and tenure committee report. The candidate may provide a written response to the reports within five business days after receiving the reports.

F-5. Forwarding Materials. The dean shall forward the completed tenure and/or promotion dossier and all reports, recommendations, and responses to the provost.

G. UNIVERSITY LEVEL REVIEW.

G-1. University Promotion and Tenure Committee Composition. A university promotion and tenure committee of faculty members, chaired by the provost without vote, is appointed each year. If, in the discretion of the provost, the number of dossiers to be considered exceeds the capacity of the committee, one or more additional University Promotion and Tenure Committees may be formed using the procedure below.

a. Nominations. One-third of the committee's membership shall be selected by the provost from the previous year's committee; the remaining members shall be selected by the provost and the chair and vice chair of the Faculty Senate from nominations submitted by the senators. The delegation representing the College of Letters, Arts and Social Sciences on Faculty Senate nominates four faculty members who should be representative of the breadth of the disciplines within the college. The delegation representing the College of Agricultural & Life Sciences on Faculty Senate nominates four faculty members from the college comprising two each from (a) faculty with greater than 50% teaching and research appointments and (b) faculty with greater than 50% University of Idaho Extension appointments. The Faculty Senate delegations from the other colleges and the Faculty-at-Large each nominate two faculty members from their constituencies. If senators from a college do not submit nominations by the deadline announced by the provost, the provost shall appoint members from that college, as specified in G-1-b-2 herein.

b. Membership. The membership of the committee shall be as follows:

1. The vice president for research, the dean of the College of Graduate Studies and the provost's designee with primary responsibility for faculty promotion and tenure, to serve *ex officio* (without vote).
2. Two representatives from the College of Letters, Arts and Social Sciences, two representatives from the College of Agricultural & Life Sciences, and one representative from each of the other colleges and the Faculty-at-Large.
3. The committee shall include at least one tenured faculty member (RGP II.G.6.e).
4. Upon request by the candidate to the provost, the provost shall provide the candidate with the names of the committee members.

G-2. University Promotion and Tenure Committee Vote. The committee shall not meet until the dossier has been available to all members for at least two weeks. The committee shall deliberate and vote for or against tenure and/or promotion of each candidate in light of the unit, college and university criteria for tenure and/or promotion. Abstentions are not allowed.

G-3. Provost's Report. The provost shall write a report to the president making a recommendation regarding tenure and/or promotion of each candidate in light of the unit, college and university criteria for tenure and/or promotion. The report shall include a rationale for each recommendation and the anonymized results of voting from the university promotion and tenure committee.

H. DECISION.

H-1. Presidential Approval. The president shall confer with the provost and make the decision regarding tenure and/or promotion for each candidate in light of the unit, college and university criteria for tenure and/or promotion. The awarding of tenure and/or promotion to an eligible faculty member is made only by a positive action of approval by the president.

H-2. Notice to the Candidate. The president shall give notice in writing to the candidate of the granting or denial of tenure and/or promotion by May 1 of the academic year in which the decision is made. (RGP II.G.6.c.) The provost's recommendation shall be forwarded to the candidate at that time. Notwithstanding any provisions in this section to the contrary, no person is deemed to have been awarded tenure solely because notice is not given or received by the prescribed times. If the president fails to notify the candidate of the decision within the required timeframe, it is the responsibility of the candidate to inquire as to the decision.

H-3. Appeals. Appeals regarding promotion or tenure may be filed only after the final decision of the president, which shall be considered the institutional decision (see FSH 3840 B-2).

H-4. Denial of Tenure. If a faculty member is not awarded tenure, the president, at their discretion, may:

a. Notify the faculty member that the contract year in which the tenure decision is made is the terminal year of employment (RGP II.G.6.k.), or

b. Issue a contract for a terminal year of employment following the year in which the tenure decision is made (RGP II.G.6.j), or

c. Issue to the faculty member contracts of employment for successive periods of one (1) year each. Such appointment for faculty members not awarded tenure must be on an annual basis, and such temporary appointments do not vest in the faculty member any of the rights inherent in tenure and there shall be no continued expectation of employment beyond the annual appointment (RGP II.G.6.j).

d. A candidate who is denied tenure is still eligible for employment at the University in nontenurable positions.

Version History

Amended January 2023. The October 2022 interim revision was permanently adopted.

Amended October 2022. President Green adopted an interim revision to G-1 to provide for the formation of an additional University Promotion and Tenure Committee in years when, in the discretion of the provost, the number of dossiers to be considered exceeds the capacity of a single committee.

Amended July 2022. In response to feedback collected from faculty and administrators, extensive revisions, clarifications, and editorial changes were made. In addition, the May 2021 temporary emergency changes were permanently adopted.

Amended May 2021. President Green adopted temporary emergency changes affecting sections D-1.b. and D-2.e.

Amended July 2021. Section A-2.a. was revised to state the purpose of promotion; D-2.e.4. to clarify contents of packet for external review; and F-1 to require consideration of representational balance.

Adopted January 2020. The university's promotion and tenure policies were comprehensively revised in order to unify all provisions regarding procedure in the Faculty Staff Handbook and to help faculty and reviewers by clarifying the procedure. The following changes were approved: Deletion of FSH 3520, 3560, and 3570; revision of FSH 3530; and addition of new FSH 3500 and 3510.



POLICY COVER SHEET

For instructions on policy creation and change, please see <https://sitecore.uidaho.edu/governance/policy>.

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title: **FSH 1640.58 UBUNTU**

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: Kristin Haltinner, Chair Committee on Committees

Policy Sponsor, if different from Originator: Torrey Lawrence, Provost

Reviewed by General Counsel ___ Yes ___ X ___ No Name & Date:

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.

Past chairs and members of Ubuntu have indicated that the committee membership was not working. The EDU had five ex officio seats and it was very burdensome for their offices to staff. We revised this to one voting seat chosen by the Chief Diversity Officer. The name for the Center for Disability Access and Resources needed to be updated. Given the importance of this office’s participation, we also shifted them from ex officio to a voting member. IPO was also shifted to a voting membership.

The faculty roles, undergraduate student roles, graduate student role, and remaining ex officio members remained the same.

The committee also lacked clear term expectations so these were added.

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 I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1640: Committee Directory

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 ~~, one of whom serves as chair each serving three-year terms;~~ ~~two~~ Five staff members (including at least one from Staff Council, one from the Office of Equity and Diversity Unit (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 student~~ Two undergraduate students (including one undergraduate (ASU) the ASUI Director of Diversity Affairs and Inclusion), each serving a one-year term. ~~One~~ one graduate student (appointed by GPSA or SBA), serving a one-year term, one of whom belongs to an under-represented and/or under-served student population ~~and~~ the following ex officio members without vote or their designees: ~~the ASUI Director of Diversity Affairs, Coordinator of Student Support Services~~ a representative from Student Affairs, ~~the Director of Multicultural Affairs, the Director of the Women's Center,~~ a representative from Human Resources, the Director of [the Office of Civil Rights and Investigations](#), ~~the Director of Diversity and Community, the Coordinator for Disability Support Services, the Director of International Programs, the LGBTQA Coordinator, and the Director of the Native American Student Center or the Native American Tribal Liaison.~~ 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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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 3440 Compensation of Classified Employees**

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: Brandi Terwilliger, Director of Human Resources

Policy sponsor, if different from originator: Brian Foisy, VPFA

Reviewed by General Counsel: Yes No Name & Date: Kim Rytter, 12/27/23

Comprehensive review? Yes No

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
With the establishment of a market-based compensation system, this revision is necessary to replace the previous language which was based on the previous pay grade system. The primary compensation principles remain intact.
- 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 3260
- 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.

3440

COMPENSATION OF CLASSIFIED-STAFF EMPLOYEES

PREAMBLE: This section outlines the policy and procedure by which the compensation of UI's classified employees is determined. In its original shape it appeared in the 1979 Handbook; it was rewritten in July 1994 and again in 2003. In 2004 section G was rewritten to create sections G & H, and H became I. In 2008 the policy was revised to remove reference to classified exempt no longer used at the university. Unless otherwise noted, the text is as of July 1996. Further information is available from Human Resources (208-885-3609). [ed. 7-97, 7-00, 7-03, 12-04, 7-08]

Contact: The Office of Human Resources, hr@uidaho.edu

LAST REVISION: July 2021 (editorial)

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- A. General Policy
- B. Authority for Establishing Compensation Policy for UI Classified Employees
- C. Administration of UI Compensation Plan *[ed. 7-00]*
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- ~~FG. Additional Compensation for Classified Staff for Secondary Work Assignments~~ *[add. 12-04, ren. 7-08]*
- ~~G.H. Questions About Salary Equity~~ *[ren. 7-08]*
- H. Voluntary Salary Reductions

A. GENERAL POLICY.

A-1. The University of Idaho seeks to provide a high level of responsive service in meeting the needs of students, faculty and staff and the general public. To accomplish this mission, it is the policy of the University of Idaho to provide a total compensation system that attracts and retains employees. Recognizing and rewarding employees for performance in the achievement of service delivery goals and objectives through a market-based salary model is ~~the~~ the foundation of this system. This policy addresses only the salary component of the university's total compensation system as it relates to staff employees; it does not address other components, such as health insurance and retirement plans.

A-2. Compensation practices should be consistent throughout the university, yet flexible to adapt to specific needs. To this end, employees are compensated according from to a base pay salary structure schedule based on market based on market salary data and weighted factors for 1) education beyond the minimum required for the position, 2) prior experience substantively similar to the position, 3) time -in -service, and 4) time -in -responsibility. Together with market salary data, these weighted factors produce a target salary. Actual salary may differ from target salary due to performance or budget constraints.

A-3. The University of Idaho seeks to pay competitive job market average salaries and intends that classified employees with at least satisfactory performance evaluations of "meets/exceeds requirements" should expect to advance according to the base pay salary structure. ~~within the salary range for the pay grade assigned to a classification.~~ *[rev. 7-03]*

A-4. ~~Advancement within the salary range shall be based on performance criteria, as recorded in the performance evaluation and the ability to achieve the goals and objectives of the particular position Compensation, and other matters related to classified employees are the responsibility of the president or designee. Oversight of the University of Idaho staff personnel system is within the administrative area of the Division of Finance and Administration which reports to the financial vice president.~~ *[rev. 7-03]*

UI FACULTY-STAFF HANDBOOK

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3440: Compensation of Classified Employees

B. AUTHORITY FOR ESTABLISHING COMPENSATION POLICY FOR UNIVERSITY OF IDAHO CLASSIFIED-STAFF EMPLOYEES. Salary and wage increases for University of Idaho classified employees are made in conformity with state legislation. An annual plan is established by the president in accordance with guidelines issued by the [Board of Regents, RGP V.B.1](#). Initial appointments, promotions, classifications and pay grades, and other matters related to classified employees, are the responsibility of the president or designee. Oversight of the University of Idaho staff personnel system is within the administrative area of the Division of Finance and Administration which reports to the ~~financial~~ [Vice President for Finance and Administration](#). *[rev. 7-03]*

C. ADMINISTRATION OF THE UNIVERSITY OF IDAHO COMPENSATION PLAN. The ~~assistant vice president~~ [senior for human resources \(HR\) executive](#) is responsible for maintaining the compensation plan for UI classified employees in conformity with [Board of Regents](#)' policy. ~~No classified employee is to be paid at a rate that is not within the salary range for the class, except as noted in C-5 below. The current salary schedule is available from the office of Human Resources website, www.uidaho.edu/humanresources.aspx. For information on the base pay salary structure, see the HR website, at www.uidaho.edu/humanresources.aspx.~~ *[rev. 7-02, 7-03, 12-04, ed. 7-08, 6-09]*

~~C-1. The classification and pay grade of classified positions are established by Employment Services in consultation with the department administrator and with approval of the dean, director, or vice president. [rev. 7-02, 7-03]~~

~~C-2. The entrance salary for new appointees in any class is ordinarily set between minimum rate and market for that class. In unusual circumstances and when supported by acceptable reasons, appointment at a higher rate may be authorized by the director of employment services and the dean or director. All new appointments are made within the salary range. [rev. 7-02, 7-03]~~

~~C-3. When an employee is reinstated in a previously held position or transferred to another position in the same classification, he or she is generally paid at the same salary. Salary adjustments may be agreed upon by the employee, the department administrator, and the director of employment services. [rev. 7-02, 7-03]~~

~~C-4. The pay grade of a classified position may be changed by any of the following actions:~~

- ~~a. "Reallocation." A change of an entire class of positions from the current pay grade in the compensation schedule to another pay grade of either higher or lower entrance salary.~~
- ~~b. "Reclassification." A change of a single position from the current class to another class to properly reflect the duties and responsibilities assigned to that position.~~
- ~~e. "Refactoring." A change in the number of Hay Points assigned to a class or position.~~

~~C-5. When a particular class or position is reallocated or reclassified to a lower pay grade, the salaries of incumbent employees who are being paid at a rate higher than the maximum provided in the new grade will not be reduced as a result of the reallocation or reclassification. However, the salaries of such employees will generally be held constant and not be increased thereafter so long as they exceed that maximum rate. At the discretion of the dean or director and in consultation with the assistant vice president for human resources, exemplary performance by such employees may be recognized through a bonus adjustment to salary, effective for one fiscal year only. An employee whose position has been reallocated or reclassified is not required to complete a new six-month probationary period. [rev. 7-02]~~

~~C-6. When a particular class or position is reallocated to a higher pay grade, the employee will receive a salary equivalent to or higher than his or her current hourly rate. An employee whose position has been reallocated is not required to complete a new six-month probationary period.~~

~~C-7. When the position of an employee is reclassified to a higher pay grade, the employee will be assigned a salary in the range of the higher grade that provides a salary increase of not less than five percent. Salary increases must have dean or vice president level approval. The reclassified employee is not required to complete a new six-month probationary period. The employee's department is responsible for providing the funding necessary for the required salary increase. [ed. 7-02, rev. 7-03, 12-04]~~

UI FACULTY-STAFF HANDBOOK

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

Section 3440: Compensation of Classified Employees

~~C-8.~~ When an employee applies and is selected for a position in a higher pay grade, he or she may negotiate the starting pay within the pay grade for the new position [see C-2 above]. Each promoted employee must successfully complete a six-month probationary period in his or her new position unless the employee was previously certified in that class. (For the effect of demotion on salary see 3360 C-4; for the effect on salary of a recommendation for a merit increase in the previously held position, see B-3.) [rev. 7-03, rev. 12-04]

~~D. IN-GRADE SALARY INCREASES.~~

~~D-1.~~ In-grade advancement is not a vested right. While employees should expect to advance within their assigned pay range based upon acceptable performance, advancement is within the discretion of the university. Such advancements are considered as a part of the overall UI budget-setting process and are effective at the beginning of the fiscal year. An employee may advance within the salary range only if certified as meeting the satisfactory service requirements on a written performance evaluation approved for the purpose by the president or the president's designee. Normally, an employee receives only one salary increase per year for satisfactory service. [See also 3380 E.]

~~D-2.~~ Employees who are in probationary status may be recommended for merit increases at the discretion of the department administrator and with the approval of the dean or director; however, merit increases which have been authorized for employees in probationary status are not effective or awarded until the probationary period has been satisfactorily completed. [ed. 7-02]

~~DE. SALARY INCREASES.~~ While employees should expect to advance in salary based upon satisfactory performance and increases in the target salary, advancement is within the discretion of the university. Such advancements are considered as part of the overall UI budget-setting process and are effective at the beginning of the fiscal year. An employee may advance within the salary range only if they meet the satisfactory requirements on a documented performance evaluation on file in HR. Normally, an employee receives only one salary increase per year for satisfactory performance.

Changes in employee compensation are considered annually by the legislature. Salary adjustments reflecting some or all of the following factors may be approved and implemented in accordance with guidelines for UI classified salary adjustments issued annually by the president:

~~ED-1.~~ Changes in the cost of living.;

~~ED-2.~~ Fluctuations in the market cost of different types of labor, which are reflected in payline adjustments to position market rates and employee target salaries; ~~reallocating some classifications to different pay grades;~~

~~DE-3.~~ Equity.

~~D-4.~~ Merit increases based on individual employee performance as documented by written performance evaluation on file in HR.

~~D-4.a.~~ Classified employees who are in their hiring probationary status may be recommended for merit increases at the discretion of the unit administrator with the approval of the dean or director.

~~FE. COMPENSATION FOR NIGHT WORK.~~ A full-time classified employee whose work schedule requires at least 50 % percent of the scheduled ~~his or her~~ working hours during a given pay period to be performed between the hours of 7 p.m. and 4 a.m. is paid an additional shift differential of 5 percent-% of the employee's hourly rate. ~~The department administrator or designee submits an Electronic "Personnel Action Form" to effect the additional payment.~~ [ed. 7-02, 7-03]

~~FG. ADDITIONAL PAY FOR CLASSIFIED STAFF FOR SECONDARY WORK ASSIGNMENTS.~~

UI FACULTY-STAFF HANDBOOK

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

Section 3440: Compensation of Classified Employees

FG-1. Classified staff additional appointments. ~~A member of the e~~Classified staff must be paid overtime for any work that results in the employee working over 40 hours per week, including a secondary work assignment that is not within ~~his/her~~the current job description and ~~is~~ outside the scope of ~~the his/her~~ primary appointment and classification. The secondary work assignment must be performed on a temporary basis beyond the regularly scheduled work week, and ~~be~~ limited in scope (for example, if a senior programmer teaches a special course on a one-time basis; or if an administrative support staff provides assistance one weekend with a special research project in another unit or college). Per federal law, ~~the~~ classified employees must be paid at least 1.5 times ~~their~~his or her regular hourly rate for each hour that is worked over 40 hours per week. The secondary hiring authority may not offer compensatory time in lieu of cash payment of overtime. The secondary hiring authority is responsible for tracking the hours the employee has worked and coordinating with the primary hiring authority for processing the employee's pay via a timesheet. ~~in PHAHOUR. If the employee's wage for the secondary work assignment is set at more than time and a half, the employee should be paid via a Temporary Help — PERSI-eligible (IP) appointment. If the employee is less than full-time, call Employment Services at 208-885-3638/885-3728 for additional information. [add. 12-04, ren. & ed. 7-08]~~

FG-2. —Exempt staff. The president or designee can authorize payments in addition to regular salary and these must be reported to the regents in a semi-annual report. See RGP II.C.4., RGP II.F.2., RGP II.G.2. Deans and other administrative officers are responsible for ensuring that required approvals have been granted for employees receiving additional compensation for service that is not part of the employee's position description. See the HR website for additional compensation procedures.

FG-3. -Staff temporarily working at a higher market rate. —Supervisors may request a temporary salary increase in pay for classified staff, or additional compensation for exempt staff temporarily performing duties at a higher level than their current permanent position. See the HR website for pay at a higher market rate procedures.

HG. QUESTIONS ABOUT SALARY EQUITY. An employee who believes that ~~their~~his or her compensation is not equitable ~~first~~ should ~~first~~ consult with ~~his or her~~their supervisor, and then with the ~~unit~~department administrator ~~and/or the senior HR Executive or both~~director of employment services. In certain situations, the employee also has recourse to ~~the Director of the Office of Civil Rights and Investigations~~Human Rights, Access and Inclusion, or the Ombuds' office or to the grievance procedure for staff employees. ~~[See 3210 A and 3860 A.] [ed. 7-02, 12-04, 7-08, 6-09, rev. 7-03, ren. 7-08]~~

HI. VOLUNTARY SALARY REDUCTIONS. Individual requests to reduce one's salary or to reject an increased salary adjustment are discouraged. Should employees make such a request, they must provide a clearly stated reason and the reduction must be approved by the president.

Version History

Amended XXXX . Extensively revised to align with current practices.

Amended July 2021. Editorial changes.

Amended July 2009. Editorial changes to C and H.

Amended July 2008. The policy was revised to remove reference to classified exempt no longer used at the university.

Amended January 2005. Section G was rewritten to create sections G & H, and H became section I.

UI FACULTY-STAFF HANDBOOK

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3440: Compensation of Classified Employees

Amended July 2003. Revised A-3, A-4, B, C, C-1, C-2, C-3, C-7, C-8, and H. Editorial changes to F.

Amended July 2002. Revised C, C-1, C-2, C-3, and C-5. Editorial changes to C-7, D-2, F and H.

Amended July 1994.

Adopted 1979.



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 3420 FACULTY SALARIES**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Policy originator: Alistair Smith, FAC Chair

Policy sponsor, if different from originator: Torrey Lawrence, Provost

Reviewed by General Counsel: Yes No Name & Date: Karl Klein, 3/29/24

Comprehensive review? Yes No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.

Section E added detailing period of obligation and payroll schedule to align with deferred pay scheme.

2. **Fiscal Impact:** What fiscal impact, if any, will this change have?

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

This is part of a group of policy revisions being proposed to align with the new deferred pay scheme for faculty. The other policies are FSH 3120 Faculty Obligations during Period of Appointment and FSH 4620 Academic Calendars.

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.

FACULTY SALARIES

LAST REVISION: July 2019

A. Purpose. This policy addresses how faculty salaries and performance increases are determined and the schedule for faculty compensation.

B. Scope. This policy applies to all faculty.

AC. Market Compensation ~~compensation~~. Salaries shall be determined with reference to nationally validated market salary rates pursuant to a model developed in consultation with the faculty and shall be communicated annually.

BD. Performance Compensation ~~compensation~~. If funds are available for performance increases, the following process shall be followed for determining compensation for performance:

BD-1. Basis: Performance increases shall be based on the performance of responsibilities in the faculty member's position description. Faculty members must meet expectations in all areas of responsibility; excellence in any category of responsibility can be the basis for a performance increase.

BD-2. Recommendations: The relative number of faculty within units in a college shall be considered in determining the number of recommendations for each unit if the number of such recommendations is limited.

BD-3. Unit Administrator's Report: The unit administrator shall write a report to the dean recommending faculty for performance increases.

- a. The report shall briefly state the reasons for each recommendation and prioritize the recommendations.
- b. The recommendations shall be closely related to and supported by annual performance evaluations.
- c. The unit administrator may recommend how funds should be distributed.

BD-4. College Administrative Consultation: The dean shall confer with the unit administrators and other relevant faculty administrators regarding how to best allocate performance increases within the college to advance the strategic objectives of the units, college and university.

BD-5. College Recommendation: Based on the unit administrators' reports and the college administrative consultation, the dean shall recommend performance increases to the provost.

BD-6. Future Performance: Unit administrators and deans shall meet with any faculty member who wants to discuss their salary to encourage conversation about future performance.

E. Schedule of obligation and compensation. Faculty shall be paid in biweekly increments according to the University's payroll calendar.

E-1. Academic year appointees

- a. Academic year period of obligation and compensation. The period of obligation for academic year appointees is 39 weeks; however, payroll is distributed evenly over 20 pay periods.
- b. Summer period of obligation and compensation. The period of obligation and summer salary for academic year appointees shall be negotiated annually according to the needs of the University. The period of obligation and summer salary for academic year appointees shall be negotiated annually

according to the needs of the University, up to the maximum of 13 summer weeks (for years containing 26 pay periods) or 14 summer weeks (for rare years containing a 27th pay period).

E-2. Fiscal year appointees. The period of obligation for fiscal year appointees is 52 weeks and payroll is distributed evenly over 26 pay periods.

E-3. Adjustments to payroll schedule. Payroll schedules may be adjusted in years when the academic calendar does not align with a schedule of 26 pay periods (e.g., rare years containing a 27th pay period).

Version History

Amended July 2019. This section was completely rewritten to reflect current practices and ensure uniformity across all units.

Amended January 2009. Changes to this policy came about to simplify the forms, to include interdisciplinary activities, to tie AE to PD, and to connect to Strategic Action Plan goals.

Adopted 1979.



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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 4620 ACADEMIC CALENDARS**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Policy originator: Alistair Smith, FAC chair

Policy sponsor, if different from originator: Torrey Lawrence, Provost

Reviewed by General Counsel: Yes No Name & Date: Karl Klein 3/29/24

Comprehensive review? Yes No

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Calendar expanded to note important dates and deadlines; corresponding policy language updated.
- 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.
This is part of a group of policy revisions being proposed to align with the new deferred pay scheme for faculty. The other policies are FSH 3420 Faculty Salaries and FSH 3120 Faculty Obligations during Period of Appointment.
- 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

4620

ACADEMIC CALENDARS

LAST REVISION: January 2024

CONTENTS:

- A. Academic Calendar
- B. Planning Calendars

A. ACADEMIC CALENDAR. Each academic year includes two ~~16-week~~ semesters, a summer session between Spring and Fall Semesters, an intersession between Fall and Spring semesters, and short courses that fall within one of these standard sessions. The Fall semester ends shortly before Christmas; the Fall and Spring semesters together must include at least 160 instructional days, including the final-examination period. In each year there are 79 instructional days in the fall semester and 81 in the spring. Changes in the established pattern for the academic calendar require approval by the Faculty Senate and the university faculty.

B. PLANNING CALENDARS. For planning purposes, the pattern of the academic calendar ~~in effect for 2021-22~~ has been projected ~~through the year 2027-28~~ as shown ~~on the following page~~ in the link below. ~~In each year there are 79 instructional days in the fall semester and 81 in the spring.~~

[PDF: Academic Calendars](#)

Version History:

Amended January 2024. Revised to delay all dates for Fall 2025, Spring 2026, and Summer 2026 by one week.

Amended January 2019. Minor changes to fall term start dates for 2019 and 2026.

Amended January 2015. Updated and reformatted the calendar.

Amended July 2009. Changed Faculty Council to Faculty Senate.

Amended January 2009. Updated calendar.

Amended 2001. Added subsection D.

Amended February 1991. Modified subsection A, abolishing the requirement that regents approve all annual calendars.

Amended 1989. Updated summer scheduling.

Amended 1984. Updated summer scheduling.

Adopted 1979.

UI FACULTY-STAFF HANDBOOK
Chapter IV: ACADEMIC POLICIES AND REGULATIONS
Section 4620: Academic Calendars

January 2019

Academic YR Calendar – Summer Start	2024-2025	2025-26	2026-27	2027-28
	2024	2025	2026	2027
Summer session contract begins	Sun, May 12	Sun, May 11	Sun, May 17	Sun, May 16
Summer session classes begin	Mon, May 13	Mon, May 12	Mon, May 18	Mon, May 17
Memorial Day (closed)	Mon, May 27	Mon, May 26	Mon, May 25	Mon, May 31
Summer session classes end	Fri, Aug 2	Fri, Aug 1	Fri, Aug 7	Fri, Aug 6
Summer session grades due	Tue, Aug 6	Tue, Aug 5	Tues, Aug 11	Tues, Aug 10
Summer session contract ends	Sat, Aug 10	Sat, Aug 9	Sat, Aug 15	Sat, Aug 14
Juneteenth (closed)	Wed, June 19	Thurs, June 19	Fri, June 19	Fri, June 18
Fiscal YR contract begins	Sun, Jun 23	Sun, June 22	Sun, June 21	Sun, June 20
Independence Day (closed)	Thurs, July 4	Fri, July 4	Fri, July 3	Mon, July 5
Academic YR & fall semester contract begins	Sun, Aug 11	Sun, Aug 17	Sun, Aug 16	Sun, Aug 15
Payroll Date	Sun, Aug 4	Sun, Aug 3	Sun, Aug 9	Sun, Aug 8
Fall semester classes begin	Mon, Aug 19	Mon, Aug 25	Mon, Aug 24	Mon, Aug 23
Labor Day (closed)	Mon, Sept 2	Mon, Sept 1	Mon, Sept 7	Mon, Sept 6
Fall recess begins	Mon, Nov 25	Mon, Nov 24	Mon, Nov 23	Mon, Nov 22
Fall recess ends	Fri, Nov 29	Fri, Nov 28	Fri, Nov 27	Fri, Nov 26
Fall commencement	Sat, Dec 7	Sat, Dec 13	Sat, Dec 12	Sat, Dec 11
Fall finals begin	Mon, Dec 9	Mon, Dec 15	Mon, Dec 14	Mon, Dec 13
Fall finals end	Fri, Dec 13	Fri, Dec 19	Fri, Dec 18	Fri, Dec 17
Fall final grades due	Tue, Dec 17	Tue, Dec 23	Tue, Dec 22	Tue, Dec 21
Fall semester contract ends	Dec 14	Dec 20	Dec 19	Dec 18
Winter intersession begins	Sat, Dec 14	Sat, Dec 20	Sat, Dec 19	Sat, Dec 18
	2025	2026	2027	2028
Winter intersession ends	Tue, Jan 7	Tue, Jan 13	Tues, Jan 12	Tues, Jan 11
Spring semester contract begins	Mon, Jan 6	Mon, Jan 12	Mon, Jan 11	Mon, Jan 10
Spring semester classes begin	Wed, Jan 8	Wed, Jan 14	Wed, Jan 13	Wed, Jan 12
Martin Luther King Jr. Day (closed)	Mon, Jan 20	Mon, Jan 19	Mon, Jan 18	Mon, Jan 17
President’s Day (closed)	Mon, Feb 17	Mon, Feb 16	Mon, Feb 15	Mon, Feb 21
Spring recess begins	Mon, Mar10	Mon, Mar 16	Mon, Mar 15	Mon, Mar 13
Spring recess ends	Fri, March 14	Fri, March 20	Fri, Mar 19	Fri, Mar 17
Spring finals begin	Mon, May 5	Mon, May 11	Mon, May 10	Mon, May 8
Spring finals end	Fri, May 9	Fri, May 15	Fri, May 14	Fri, May 12
Spring commencement	Sat, May 10	Sat, May 16	Sat, May 15	Sat, May 13
Academic YR & spring semester contract ends	Sat, May 10	Sat, May 23	Sat, May 22	Sat, May 20
Payroll Date /Pay Period #11 for 2024-25; Pay Period end #12	Sat, May 10	Sat, May 23	Sat, May 22	Sat, May 20
Spring final grades due	Tue, May 13	Tue, May 19	Tues, May 18	Tues, May 16
Fiscal YR contract ends	Sat, Jun 21	Sat, June 20	Sat, Jun 19	Jun 18

Academic YR Calendar – Summer Start	2028-29	2029-30	2030-31	2031-32
	2028	2029	2030	2031
Summer session contract begins	Sun, May 14	Sun, May 13	Sun, May 12	Sun, May 11
Summer session classes begin	Mon, May 15	Mon, May 14	Mon, May 13	Mon, May 12
Memorial Day (closed)	Mon, May 29	Mon, May 28	Mon, May 27	Mon, May 26
Summer session classes end	Fri, Aug 4	Fri, Aug 3	Fri, Aug 2	Fri, Aug 1
Summer session grades due	Tue, Aug 8	Tue, Aug 7	Tues, Aug 6	Tues, Aug 5
Summer session contract ends	Sat, Aug 10	Sat, Aug 9	Sat, Aug 15	Sat, Aug 14
Juneteenth (closed)	Mon, June 19	Tues, June 19	Wed, June 19	Thurs, June 19
Fiscal YR contract begins	Sun, Jun 23	Sun, Jun 22	Sun, Jun 21	Sun, Jun 20
Independence Day (closed)	Tues, July 4	Wed, July 4	Thurs, July 4	Fri, July 4
Academic YR & fall semester contract begins	Sun, Aug 13	Sun, Aug 12	Sun, Aug 11	Sun, Aug 17
<i>Payroll Date / Pay Period begin #19</i>	Sun, Aug 4	Sun, Aug 12	Sun, Aug 11	Sun, Aug 10
Fall semester classes begin	Mon, Aug 21	Mon, Aug 20	Mon, Aug 19	Mon, Aug 25
Labor Day (closed)	Mon, Sept 4	Mon, Sept 3	Mon, Sept 2	Mon, Sept 1
Fall recess begins (closed)	Mon, Nov 20	Mon, Nov 19	Mon, Nov 25	Mon, Nov 24
Fall recess ends	Fri, Nov 24	Fri, Nov 23	Fri, Nov 29	Fri, Nov 28
Fall commencement	Sat, Dec 9	Sat, Dec 8	Sat, Dec 7	Sat, Dec 13
Fall finals begin	Mon, Dec 11	Mon, Dec 10	Mon, Dec 9	Mon, Dec 15
Fall finals end	Fri, Dec 15	Fri, Dec 14	Fri, Dec 13	Fri, Dec 19
Fall final grades due	Tue, Dec 19	Tue, Dec 18	Tue, Dec 17	Tue, Dec 23
Fall semester contract ends	Fri, Dec 16	Fri, Dec 15	Fri, Dec 14	Fri, Dec 20
Winter intersession begins	Sat, Dec 16	Sat, Dec 15	Sat, Dec 14	Sat, Dec 20
	2029	2030	2031	2032
Winter intersession ends	Tue, Jan 9	Tue, Jan 8	Tues, Jan 7	Tues, Jan 13
Spring semester contract begins	Mon, Jan 7	Sun, Jan 6	Sun, Jan 5	Sun, Jan 11
Spring semester classes begin	Wed, Jan 10	Wed, Jan 9	Wed, Jan 8	Wed, Jan 14
Martin Luther King Jr. Day	Mon, Jan 15	Mon, Jan 21	Mon, Jan 20	Mon, Jan 19
President's Day	Mon, Feb 19	Mon, Feb 18	Mon, Feb 17	Mon, Feb 16
Spring recess begins	Mon, Mar 12	Mon, Mar 11	Mon, Mar 10	Mon, Mar 15
Spring recess ends	Fri, March 16	Fri, March 15	Fri, Mar 14	Fri, Mar 19
Spring finals begin	Mon, May 7	Mon, May 6	Mon, May 5	Mon, May 10
Spring finals end	Fri, May 11	Fri, May 10	Fri, May 9	Fri, May 14
Spring commencement	Sat, May 12	Sat, May 11	Sat, May 10	Sat, May 15
Academic YR & spring semester contract ends	Sat, May 12	Sat, May 11	Sat, May 10	Sat, May 15
<i>Payroll Date / Pay Period end #12</i>	Sat, May 19	Sat, May 18	Sat, May 17	Sat, May 15
Spring final grades due	Tue, May 15	Tue, May 14	Tues, May 13	Tues, May 18
Fiscal YR contract ends	Sat, Jun 21	Sat, June 20	Sat, Jun 19	Sat, Jun 24



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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 3120 FACULTY OBLIGATIONS DURING PERIOD OF APPOINTMENT**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Policy originator: Alistair Smith, FAC chair

Policy sponsor, if different from originator: Torrey Lawrence, Provost

Reviewed by General Counsel: Yes No Name & Date: Karl Klein, 3/29/24

Comprehensive review? Yes No

- Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Section D-2 revised to clarify work and pay schedule for academic year appointments. Sections D-4 expanded and revised to clarify summer session obligations of faculty with academic year appointments.
- Fiscal Impact:** What fiscal impact, if any, will this change have?
AY faculty working on non-teaching duties during summer session are eligible to receive a contract for the outside-of-contract period if the work exceeds .125 FTE in a pay period. Additional responsibilities and assignments of a more permanent nature may be considered justification for adjustment of the employee’s contracted salary or responsibilities during the academic year, rather than justification for supplemental compensation.
- Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
This is part of a group of policy revisions being proposed to align with the new deferred pay scheme for faculty. The other policies are FSH 3420 Faculty Salaries and FSH 4620 Academic Calendars.
- 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.

3120

FACULTY OBLIGATIONS DURING PERIOD OF APPOINTMENT

LAST REVISION: 2020

CONTENTS:

A. ~~A.~~ Purpose

B. Scope

C. Periods of Appointment

D. ~~B. D.~~ Service Obligation

A. PURPOSE. This policy sets forth the obligations of faculty during their periods of appointment.

B. SCOPE. This policy applies to all faculty at the University of Idaho.

CA. PERIODS OF APPOINTMENT. Professional academic personnel are regularly appointed for service either (1) during the academic year (in this context, the "academic year" encompasses the nine full months ending the day after the close of the spring semester) or (2) for the fiscal year beginning on July 1. Faculty salaries are detailed in FSH 3420.

DB. SERVICE OBLIGATION:

DB-1. Service and ~~Faculty-faculty Workloads~~workloads. Assignments of duties to academic personnel are made by college deans (FSH 1420 D) and departmental administrators (FSH 1420 E) in such a way that the schedule of course offerings will permit each student to complete his or hertheir curriculum in the time prescribed in the catalog and so that the research and service functions of the college and department can be carried out. Full-time appointments assume full-time service, but faculty members may engage in outside consulting as provided in FSH 3260.

DB-2. Academic-~~Year-year a~~Appointments (see FSH 3710 B-1.-c). Academic-year appointees are liable for duty assignments and are accountable for their service to UI throughout the nine-month period specified in A. This period normally begins before the official opening of the fall semester and before the date that is set by the appointee's dean for mandatory return to on-campus duty. These employees may, alternatively, be permitted to account for service during some mutually agreed different, but equivalent, period (i.e., to engage in research, prepare for classes, advise students, participate in new-student orientation, or perform similar academic functions). The work period for academic year appointments falls within 19.5 bi-weekly pay periods and faculty with this type of appointment will be compensated over 20 bi-weekly pay periods.

DB-3. Fiscal-~~Year-year a~~Appointments (see FSH 3710 B-1.-b). Fiscal-year appointees are obligated to perform services for UI throughout the year. Taking eligibility for vacation leave into account, this amounts to approximately 11 months of service each year.

DB-4. Summer ~~s~~Session ~~Appointments~~obligations for faculty with academic year appointments:

a. In general. Summer and other off-contract activities are not required for University of Idaho faculty. With or without additional compensation, agreeing to perform any duties outside of the normal academic calendar is entirely optional and at the discretion of each individual faculty. Faculty should consult with their associated advisory committees on efforts related to expectations under FSH 3500 but are not required to use off-contract time to meet those expectations. Regardless of whether a summer appointment exists, academic year faculty retain access to essential University services such as email, access to their respective offices, and, where applicable, access to research facilities, outside the normal academic calendar.

b. Changes in academic policy and procedure. Administrators should, if possible, avoid using the time outside of

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the contract term for academic-year faculty to engage in decision making processes that significantly affect faculty and in which academic-year faculty would normally participate if the processes occurred during the academic year. Administrators should use forethought and sensitivity in asking faculty to devote any time outside of their contract terms for institutional outreach and service, whether compensated or not. They should be especially mindful of actual or perceived imbalances of power between them and faculty members arising from the latter's degree of job security, time at the University, tenure or non-tenure status, or belonging to any group protected by the University's anti-discrimination policies.

c. Summer session **teaching obligations for academic year** appointments

1.

Summer session teaching appointments. Full-time summer appointments generally call for a basic teaching load of six or seven credits during eight weeks of service. These summer appointments are entirely optional. If the basic teaching load is less than six credits or requires less than eight weeks of service, the summer salary may be prorated accordingly. In addition to the basic teaching load of six or seven credits, faculty load may be increased by the assignment of students registered for research and thesis, directed study, etc. ~~Furthermore, faculty members on summer appointment are expected to perform other routine duties, such as student advising and committee work.~~

2.

-**Selection of summer session teaching faculty.** The selection of faculty members to teach during summer session is based on program needs. In some cases it may be desirable to appoint ~~visiting temporary~~ faculty instead of resident faculty members.

3. -**Timeline for summer session teaching appointments.** Summer appointments are made as soon as practicable following final development of the summer program. This generally means that a faculty member may be approached by the departmental administrator or dean as early as the preceding September to ascertain ~~his or her~~ the faculty member's interest in teaching during the following summer session. The plan for the summer program is generally completed by February 1, and recommendations for summer appointments are normally submitted to the president in March or April.

d. Summer session **non-teaching appointments for academic-year faculty**

1. Faculty working on non-teaching duties such as unit, college, or university committee assignments, recruitment initiatives, outreach, extension, administration, sponsored projects, etc., are eligible to receive a contract for the outside-of-contract period if the work is above .125 FTE in a pay period.

2. Additional responsibilities and assignments of a more permanent nature may be considered justification for adjustment of the employee's contracted salary or responsibilities during the academic year, rather than justification for supplemental compensation.

Version History

Amended 2020. Moved 3240 Section A: Faculty Workloads, which was already cross-referenced with 3120 B, to that

UI FACULTY-STAFF HANDBOOK

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section, which also necessitated some renumbering within that section.

Amended January 2012. Editorial changes.

Amended July 2002. Section C was removed with approval of new language in 3480.

Amended July 2000. Editorial changes.

Adopted July 1979.



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 4120 CATALOG CHANGE PROCEDURES**

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 on Undergraduate Academic Certificate in Sustainability

Policy sponsor, if different from originator: Torrey Lawrence, Provost

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.

Revision is proposed to include “university-wide interdisciplinary committees” as bodies with authority to initiate and submit curriculum changes to UCC (in addition to units and colleges) for programs that involve multiple colleges. This is necessary for logical and proper faculty control and maintenance of curriculum for interdisciplinary programs delivered by faculty across many colleges. Faculty Senate will be the “gatekeeper” for the establishment and oversight of committees empowered by this addition to the language of FSH 4120. Because university-wide programs are relatively rare, similar requests for the creation of other interdisciplinary curriculum committees will likely be rare as well for the foreseeable future. The proposed additions have been reviewed and contributed to 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.

No other policies are impacted, however, the University Committee for General Education has always acted as the defacto curriculum body for general education and this addition to 4120 would codify that authority more clearly as well.

In a companion request, the the Ad-Hoc University-wide Faculty Committee for the Academic Certificate in Sustainability is also proposing changes to FSH 1640 to create and

describe a standing committee to initiate and maintain catalog changes for the Sustainability Certificate.

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.

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, the proposal shall be submitted to the appropriate university-level interdisciplinary committee for approval following the committee's curricular approval procedures.

b. Following ~~unit and college~~ approval by the unit and college or by the interdisciplinary committee, 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.

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.

di. If the UCC Secretary ~~timely~~ 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.

eii. 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 [unit proposal originator](#) for further consideration.

iiif. 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, the proposal shall be submitted to the appropriate university-level interdisciplinary committee for approval following the committee's curricular approval procedures.

b. Following ~~unit and college~~ approval by the unit and college or by the committee, the college or committee 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 [unit 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.

if. If the Faculty Secretary ~~timely~~ 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.

gii. 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.

hiii. 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 2022. Moved catalog change procedures into this policy from FSH 1540; simplified approval process.

Amended 2001. 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 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: Erin James (chair) and Karen Humes (member), Ad-Hoc Faculty Committee on Undergraduate Academic Certificate in Sustainability

Policy sponsor, if different from originator: Torrey Lawrence, Provost

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 September 2023, the Faculty Senate approved the creation of an Ad-Hoc University-wide Faculty Committee for the Undergraduate Academic Certificate in Sustainability. The purpose of that committee was to serve as the curriculum body for developing the initial curriculum for the university-wide certificate, including the solicitation/review of courses and submission of the proposed curriculum to UCC. The curriculum includes courses from nine colleges. Now that the certificate has been fully approved and students will be able to enroll starting in July 2024, we are requesting that a standing committee be created to maintain, review and assess the university-wide undergraduate certificate. The proposed language does refer to the possibility of the standing committee creating another certificate, because there have been requests to develop a similar university-wide certificate at the graduate level.

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.

The functions, structure and membership of the proposed committee are similar (but not identical) to that of the University Committee on General Education.

As a companion to this request, an accompanying request for revision of FSH 4120 (Catalog Change Procedures) adds the terms “university-level interdisciplinary committee” to the list of

entities empowered to propose curriculum changes to UCC. The proposed edits to FSH 4120 have been reviewed and contributed to by the policy owner.

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 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.



POLICY COVER SHEET

For instructions on policy creation and change, please see
<https://sitecore.uidaho.edu/governance/policy>.

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **FSH 5800 MALIGN FOREIGN TALENT RECRUITMENT PROGRAMS**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Originator: Kay Dee Holmes, Assistant Director Research Integrity

Policy Sponsor, if different from Originator: Chris Nomura, VPRED

Reviewed by General Counsel Yes No Name & Date: Manisha Wilson 3/26/2024

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.

Department of Defense policies require universities to have a written policy in place regarding malign foreign talent recruitment programs in order to receive DOD funding.

- 2. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

Unclear although not likely to have a fiscal impact. The policy requires research security training for individuals on federally funded R&D awards. Training is available for free on the NSF website or through a paid license to CITI Program. ORED is looking into the possibility of incorporating the free training on the NSF website into an internal system.

- 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 6240 and FSH 5600

- 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. This policy needs to be effective by July 1, 2024 because the DOD requires universities to have a policy in place by August 8, 2024. Starting August 8, 2024, DOD is prohibited from providing funding or making an award to a university that does not have a policy addressing malign foreign talent recruitment programs. NSF will start implementing the disclosures required under this policy in May 2024. NSF does not require a written policy like DOD but the NSF requirements have been incorporated into this policy.

FSH 5800

Malign Foreign Talent Recruitment Programs

A. Purpose. This policy implements the requirements stated in 42 U.S.C. § 19231 and provides notice that Covered Individuals participating in a Malign Foreign Talent Recruitment Program are prohibited from involvement in certain federally funded awards. This policy reaffirms that a University employee may be required to disclose that employee's involvement in a Foreign Talent Recruitment Program or Malign Foreign Talent Recruitment Program under FSH 6240 or FSH 5600.

B. Scope. This policy applies to University employees that are Covered Individuals.

C. Definitions.

C-1. "Covered Individual" means:

1. A principal investigator and other senior/key personnel seeking or receiving federal research and development funding; or
2. an individual who (a) contributes in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with a research and development award from a federal research agency; and (b) is designated as a covered individual by the federal research agency concerned; or
3. an individual on a proposal or award funded in whole or in part by the Department of Defense who (a) contributes significantly to the design or execution of a fundamental research project, and (b) is considered essential to the successful performance of the fundamental research project.

C-2. "Foreign Government-sponsored Talent Recruitment Program" or "FGTRP" means an effort organized, managed, or funded by a foreign government, or a foreign government instrumentality or entity, to recruit science and technology professionals or students (regardless of citizenship or national origin, or whether having a full-time or part-time position). See section H for a list of activities that are not a FGTRP.

- a. Some FGTRPs operate with the intent to import or otherwise acquire from abroad, sometimes through illicit means, proprietary technology or software, unpublished data and methods, and intellectual property to further the military modernization goals or economic goals of a foreign government.
- b. Many, but not all, programs aim to incentivize the targeted individual to relocate physically to the foreign state for the above purpose. Some programs allow for or encourage continued employment at United States research facilities or receipt of federal research funds while concurrently working at or receiving compensation from a foreign institution, and some direct participants not to disclose their participation to United States entities.
- c. Compensation could take many forms including cash, research funding, complimentary foreign travel, honorific titles, career advancement opportunities, promised future

compensation, or other types of remuneration or consideration, including in-kind compensation.

C-3. “Malign Foreign Talent Recruitment Program” or “MFTRP” means any program, position, or activity that includes one or more of the following:

- a. engaging in the unauthorized transfer of intellectual property, materials, data products, or other nonpublic information
- b. recruitment of trainees or researchers to enroll in such program, position, or activity
- c. establishing a laboratory or entity in violation of the standard terms and conditions of a Federal research award
- d. accepting a faculty position, or undertaking any other employment or appointment in violation of the standard terms and conditions of a Federal research award
- e. being unable to terminate the foreign talent recruitment program contract or agreement except in extraordinary circumstances
- f. being limited in the capacity to carry out a Federal research award
- g. requirement to engage in work that overlaps or duplicates a federal research award
- h. requirement to apply for and successfully receive funding from the sponsoring foreign government’s funding agencies with the sponsoring foreign organization as the recipient
- i. requirement to omit acknowledgment of the US home institution and/or the federal funding agency
- j. requirement not to disclose participation of such individual in such program, position, or activity
- k. having a conflict of interest or conflict of commitment contrary to Federal research award

and is sponsored by one of the following:

- a. a foreign country of concern or entity based in a foreign country of concern as defined in [42 USC §19237](#)(2) and (3)
- b. an academic institution on [the list developed](#) under 1286(c)(8) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019
- c. a foreign talent recruitment program on [the list developed](#) under 1286(c)(9) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.

D. Policy

D-1. Prohibited activity. A Covered Individual is prohibited from participating in a MFTRP.

D-2. Certification required in a proposal and annually by covered individuals. A University employee who is a Covered Individual on a proposal shall certify in the proposal that they are not party to a MFTRP. Covered Individuals shall certify annually for the duration of a qualifying award that they are not party to a MFTRP.

E. Consequences for false certifications. False certifications or representations under this policy by a Covered Individual may result in discipline according to University policy or prosecution and liability pursuant to, but not limited to, 18 USC §§ 287, 1001, 1031, and 31 USC §§ 3729-3799 and 38002.

F. Research security training requirement.

F-1. Training before proposal submission. A Covered Individual submitting a proposal for a fundamental research project from the Department of Defense or a research and development project from another federal agency is required to have complete research security training within one year of the proposal due date. The proposal may not be submitted unless the research security training has been completed.

F-2. Refresher training. A Covered Individual may need to repeat research security training if required by the federal funding agency.

G. Disclosures by non-Covered Individuals

G-1. Disclosures required by all University employees. All University employees must disclose their participation in a FGTRP or MFTRP to the University as required by FSH 6240. Disclosures shall be reviewed and managed as stated in FSH 6240.

G-2. Disclosures required by investigators as defined in FSH 5600. In addition to G-1, a University employee who is an “Investigator,” as defined in FSH 5600, must disclose their participation in a FGTRP or MFTRP. Disclosures shall be reviewed and managed as stated in FSH 5600.

H. Activities that are not FTRP

H-1. The following international collaboration activities do not constitute a FGTP as long as the activity is not funded, organized or managed by an academic institution or foreign talent recruitment program on [the list developed](#) under 1286(c) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.

a. Scholarly presentations and publishing written materials regarding scientific information not otherwise controlled under current law;

b. Participating in international conferences or other international exchanges, research projects, or programs that involve open and reciprocal exchange of scientific information, and which are aimed at advancing international scientific understanding and not otherwise controlled under current law;

c. Advising a foreign student enrolled at an institution of higher education or writing a recommendation for such a student, at student’s request; and

d. Engaging in the following international activities:

1. Activities that are partly sponsored or otherwise supported by the United States such as serving as a government appointee to the board of a joint scientific fund (e.g., the U.S.-Israel Binational Industrial Research and Development Foundation); providing advice to or otherwise participating in international technical organizations, multilateral scientific organizations, and standards setting bodies

(e.g., the International Telecommunications Union, Intergovernmental Panel on Climate Change, etc.); participating in a Fulbright Commission program funded in whole or in part by a host country government; or other routine international scientific exchanges and interactions such as providing invited lectures or participating in international peer review panels.

2. Involvement in national or international academies or professional societies that produce publications in the open scientific literature that are not in conflict with the interests of the federal research agency (e.g., membership in the Pontifical Academy of Sciences or The Royal Society).
3. Taking a sabbatical, serving as a visiting scholar, or engaging in continuing education activities such as receiving a doctorate or professional certification at an institution of higher education (e.g., the University of Oxford, McGill University) that are not in conflict with interests of the federal research agency.
4. Receiving awards for research and development which serve to enhance the prestige of the federal research agency (e.g., the Nobel Prize).
5. Other international activities determined appropriate by the federal research agency head or designee.

I. Contact Information

I-1. Contact the Office of General Counsel with questions about disclosures made by university employees under FSH 6240.

I-2. Contact the Research Conflict of Interest Coordinator at uifcoi@uidaho.edu with questions about disclosures required by Investigators under FHS 6500.

I-3. Contact the Undue Foreign Influence Coordinator at ored-export@uidaho.edu with questions about disclosures required by Covered Individuals.

J. Related Policies

- FSH 3170 – University Ethics
- FSH 5600 – Financial Disclosures
- FSH 6240 – Conflicts of Interest or Commitment



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 3490 GENERAL SALARY INFORMATION**

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: Brandi Terwilliger

Policy sponsor, if different from originator: Brian Foisy

Reviewed by General Counsel: x__Yes __No Name & Date: Karl Klein, 12/7/23

Comprehensive review? _x_Yes __No

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Nonpolicy information removed.
- 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.
APM 55.05
- 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.

3490 - General Salary Information

Owner:

- **Name:** Brandi Terwilliger
- **Position:** Director of Human Resources
- **Email:** brandit@uidaho.edu

Last updated: July 01, 2009

A. SALARY INFORMATION IS PUBLIC. The salaries of UI employees are public information and that information may be obtained through the University Library (Department of Special Collections and Archives).

B. DISTRIBUTION OF PAYCHECKS.

B-1. Effective August 1, 2000, newly hired employees will need to designate a bank of their choice to which they authorize direct deposit of their paycheck. Information on procedures is provided at ~~New Employee Orientation and also in the Administrative Procedures Manual~~ [55.05](#).

B-2. Paychecks for employees hired before August 1, 2000 will ~~continue to be~~ **mailed available at the cashier's window in Business Systems and Accounting Services on the day Thursday before** the last working day of each biweekly payroll period following the period in which the payroll was earned (i.e. two weeks after the end of the pay period during which the payroll was earned.) If the last day of a payroll period is a holiday, checks will ~~be mailed the day before the pay day. be available on the next working day.~~

C. INCOME TAX WITHHOLDING. In accordance with federal and state laws, income tax is withheld from the salaries and wages of UI employees. Each employee is responsible for filing a W-4 online in Vandalweb.n exemption certificate at Human Resources.

D. W2 forms Statements of withholdings for income tax (W-2) are available about the third week in January; those for salaried ~~on campus employees~~ are sent to departments for distribution, and temporary help employees and off campus employees ~~will be mailed to the W2 address in the Banner system. pick theirs up at the cashier's window in Business Systems and Accounting Services.~~ When leaving the employ of UI, employees should furnish the Payroll Office the address to which the W-2 form is to be mailed.

Commented [B1]: Not a UI Policy, but a federal requirement



POLICY COVER SHEET

For instructions on policy creation and change, please see <https://sitecore.uidaho.edu/governance/policy>.

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **FSH 1640.36 DISMISSAL HEARING COMMITTEE**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Originator: Kristin Haltinner, Chair Committee on Committees

Policy Sponsor, if different from Originator: Torrey Lawrence, Provost

Reviewed by General Counsel ___ Yes ___x___ No Name & Date:

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.

The committee members requested that the Committee on Committees add language so that people serving on the committee are aware of the potential for summer meetings. This notification is a standard practice with/on other committees.

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

UI FACULTY-STAFF HANDBOOK

Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1640: Committee Directory

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 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.

University of Idaho

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Faculty/Staff Handbook [FSH] XX Addition Revision* Deletion* Emergency
Minor Amendment
Chapter & Title: FSH3480 Compensation for Service in Addition to Regular Duties

Administrative Procedures Manual [APM] Addition Revision* Deletion* Emergency
Minor Amendment
Chapter & Title: _____

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Comprehensive Review Was Conducted
Originator(s):

Telephone & Email:

Brandi Terwilliger 4/11/2023
Name Date
885-3008 brandit@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Brian Foisy 4-11-23
Name Date
885-7590 brianfoisy@uidaho.edu

Reviewed by General Counsel Yes No Name & Date: Kim Rytter on 4/10/23

- I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual. a. **Minor clarification edits.** Confirmed changes with Provost Office. b. FAC also made suggested revisions (in brown text).
- II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None
- II. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
- IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: _____

Policy Coordinator
Appr. & Date:

[Office Use Only]

APM

F&A Appr.: _____
[Office Use Only]

FSH

Appr. _____
FC _____
GFM _____
Pres./Prov. _____

[Office Use Only]

Track # _____
Date Rec.: _____
Posted: t-sheet _____
 h/c _____
 web _____
Register: _____
 (Office Use Only)

3480 - Compensation for Service in Addition to Regular Duties

Last updated: ~~July 01, 2021~~

A. The president or designee may request a UI exempt employee or faculty member to perform responsibilities or provide services beyond the scope of ~~his or her~~the employee's primary appointment. The president or designee can authorize payments in addition to regular salary and these payments must be reported to the regents in a semi-annual report. See [RGP II.C.4.](#), [RGP II.F.2.](#), [RGP II.G.2.](#) Deans and other administrative officers are responsible for ensuring that required approvals have been granted for employees receiving additional compensation for service that is not part of the employee's position description. See FSH 3120 for faculty obligations during periods of appointment and summer session.

B. ~~For faculty the~~the following activities are considered additional duties subject to this policy:

~~B-1. Employees~~ Teaching during the intersession between fall and spring semesters.

~~B-2. Employee p~~Participation in short-term programs, such as symposiums and conferences, sponsored by UI colleges or departments.

~~B-23. Employees~~ Teaching continuing-education courses or for grading correspondence-study courses when such activities are not a part of their regularly assigned responsibilities. No combination of continuing-education or other teaching overloads is to impose a total requirement on the employee's time that is greater than about one additional day a week (exclusive of periods of vacation leave or legal holidays).

~~B-34.~~ Services to UI that are clearly beyond the employee's assigned duties and are not performed on days for which the employee is paid for regular duties. Such services are subject to the limitations on private consulting stated in FSH [3260](#). In addition, prior approval by the employee's departmental administrator must include a certification that:

- a. ~~T~~he work to be performed is an overload,
- b. ~~W~~ork schedules cannot be rearranged to include the work in the employee's regular duties, and
- c. ~~N~~o other qualified UI personnel are available to do the work as a part of their regular duties.

See FSH 3440 for policies regarding compensation for classified staff performing service in addition to regular duties.

Version History

Amended July 2021. Editorial changes.

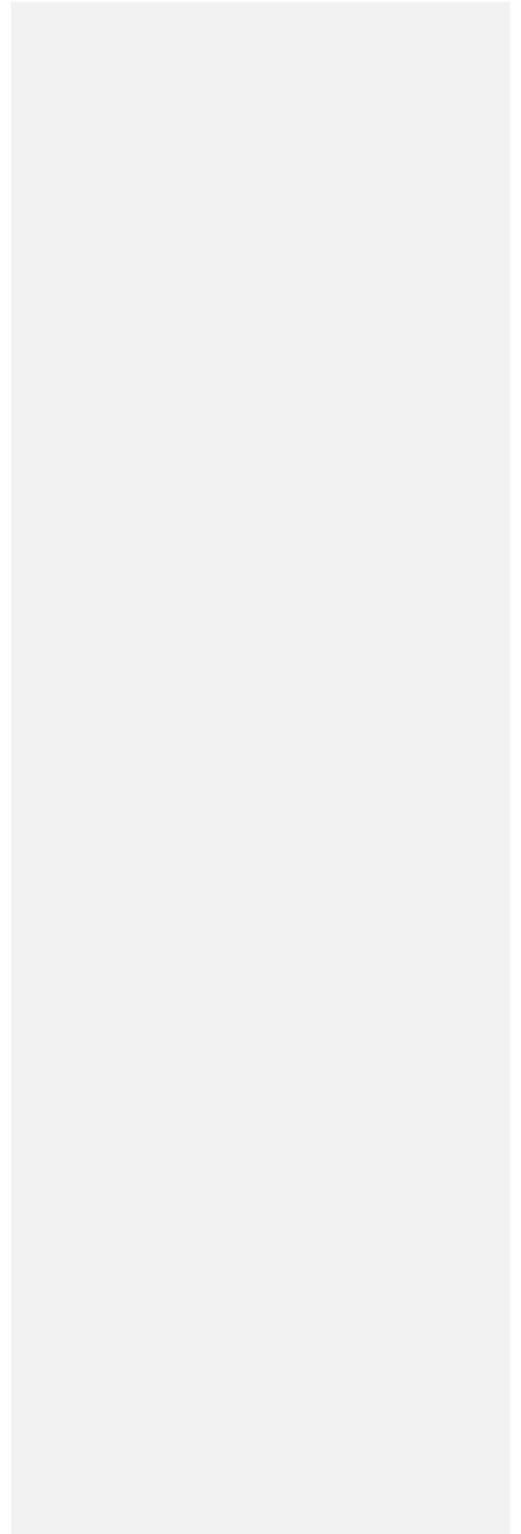
Commented [AS1]: FAC proposed to strike this as its already encapsulated in B-4.

Amended January 2007. Editorial changes.

Amended July 2002. Revised to incorporate regents' policy changes.

Amended July 1988. Revised to clarify what needed regents' approval.

Adopted 1979.



First-Year Admission Requirements

First-year applicants who graduated from high school prior to 1995 must meet the requirements in effect for their graduation year. A degree-seeking applicant applying directly from high school or with fewer than 14 semester credits of transferable college work earned after high school graduation must complete the following:

- 1) Submit high school GPA.
 - a) New first-year applicants with a cumulative GPA of 3.0 or higher are automatically admitted and are not required to submit test scores.
 - b) Applicants with cumulative GPAs of 2.30-2.59 will be admitted through the Vandal Gateway Program.
 - c) Applicants with a GPA below 2.30 are welcome to appeal through our Admissions Committee.
- 2) Submit ACT, SAT, or ISAT test score.
 - a) New first-year applicants that are Idaho residents achieving scores of 3 or higher on both the ISAT Math and Literacy tests are automatically admitted regardless of GPA.
 - b) New first-year applicants with a cumulative GPA between 2.60-2.99 must submit an ACT or SAT test scores. Applicants not submitting an ACT or SAT test score must go through our Admissions Committee.
 - c) Every applicant who has a test score (ACT, SAT, or ISAT) is encouraged to provide it for admission. Providing a test score assists in class placement and may make an applicant eligible for certain scholarship opportunities.

High School GPA	ACT Composite	SAT Verbal + Math	ISAT Math + Literacy
Any GPA	N/A	N/A	≥ Level 3 + 3
3.00-4.00	Test score not required	Test score not required	Test score not required
2.60-2.99*	15+	740+	N/A
2.30 -2.59*	Test score not required	Test score not required	N/A

*Students with a 2.60-2.99 GPA and an ACT <15 or SAT <740 will be admitted to the Vandal Gateway Program. Students with a 2.30-2.59 GPA will be admitted to the Vandal Gateway Program regardless of test scores.

First-Year Admission Requirements

First-year applicants who graduated from high school prior to 1995 must meet the requirements in effect for their graduation year. A degree-seeking applicant applying directly from high school or with fewer than 14 semester credits of transferable college work earned after high school graduation must complete the following:

1) Submit high school GPA.

a) New first-year ~~students~~ applicants with a cumulative GPA of 3.0 or higher are automatically admitted and are not required to submit test scores.

b) Applicants with cumulative GPAs of 2.30-2.59 will be admitted through the Vandal Gateway Program.

~~b)c)~~ Applicants with a GPA below 2.30 are welcome to appeal through our Admissions Committee.

2) Submit ACT, ~~or~~ SAT, or ISAT test scores.

a) New first-year applicants that are Idaho residents achieving scores of 3 or higher on both the ISAT Math and Literacy tests are automatically admitted regardless of GPA.

~~e)b)~~ New first-year applicants with a cumulative GPA between 2.60-2.99 must submit an ACT or SAT test scores. Applicants not submitting an ACT or SAT test score must go through our Admissions Committee. ~~who do not provide test scores will automatically be considered for admission if their cumulative unweighted GPA is 2.60-4.00. Those who have cumulative~~

~~d)c) ___ GPAs of 2.30–2.59 who do not have test scores will be~~

~~e)d) ___ admitted through the Vandal Gateway Program.
Students in~~

~~e) this GPA range are also welcome to appeal through
our Admissions Committee.~~

2)f) ___ Every applicant student who has a test score (ACT, SAT, or ISAT) is encouraged to provide it for admission ~~as well as class placement.~~ Providing a test score assists in class placement and may make an applicant eligible for certain scholarship opportunities.

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3) ~~Graduate from a regionally accredited high school with a combination of cumulative GPA¹ and test scores² as defined in the following table:~~

High School GPA	ACT Composite	SAT Evidence-Based Reading & Writing + Math Verbal + Math	SAT Critical Reading + Math Math + Literacy
Any GPA	N/A Any test score	N/A	≥ Level 3 + 3
3.00 – 4.00	Test score not required	Test score not required Any test score	Test score not required Any test score
2.60 – 2.99*	Any test score 15+	Any test score 740+	Any test score N/A
2.50 – 2.59	17–36	910–1600	830–1600
2.40 – 2.49	19–36	990–1600	910–1600
2.30 – 2.59*	Test score not required 21–36	Test score not required 1070–1600	N/A 990–1600
2.20 – 2.29	23–36	1140–1600	1070–1600

*Students with a 2.60-2.99 GPA and ACT <15 or SAT <740 will be admitted to the Vandal Gateway Program. Students with a 2.30-2.59 GPA will be admitted to the Vandal Gateway Program regardless of test scores.



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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 30.18 CHANGE MANAGEMENT**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Policy originator: Teresa Amos

Policy sponsor, if different from originator: Dan Ewart, CIO

Reviewed by General Counsel: X Yes __No Name & Date: Manisha Wilson, 1/9/24

Comprehensive review? n/a __Yes __No

- Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
This policy establishes the mechanism for verifying and approving changes to university managed technology resources.

Changes to information systems are required on both a regular and emergency basis to fix issues, add new functionality, address new security and compliance requirements, and improve the user experience. Due to the complexity of modern technology systems, such changes must be carefully reviewed, performed, and vetted as, if done improperly, can cause disruptions, weaken security postures, and cause a loss of data. To address this, as well as assist in the University’s compliance requirements, this policy provides that:

- Changes are performed in a way to minimize risks to the university.
- All security and compliance requirements remain enforced consistent with U of I standards and principles of least privilege and functionality.
- All impactful changes to technology resources are tracked and approved in a timely manner.

- Fiscal Impact:** What fiscal impact, if any, will this change have?

None

- Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

None

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.

30.18 – Change Management

Contents:

- A. Purpose
- B. Scope
- C. Definitions
- D. Policy
- E. Noncompliance
- F. Exceptions
- G. Contact Information
- H. References

A. Purpose. This policy establishes the mechanism for verifying and approving changes to university managed technology resources.

Changes to information systems are required on both a regular and emergency basis to fix issues, add new functionality, address new security and compliance requirements, and improve the user experience. Due to the complexity of modern technology systems, such changes must be carefully reviewed, performed, and vetted as, if done improperly, can cause disruptions, weaken security postures, and cause a loss of data. To address this, as well as assist in the University's compliance requirements, this policy provides that:

- Changes are performed in a way to minimize risks to the university.
- All security and compliance requirements remain enforced consistent with U of I standards and principles of least privilege and functionality.
- All impactful changes to technology resources are tracked and approved in a timely manner.

B. Scope. This policy applies to any changes to technology resources as defined in [APM 30.12, section C-1](#), that could have a negative effect on services or data that are classified as production or high impact by the Change Advisory Board, system/data owner, or other relevant authority.

The scope of this policy does not supersede approved system security plans, laws, regulations, or contractual change management limitations or requirements.

C. Definitions

C-1. Change Advisory Board (CAB). A group that reviews, approves, and prioritizes changes, either explicitly, or through approved processes, and maintains the standards for changes.

C-2. Change Control Board (CCB). A group of one or more individuals within projects or dedicated technology that is responsible for ensuring changes adhere to standards. Examples include but are not limited to: subject matter experts, managers, or impacted teams.

C-3. Emergency Change. Emergency changes are performed to address unexpected disruptions such as security incidents, application, or server outages that need to be resolved immediately.

C-4. Normal Change. All other changes that are not Emergency or Standard Changes. Examples include, but are not limited to, data migrations and software implementations, network, or system configuration changes. Each change has a predefined scope and action plan.

C-5. Standard Change. Periodical, low-risk and low-impact changes that follow a standard operating procedure approved by the CAB. Each change has a predefined scope and action plan.

C-6. System. A discrete set of resources assembled to store, process, maintain, share, or dispose of data. This includes, but is not limited to, any endpoint devices (desktops, laptops, smart phones, tablets) as well as servers, networks, or third party and cloud services.

D. Policy

D-1. Changes

- a. All changes to Information Technology systems and services must follow a structured process defined or approved by the CAB to ensure appropriate planning, communication, and execution.
- b. Every change requires explicit consideration for the security impact of the change.

- c. Changes that do not meet the requirements set by the CAB or designated CCB for standard or emergency changes must follow the procedure for normal changes.
- d. To ensure emergency changes occur in a timely manner, review and approval of the change occurs after the event during the follow-up activity for the emergency event.

D-2. Change Advisory Board (CAB) membership and responsibilities

- a. The CAB will be made up of representatives designated by the CIO and published in Change Management standards.
- b. The CAB has the following responsibilities:
 - i. Assess, prioritize, authorize, schedule, and communicate changes in a timely manner.
 - ii. Review emergency changes and request follow-ups or additional documentation as required.
 - iii. Appoint CCBs for minor changes, projects, or dedicated technology.
 - iv. Meet regularly to review upcoming changes.
 - v. Propose and maintain standards for changes and change approval that are approved by CIO.
 - vi. Establish and maintain procedures, guidelines, and processes for changes and change approval, including automated processes.
- c. The CAB may require items prior to approval including but not limited to:
 - i. Additional documentation or communication.
 - ii. An appropriate change window adhering to change window guidelines.
 - iii. Delay in schedule to accommodate risks.
 - iv. Additional mitigations implemented either prior to or post change.

D-3. Change Control Board (CCB) responsibilities

- a. CCB have the following responsibilities:
 - i. Review and approve in-scope changes in a timely manner as per the standards defined by the CAB or by self-defined standards approved by the CAB.

- ii. Review emergency changes and request follow-ups or additional documentation as required.
- iii. Designate relevant stakeholders as approvers.

b. CCBs may require items prior to approval per D-2 c.

E. Noncompliance. Noncompliance with this policy may result, depending upon the nature of the noncompliance, in the user's account or access being suspended to U of I technology resources as stated in Section B.3 of APM 30.12 ([Acceptable Use of Technology](#)).

F. Exceptions. Requests for exceptions to this policy may be submitted [through the OIT Support Portal](#). The U of I Chief Information Security Officer will assess the risk and make a recommendation to the U of I Vice President for Information Technology and Chief Information Officer. Exceptions must be reviewed for reauthorization on no less than an annual basis.

G. Contact Information. The OIT Information Security Office (oit-security@uidaho.edu) can assist with questions regarding this policy and related standards. Questions should be submitted through the [OIT Support Portal](#).

H. References.

UI – APM 30.11 – [University Data Classifications and Standards](#)
UI – Standards – [Standards for Data Classifications](#)
NIST 800-171r2 – 3.4.1 (Configuration Management)
GLBA - 16 CFR § 314.4
CISv8



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title: **APM 95.24 Vandal Alert Notification System**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Originator: Shane Keen

Policy Sponsor, if different from Originator: Brian Foisy, 1/8/24

Reviewed by General Counsel XYes No Name & Date: Kent Nelson, 12/6/22

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.

Comprehensive review. Language clarified throughout.

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

None.

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.

To be effective immediately upon approval.

95.24 – Vandal Alert Notification System

February 27, 2015

~~Preamble:~~ **A. Purpose.** This ~~procedure was updated in 2015 to~~ policy provides comprehensive guidance for issuing notifications to the University of Idaho community using the Vandal Alert System. -The ~~u~~University's goals are to provide prompt notification of a confirmed situation impacting the university community and to provide instructions for taking action when needed. -These protocols are integrated with and supplement the ~~u~~University's ~~Comprehensive Emergency Management~~ ~~Emergency Operations~~ Plan (~~CEMPEOP~~) and Crisis Communication Plan. -These protocols apply only to the Vandal Alert System; ~~the~~ University of Idaho may use other forms of communication as part of a broader communication strategy.

B. Scope. This policy applies to the Campus Community as defined in C-2.

AC. — Definitions:

AC-1. Vandal Alert System. ~~+~~ -The Office of Public Safety and Security has overall management responsibility for ~~the~~ Vandal Alert ~~System~~. Vandal Alert is an institution-wide, multi-modal (e-mail, text message, etc.) emergency notification system. All ~~u~~University employees and students are encouraged to sign up for Vandal Alert by visiting: ~~Vandal Alert System~~ <https://www.uidaho.edu/dfa/division-operations/ehs/i-safety/vandal-alert>. Contact data/membership in Vandal Alert is updated daily through an automated process to ensure accurate membership. Students and employees are encouraged to update their Vandal Alert contact information through the ~~Vandal-WebMyUI applicatio~~ ~~application.~~ ~~n-~~ ~~Emergency Management (uidaho.edu)~~ ~~MM~~ Members of the greater Moscow community may also be enrolled in Vandal Alert.

AC-2. Campus Community. ~~ty.~~ Campus community means students, faculty, professional personnel, classified staff, volunteers, visitors, and anyone else who is admitted or enrolled in the university, ~~are is~~ participating in programs offered by the university, or who ~~are is~~ employed by, or volunteering at the university.

AC-2. Emergency Notification (Clery Act Requirement). ~~+~~ A communication issued to the campus community triggered by an event currently occurring on or imminently threatening the UI campus. -UI will initiate ~~E~~emergency ~~N~~notification procedures for any significant emergency or dangerous situation representing an immediate threat to the health or safety of the campus community.

AC-3. Timely Warning (Clery Act Requirement). ~~+~~ An alert issued to the campus community when a ~~Clery Crime~~ is reported ~~and which~~ represents a serious or continuing threat to the campus community. ~~Crime reports often do not require immediate notice (an Emergency Notification), but are released once the pertinent information is available, if available if a notice is deemed necessary.~~

AC-4. Adverse Weather Notification. ~~+~~ An alert issued to the campus community when projected or existing severe or adverse weather conditions may impact ~~u~~University operations requiring delays or cancellation of classes or events ~~and/~~ or the closure of a ~~University~~ ~~university~~ facility, site or campus (see APM 95.21, University Closures).

AC-5. Informational Notification. ~~+~~ -A notification issued to the campus community that does not meet the criteria for either an ~~E~~emergency ~~N~~notification or ~~T~~timely ~~W~~warning but may be of significant interest to the campus community.

BD. Policy and Procedure.

BD-1.- Emergency Notification.- In compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), Emergency Notifications will be broadcast when the University receives a confirmed report from a cognizant authority (i.e. an law enforcement emergency service authority), that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff or visitors is occurring on campus. -In those instances, the Executive Director of Public Safety or designee will, without delay, and taking into account the safety of the community, determine the content of the notification and broadcast the notification, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Emergency Notifications will include instructions to the university community for protective action. When the threat no longer exists, an "all clear" alert will be broadcast. -The Executive Director of Public Safety and Security or designee has the authority to broadcast Emergency Notifications to the University community using the Vandal Alert System. When appropriate, Emergency Notifications may be broadcast through other communication methods (web pages, press releases, printed and/or social media, etc.)

BD-2. -Timely Warning. -In compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), Timely Warnings will be broadcast when a report of murder, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, ~~or~~ arson, or other (Clery Act Crime.s) is received by campus security authorities and, in the judgment of the institution, the crime at issue poses a serious or continuing threat to students and employees.

The Executive Director of Public Safety or designee will broadcast Timely Warnings using the Vandal Alert system in a manner that is timely and will aid in the prevention of similar crimes, unless issuing a warning will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the threat.- The intent of a timely warning is to enable people to protect themselves and/or their property. -Timely Warnings will be issued as soon as pertinent information is available. Timely Warnings may also be made for other crimes (non-Clery crimes) that pose a serious or continuing threat to the campus community.- The Executive Director of Public Safety and Security or designee has the authority to broadcast Timely Warnings to the University community. When appropriate, Timely Warnings may be broadcast through other communication methods (web pages, press releases, printed and/or social media, etc.)

BD-3. -Adverse Weather Notification. -Adverse weather notifications will be broadcast when significant severe weather conditions exist that may have an impact on university operations and when the University of Idaho President or designee makes a decision to close or delay opening a UI facility. -The University Emergency Manager monitors weather conditions, participates in the National Weather Service weekly briefing and makes recommendations for taking appropriate actions in the event of a weather-related emergency (see APM 95.21, University Closures). -The UI President or designee has the authority to close or delay opening a UI facility. When a designee makes a decision to close or delay opening a UI facility, they will notify the UI President's office and the Office of Public Safety and Security. -The Executive Director of the Office of Public Safety and Security or designee has the authority to broadcast an Adverse Weather Notification, and to notify the University community of approved closures or delays.

BD-4. -Informational Notification.- Informational Notifications will be broadcast when a reported crime or emergency does not meet the criteria for other alerts, but, in the judgment of the institution, the campus community should be notified about an incident. -Situations that may be appropriate for broadcasting an informational notification include incidents or crimes occurring off campus that may have an impact on student or employee security interests; violent crimes in which the perpetrator or suspect has been apprehended or is known not to be on campus; or incidents that may generate significant interest across the campus community. -The Senior Director of Communications ~~Director of Integrated Communications~~ or designee has the authority to broadcast an Informational Notification.

BD-5. Vandal Alert System Testing. -The University Emergency Manager will test the Vandal Alert System on an annual basis. -Test messages may be broadcast using a single mode or may combine multiple modes of the system. -Test messages will clearly state in the subject line that there is no actual threat or emergency and that the purpose of the notification is to test the system and/or response plans and capabilities.- To the extent possible, system tests will be combined with emergency response drills and will include follow-up assessment and review.

CE. Contact Information:

The Office of Public Safety and Security
875 Perimeter Drive, MS 2427
Moscow, ID 83844-2427
208-885-2254
campus-security@uidaho.edu



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **APM 45.03 DEFINITIONS FOR GRANTS, CONTRACTS AND GIFTS**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Originator: Sarah S Martonick

Policy Sponsor, if different from Originator: Chris Nomura

Reviewed by General Counsel Yes No Name & Date: Manisha Wilson, 6/7/23

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
Comprehensive review. OSP team and the UI Foundation staff reviewed APM 71.52 and determined it should point to APM 45.03, and focused revisions in APM 45.03. Minor revisions only with no procedural additions, only clarifications and updates for use of TDX vs. paper forms.

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 71.52

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.

45.03 -- Definitions for Grants, ContractsDetermination of Sponsored Project Versus and Gifts

Last updated 19 August, 2005

A. Purpose. This policy addresses the policy and process for determining the classification between “gifts” and “sponsored projects.”

B. Scope. The policy applies to any external funding agreements in which questions arise over whether the agreement is a gift or a sponsored project (grant, contract, etc.).

General. The university may enter into agreements with external funding agencies in which a question may arise over whether the agreement is a gift or a grant/contract. The following sections differentiate between a gift, grant or contract.

C. Definitions.

B-4C-1. Grant or ContractSponsored Project. A sponsored project grant or contract is a proposal that could result in an agreement based on an authorized proposal or application submitted by the university. The university accepts the awarded funding based on an agreement in writing, and assumes an obligation to provide a deliverable in exchange for such funding. Examples of a deliverable include but are not limited to the following: Pperforming specific research to accomplish, accomplishing a specific objective, ee, providing a service, er producing a product, or committing to a specific line of scholarly or scientific inquiry. Separate accountability and oversight for the funds received is requiredgenerally applicable. State and federal financial assistance funds are almost always classified as a sponsored project.

B-2C-2. Gift. A gift can be made in the form of a contribution of money, a legally enforceable pledge cash, check, bank credit card charge, ACH/wire, marketable security, personal or real property or crypto currency. A gift can be based on a proposal or application. The term “gift” may also include s grants made with philanthropic intent. By accepting a gift, the university assumes no liability to provide a deliverable, only the obligation to use the gift for the general purpose(s) stipulated by the donor. Overall, there will be no reporting requirements and there should not be a specific commitment for personnel effort or milestones. However, periodic reporting and a final accounting could be required by the donor without jeopardizing classification as a gift. Usually, there are no separate accountability requirements for each contribution, and the amounts received may be commingled with contributions received for similar purposes.

C-3. Deliverable.: A deliverable is an item of value (tangible or intangible) expressly noted as an exchange item, and resulting from a funded sponsored project.

CD. Information and/or Clarification Policy. Inevitably, there will be situations when the In the event that classification of a grant-sponsored project or gift will be is unclear. When such situations arise, personnel in the Grants and Contracts Office of Sponsored Programs (OSP) @ (208) 885-668951 and , and the Foundation Gift Administration (UIF) -staff (UIF) @ (208) 885-4000 Gift Administration Corporate and Foundation Relations (CFR) Office @ (208) 885-70606796, will jointly decide the proper classification and administration of the award. The decision may include consultation with personnel in the offices of Strategic Corporate Partnerships or Strategic Foundation Partnerships. The unit who that intends to submit the proposal or receive the funding must submit the appropriate determination request in advance to allow OSP and UIF and CFR Strategic Partnerships time to review and jointly determine how to best to classify the proposal or funding.

E. Procedure. The UI has established the following determination procedure for classifying a proposal as a gift or a sponsored project:

E-1. The principal investigator or project director should ~~complete the determination worksheet and email it to CFR and OSP along with a draft proposal~~ submit a ~~determination request ticket for Gift vs Grant Determination to OSP and CFRUIF~~ via the ITS Service Catalog website for Office of Sponsored Programs/OSP Administrative and Technical/Gift vs Grant Determination, which includes a budget and the guidelines or link to the funder's website.S

E-2. CFROSP and OSPUIF coordinate the process and are the only entities authorized to make this determination.

E-3. CFROSP or OSPUIF will notify the PI of the decision, and CFRUIF will provide the appropriate IRS 501(c)(3) letter if needed.

- a. If the proposal is determined to be a gift, the PI submits it directly to the funder under the UI Foundation's name and 501(c)(3) status. When the funding arrives, the UI Foundation applies it ~~deposits it into the appropriate gift index~~ designation. Funds will be made available in the appropriate UI gift index via the Foundation's monthly gift budget/reimbursement process.
- b. If it is determined to be a sponsored project, the PI enters the proposal in VERAS and uses the University of Idaho's name and 501(c)(3) status. When the funding notification arrives, OSP creates a separate index and fund for tracking purposes and deposits the monies received into the appropriate sponsored project index.

F. Contact Information.

- Corporate and Foundation Relations-cfrelations@uidaho.edu (208) 885-7060 University of Idaho Foundation, Inc.: gifts@uidaho.edu, -(208) 885-4000;
- Office of Sponsored Programs: osp@uidaho.edu, (208) 885-6651



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 45.04 NOTICE OF SPONSORED PROJECTS AND ESTABLISHMENT OF BUDGETS**

*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
5/18/2023

Name & Date: Manisha Wilson,

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
Comprehensive review. Revisions are necessary to bring policies up to current requirements for sponsored project regulations, and to clarify Chart V nomenclature (budget vs. fund/index, 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.
- 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.

45.04 -- ~~Notice of Sponsored Projects and Awards and~~ Establishment of Budgets/Financial Setup

January 3, 2012 (rewrite)

A. Purpose. This ~~APM section~~ policy clarifies the process by which an award from an external sponsor is accepted and subsequently set up and budgeted for spending in the University's financial system.

B. Scope. This policy is applicable to all external funding classified as a "sponsored project."

~~A. General.~~ Notices of awards for sponsored projects may be received through various funding vehicles. This APM section clarifies the process by which an award from an external sponsor is accepted and subsequently set up and budgeted into the Banner system.

~~C.B. Definitions:~~

~~CB-1. Notice of Award~~ award. Any of various funding vehicles used by external sponsors to indicate that the sponsor is making a commitment to fund a proposed scope of work. ~~It may take the form of a grant notice requiring no additional signatures; a formal contract and/or agreement requiring signatures of one or more parties; an award letter which may or may not include a check payment in advance; or a purchase order; or any other contractual agreement mechanism which may require the acceptance of a specific set of terms and conditions.~~

~~C-2. Fully Executed.~~ A fully executed award is one in which all parties have indicated their acceptance of the terms and conditions via the signature of the appropriate authorized representative, when such signaturee(s) areis required.

~~DC. Policy.~~ If a unit receives ~~such~~ a notice of award, they should verify ~~that whether~~ the ~~original~~ award notice ~~includes has been received by communication to~~ the Office of Sponsored Programs (OSP), and if not, ~~forward share that information~~ the notice to OSP as quickly as possible. ~~The Director of OSP, or her/his~~ their designated representative, is the only person authorized to sign ~~for on behalf of~~ the University. ~~Principal Investigators (PIs), unit administrators, college deans, and other University staff are not authorized to sign accepting external funding for sponsored projects on the University's behalf.~~

~~ED. Process/Procedures:~~

~~ED-1. Request for Prior R~~ review and/or Approval ~~approval~~ of Award ~~award d~~ Documents. PIs, and as appropriate unit administrators ~~and/or~~ college deans, must review and approve award documents prior to OSP signing the award (if signatures are required). ~~initiating the budget set-up process.~~ Any requested changes to the agreement(s) must be submitted to ~~the~~ OSP. Negotiation of any changes requested are the responsibility of the ~~OSP~~ Contract Review Officer-Unit (CROU) ~~for negotiation with the sponsor prior to official~~

acceptance of the award. (Note: Establishment of a budget and spending authority will be delayed until an approved and fully executed agreement is received by ~~the~~ CR&OSP. (See APM 45.05 when an Early Setup is requested)).

E-2. Compliance Protocols. If a sponsored project has indicated that compliance oversight is required, ~~including, but not limited to the use of human subjects, animals, or biohazards,~~ authorization from the relevant compliance oversight committee must be received, when applicable, -prior to financial set up. ~~The ORA review and oversight policy shall apply if appropriate. Examples of areas of compliance oversight include but are not limited to the use of human subjects, animals, or biohazards., if then applicable as determined by ORA review and oversight committee policy, prior to financial setup.~~

ED-32. Budget-Financial sSet-uUp. After the award is fully executed and any required compliance approvals are in place (all required signatures), the following steps will be completed:

- OSP will establish a budget-grant code, and one or more funds and indexes number. ~~This budget number~~ These items -will constitute financial spending authority for the PI to charge the applicable direct expenses associated withto the project for up to the amount currently funded by the sponsor and within the rebudgeting limitations (if any) set by the sponsor.
- Once ~~the budget is~~ financial set up is complete, notification will be sent to the PI(s) and the Departmental Grant Administrator (DGA) with the budget-relevant information and a copy of the award document. ~~Both~~ of these documents should be reviewed carefully when received, and the budget verified for accuracy.

FE. InformationContact iInformation. Any questions regarding notices of sponsored projects should be addressed to the Office of Sponsored Programs at 208-885-6651 or osp@uidaho.edu.



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 45.06 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 Name & Date: Manisha Wilson
12/29/23

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

~~December 2018 (rewrite combined 45.06 & 45.18)~~

A

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:

AC-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 ~~regulation~~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~~;~~
- 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).~~

2 CFR 200.405.

c. Consistently ~~Applied~~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.

AC-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.

BD. 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 ~~via the methods detailed in Section D.~~

BD-1. Responsibility for ~~Compliance~~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. ~~A~~Departmental Grant Administrator (GADGA). ~~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. ~~The Unit Administrator~~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. ~~As public employees, University faculty and staff are responsible for reporting any actions by University employees that are illegal or incompatible with the conscientious management of resources and assets of, or entrusted to, the university.~~ 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). **Process/Procedures:** 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; ~~subcontracts; >\$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.

~~CE-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 ~~must~~**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 ~~be~~ verified regularly via [Personnel Activity Reports \(PARs\)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 ~~budgets,~~[account\(s\)](#), as it is taken. Terminal leave is paid through a consolidated fringe benefit rate. See ~~CE-2~~. All [salaried](#) employees who are paid in whole or in part from sponsored projects, federal funding, or committed cost share must complete ~~a PAR as per APM 45.09~~[an effort report as per APM 45.09](#).
- For guidelines on Faculty Summer Salary Release, see <https://www.uidaho.edu/provost/faculty/salary-information>

~~CE-2. Fringe Benefits.~~

- **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~~ [OSP Budget Office](#) website for current rates.

~~CE-3. Temporary Hourly (TH) employees. Employees.~~

- The guidelines issued above for ~~Salaries~~[salaries](#) are also applicable to TH employees [with the exception of effort reporting.](#)

~~CE-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, if morewhichever 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.OSP website.

EE-5. Operating ~~Expenditures~~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).~~

EE-6. Capital ~~Outlay~~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.

EE-7. ~~Subcontracts~~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 at the subaward or subcontract is not included in the original proposal, agency approval will may be required prior to ~~subcontract~~ issuance.

- ~~Subcontract~~Subaward or subcontract costs are split out from the award and budgeted on a separate fundsindex within the overall grant budget.
- All ~~subcontractors~~subrecipient requests for payment (invoices) must be approved by both the PI and OSP prior to being charged against the ~~purchase orders~~subaward or subcontract.
 - o Cumulative ~~amount~~amounts invoiced may not exceed the total amount of the ~~subcontracts~~subrecipient index.
 - o 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.

~~C-8. Tuition Remission, Fees, Stipends, Scholarships, and Insurance (TFSSI).~~

~~• Tuition remission and fees may be charged for Graduate Assistants only.~~
If Graduate Assistants **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 employees) in connection with conferences or 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.

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, if allowed by the sponsor, must be paid from the same sponsored project budget 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.~~
- ~~• TFSSI expenses must be specified as allowable expenses of the award.~~
- ~~• TFSSI expenses are allowable on formal training grants as a scholarship.~~
- ~~• Tuition remission and fees may be charged for graduate assistants only.~~
- TFSSI expenses are allowed on most ~~other~~ sponsored projects when associated with a ~~Graduate Assistant's~~ 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.

~~D. Office of Sponsored Programs Policy on unallowable expenses:~~

~~**D-1.** OSP reviews expenditures periodically through the life of a sponsored project budget and prior to closeout based on 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 college finance director to either correct the transaction or perform a review of the facts associated with the assessment of the expenditure.~~

- TFSSI expenses are allowable on formal training grants as a scholarship.

~~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 and originals forwarded to OSP for retention in the official University file. **(Note, 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.~~

~~**D-2.** 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 formal training offered by OSP.~~

~~**D-3.** If an individual commits the same infraction or fails to comply with responsive actions identified through the process in D-1 and D-2, his or her repeated actions may be referred for review by an ad hoc committee comprised of 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/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 non-disciplinary 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.~~

| **F. Contact ~~Information~~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.



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 45.07 Cost Transfers on Sponsored Projects**

*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 Name & Date: Manisha Wilson,
5/18/2023

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.

Revisions are necessary to bring policies up to current requirements for sponsored project regulations, and to clarify Chart V nomenclature (budget vs. fund/index, etc.).

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None – no substantive changes.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

45.07 -- Cost Transfers on Sponsored Projects

January 3, 2012

A. Purpose. ~~The purpose of this policy is to outline the~~ provide guidelines surrounding for the movement of sponsored project posted Banner expenses between indexes/~~funds.~~

B. Scope. This policy applies to all cost transfers and labor redistributions which involve one or more sponsored projects.

CA. Cost transfer dDefinitionsed. A cost transfer is a

~~CA-1. Cost Transfer.~~ Any Banner transaction that moves an expense either from one ~~budget index/fund~~ to another, or from one expense code to another, as a correcting entry to the original posting.

DB. Policy. This policy establishes the proper procedures and internal controls required for cost transfers in general, as well as specifically for sponsored projects. A cost transfer signals to an auditor that ~~something a transaction~~ requiring correction has occurred and that further investigation may be needed. In particular, when a cost transfer is processed onto a sponsored project budget near the project's termination date, an auditor may interpret it to mean that the Principal Investigator (PI) is trying to simply expend the balance remaining in the project budget ~~rather than charging only appropriate project-specific expenses.~~ This policy establishes the proper procedures and internal controls required for cost transfers in general, as well as specifically for sponsored projects.

While ideally all expenses are processed and posted to the correct project ~~budget index/fund~~, the University recognizes that errors occur and cost transfers to correct those errors may be necessary. -Cost transfers are ~~to be~~ used when an expense is incorrectly processed on one ~~budget index/fund~~ and ~~require~~ the expense ~~needs~~ to be transferred to the correct ~~budget index/fund~~. -Cost transfers may also be used when correcting an expense code used for a particular item ~~of cost to a more appropriate expense code.~~ - Cost transfers may not be used to transfer ~~income revenue~~ from one account to another. -(Note: The rule code IDG [See APM 75.30] should *only* be used either to record ~~income revenue~~ for a service provided, such as lab testing, or for cost transfers that are internal to the University.)

EE. Process/Procedures. The following guidelines are provided to ensure cost transfers are proper and authorized. ~~The Payroll Cost Transfer form found on the OSP website is only to be used for transferring payroll expenses.~~ All ~~other~~ types of cost transfers should be completed in Banner with adequate explanatory text.

EE-1. Timely Correctionscorrections. The ~~allowability likelihood~~ of a cost transfer onto a sponsored project ~~being approved~~ improves when the error is corrected within a reasonable time period (i.e. within 90 days ~~of the end of the month from~~ when the charge first ~~appeared posted~~). Cost transfers at the end of the project ~~period should be avoided~~ require ~~strong justifications~~, and ~~in no event will c~~ost transfers onto a project ~~be allowed~~ in excess of 90 days after ~~the project~~ termination date ~~are allowed only in extenuating circumstances and as approved by OSP.~~

E-G-2. Proper Explanation-explanation Requiredrequired. -PIs and ~~Department~~ Grant Administrators (DGAs) are ~~ultimately~~ responsible for ~~fully the justification of~~ justifying the cost transfer. The justification must ~~state address the following~~ in detail: **A)** how the error occurred; **B)** why the transfer is required; and **C)** how the expenditure ~~is of benefited to~~ the project ~~scope of work~~. Statements such as 'to correct error' or 'clerical error' are not sufficient to withstand an audit. -Cross-referencing text (cost transfer ~~document~~ number, date, explanation, and name of person entering cost transfer) must be added to the original ~~incorrect posting transaction~~ document ~~on which the error occurred~~ in order to be able to

track the expense's path and to reduce the chances that of the same cost transfer expense being is moved more than once.

CE-3. Required ~~Supporting supporting Documentation~~documentation. All supporting documentation for cost transfers must be maintained ~~in the unit for three years after the termination of the project as per~~ the requirements of the project, but at a minimum for three years from project financial closeout. See APM 45.12.

CE-4. Guidelines for ~~Nonnon-p~~Payroll ~~Cost-cost Transferstransfers~~. All cost transfers onto a sponsored project budget ~~need to~~should include the following steps:

a.) Prior to initiating a transfer document, review ~~FGIBAVL~~financial records to ensure that the receiving budget is not overdrawn and that the account category receiving the transferred expense, and any associated F&A, has adequate funds to cover these costs. Account categories with insufficient funds will require a budget transfer, reviewable by OSP, for allowability and determination of whether sponsor approval is required.

b.) Ensure that the expense being transferred is within the project period of the receiving sponsored project, as defined in the Banner form FRAGRNT.

~~**c.)** Cost transfers which will potentially affect F&A, including capital outlay > \$5K may not be transferred without review and approval by OSP. These as these expenditures are audit sensitive, will affect F&A, and may need to be verified as being unallowable.~~

~~**cd.)**~~ Ensure that any transferred expense is an allowable expense on the receiving budget. Refer all allowability questions to the Cost Accounting Unit of OSP.

~~**de.)**~~ Prior to transferring any expense, review FOATEXT for the transaction to preclude the transfer of a previously transferred cost. See EC-2, above.

CE-5. Labor R redistributions (~~Payroll-payroll Cost-cost Transferstransfers~~). The Banner Labor Redistribution process is used to correct for labor when it has been identifieddetermined that salaries or wages havelabor has been incorrectly expensed on one index/fund and needs to be transferred to another index/fund. Prior to starting the process the following steps should be completed. Payroll cost transfers onto or off of sponsored projects must use the form found on the OSP website and include the following steps:

a) Determine the employment dates involved (multiple pay cycles are allowed) and the amount of salary to be transferred. Verify that all -of the dates fall within the project period.

~~**b) b)**~~ If the change is retroactive and ongoing, complete an EPAF for processing through the normal approval and Banner posting cycle. In the Remarks section of the EPAF, indicate that you have requested a cost transfer for \$xx.xx (amount) from XX/XX/XX to XX/XX/XX (employment dates).

c) If the labor redistribution is for a graduate student, ensure that any tuition remission is appropriately transferred in proportion to the change, if tuition remission is an allowable cost on the project.

~~**d) e)**~~ Complete the Banner Labor Redistribution process Payroll Cost Transfer (PCT) Form and include the following comments:-

- -The grant code(s). should be included in the comments area
- -Justification for how the employee's effort relates to the index/fund the costs are being transferred to.
- -How the error occurred.
- -Any sSpecific internal controls to be implemented to avoid future issues.

- -If request is over 90 days from the original payroll posting, include the extenuating circumstances causing the delay in processing. OSP will normally only allow the movement of effort off a sponsored project to a non-sponsored project that is over 90 days from the original payroll posting date.

~~Questions one and two must be answered. If the PCT is more than 90 days past the end of the month of the posting date of the first pay period, questions three and four must also be answered. Each employee and project director/PI receiving the expense *must* sign and date the PCT form. This signature authority *may not* be delegated.~~

- ~~d) Attach any supporting documentation to the completed PCT form. Examples of supporting documentation include the NWPRES report, the NHIDIST screen, and the PHA HOUR screen for partial pay periods.~~
- ~~e) Send the PCT form with supporting documentation to OSP at mail stop 3020.~~
- ~~f) Ensure the Personnel Activity Report (PARs) [see APM 45.09] agrees with the information included on the cost transfer.~~
- ~~g) Payroll cost transfers cannot be completed online in Banner.~~

CE-6. Cost Transfer-transfer Limitationlimitation. A cost ~~will~~should not be transferred more than once, unless it was disallowed.

DE. Contact Informationinformation. Any questions regarding cost transfers should be addressed to the Office of Sponsored Programs at 208-885-6651 or osp@uidaho.edu.

G. Forms:

GH. Related Policies.

- APM 45.06 – Allowable and Unallowable Sponsored Project Expenditures
- APM 45.12 – Sponsored Projects Record Retention
- APM 75.30 – Interdepartmental Charges (IDs):



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: **45.09 -- Effort Reporting and Personnel Activity Reports**

*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, VPRED

Reviewed by General Counsel X Yes _No Name & Date: Manisha Wilson, 12/29/23

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
Change of our effort reporting system and process needed to be reflected in the APM – from PAR to Effort Reporting, with the use of Banner.
- 2. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None – we moved to using Banner last year.
- 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.

45.09 -- Effort Reporting and Personnel Activity Reports (PARs)

December 2018 (rewrite) Certifications

A. General Purpose. The University of Idaho (University) is required by federal regulations (2 CFR 200.430) and accounting standards to ensure that the allocation of compensation for all employees accurately reflects the work performed by these individuals in connection with sponsored projects. This document sets forth University policy for the commitment and verification of effort expended by university employees on sponsored projects.

B. Scope. This policy is applicable to all non-temporary employees whose time is charged as a direct cost to sponsored projects, whether as a direct cost or as cost share or is charged to other Federal funds (Hatch, Smith-Lever, etc.). ~~Definitions.~~

C. Definitions: ~~B~~

C-1. Cost Sharing. The portion of the total project costs for a sponsored project that is borne by the University rather than the sponsor. See [APM 45.08](#) for definitions of types of cost share.

BC-2. Effort (also referred to as "actual effort"): ~~the~~The time spent in pursuit of a particular activity and expressed as the percentage of one's University appointment devoted to one or more activities.

BC-3. Effort Reporting. ~~the~~The process ~~through~~by which the University verifies and documents that the effort expended by an employee corresponds with the effort he or she has charged to or contributed to (as cost share) sponsored activity.

BC-4. Institutional Base Salary (IBS). ~~the~~The annual compensation paid by the University to an employee, irrespective of the nature of the activities in which the employee is engaged while fulfilling the requisites of their appointment; e.g. research, instruction, service, and administration. IBS excludes any income that an individual may earn outside of the University ~~or income earned as additional compensation for duties outside of their primary appointment. Note that administrative stipends for Chair, Dean, or other similar roles are included in the IBS definition.~~ The IBS for each faculty member ~~or employee~~ is enumerated in the ~~faculty member's~~ annual salary letter ~~or as an amendment during the appointment period.~~ Charges for work performed on sponsored projects are only allowable at the IBS rate. (See 2 CFR 200.430)

BC-5. Person mMonths. ~~the~~The method typically used in sponsored project applications to express the amount of effort that the Principal Investigators (PIs), other faculty, or key employees devote to a specific project, expressed in terms of time rather than a percentage of one's appointment.

D. Policy. Effort reporting begins at the proposal stage and is ultimately accomplished through review and verification of eEffort rReports.

D-1. ~~C~~-Federal rRequirements. Failure to produce reasonably accurate estimates of effort, or to otherwise comply with federal cost requirements, can result in financial penalties, expenditure disallowances, withholding of future sponsored project awards by an agency, and damage to the reputation of the University. Providing inaccurate estimates of effort, whether knowingly or through carelessness or mismanagement, may be regarded as fraud and may subject the University and the certifying individual to civil proceedings and criminal prosecution.

~~D-2. D. Policy.~~ Effort reporting begins at the proposal stage and is ultimately accomplished through review and verification of Effort Reports.

~~D-1.~~ **Proposal stage.** When preparing proposals for sponsored projects, the primary responsibility for establishing a reasonable estimate of the effort necessary to carry out the project rests with the PI.

a.) In determining the amount of effort that will be devoted to the proposed project, the PI must consider existing effort commitments to other sponsored projects, University duties associated with ~~his or her~~their appointment, and the ability of other key project personnel who are to be involved in the project to make contributions of effort necessary for its success.

b.) In addition to ensuring that ~~the~~ proposed effort commitment conforms to University expectations and policy, the PI must also make certain that it is consistent with the parameters established by the sponsor.

~~Faculty Staff Handbook~~FSH 3120, ~~Faculty Obligations during Period of Appointment~~3120 ~~Faculty Obligations During Period of Appointment;~~ 3140, ~~Performance Expectations for Faculty;~~ FSH 3260, Professional Consulting and Additional Workload, FSH 5600, Financial Disclosure Policy, FSH 5650, Financial Conflicts of Interest in Public Health Service Research, and FSH 6240 Conflicts of Interest and Commitment provide additional information in regards to calculating the appropriate amount of effort to propose on sponsored programs.

c.) While federal agencies may require that proposed effort be expressed in terms of person months, the University requires that employees verify actual effort expended in terms of percentages of effort. ~~The~~ Office of Sponsored Programs (OSP) will assist with the translation of effort between these two methods.

d.) Calculating effort using a percentage basis fosters employee compliance with effort reporting requirements by encouraging an individual to estimate ~~his or her~~their effort on a given activity as a percentage of ~~his or her~~their total University activities rather than as a fraction of a fixed time-period (such as the forty-hour week). ~~This~~ process acknowledges that some fluctuation in effort levels is inherent in the conduct of academic activities.

D-23. Award sStage. Once a sponsor makes an award, the provisional effort commitments included in the proposal become mandatory, and the oversight and reporting of effort for faculty and staff associated with the award becomes required.

a.) Because effort reporting is based on payroll records, it is crucial that Electronic Personnel Action Forms (EPAFs) are accurately and expeditiously completed and entered into the payroll distribution system. ~~Salary~~ allocations associated with a new award must be reviewed and approved by the PI-(s) for the project prior to the entry of this information into EPAFs. ~~Awards~~ that are close to ending also need to be monitored to ensure EPAFs are completed ~~to~~that remove employees from these projects in a timely manner.

b.) Consistent with committed effort, distributions of salary on sponsored project or cost sharing accounts should coincide with the commencement of actual effort by the employee on the sponsored project.

D-34. Effort Reporting.

a.) Drawing on data from the university payroll distribution system, the **eEffort rReport** allows an individual to review payroll salary allocations, represented as percentages of total effort, and to indicate whether the allocations reasonably correspond to ~~his or her~~ the individual's actual percentage of effort expended on each project or activity.

b.) Semi-annually an **eEffort rReport** will be electronically generated for and made available online to each employee whose compensation was partially or totally charged to or committed as cost sharing to a sponsored project.

c.) Reported effort must be as accurate as possible. -Up to five percent variance above or below the estimated effort for any given project is permitted without requiring modification of salary allocations.

d.) In cases in which actual effort differs from estimated effort by more than ~~five (5)~~ 5 percent or a project or activity is missing from the **eEffort rReport**, the employee shall notify the appropriate Department Grant Administrator that a change may be necessary to realign salary and effort.

e.) Effort **rReports** must be completed within ~~thirty (30)~~ working days of the date they are released to the employee.

1.) If circumstances occur that are outside the university's control (e.g. weather conditions, power loss, etc.) the date for the **eEffort rReport** completion may be adjusted accordingly.

2.) Effort **rReports** must be completed by the individual whose effort is being reported or by a person who has a suitable means of verification (direct and personal knowledge) of the effort expended.

(a) i) ~~PIs and Co-PIs should certify their own effort reports. -PI's, providing they have they have PIs with~~ PIs with direct knowledge, can certify the **eEffort rReports** of the employees working on their sponsored projects, but employees should complete their respective effort reports, if possible. The Principal Investigator listed in the FRAGRNT form in Banner will be responsible for completing effort reports for each graduate assistant working on their grant(s).

(b) ii) Department Grant Administrators, or other administrators, are not presumed to have the requisite means of verification; they may complete effort reports only if they have a written and signed confirmation of effort by an individual with direct knowledge of the activities of the person for whom the report was generated and only when that individual is unavailable to complete the **eEffort rReport**.

(c) iii) If extraordinary conditions preclude a faculty member from completing their **eEffort rReport**, and no written and signed confirmation of effort can be obtained, the faculty member's unit administrator or college dean will determine the best means for verification of effort expended and an appropriate proxy will be entered in the effort report system.

3.) Failure to certify **eEffort rReports** in a timely manner may result in suspension of activity on any or all sponsored projects involved and limit the ability of the noncompliant individual to apply for other sponsored project funding.

EE. Contact iInformation. For information and help please contact the Office of Sponsored Programs at 208-886-6651, or osp@uidaho.edu.

G. Related policies

- [FSH 3120 Faculty Obligations During Period of Appointment](#)
- [FSH 3260 Professional Consulting and Additional Workload](#)
- [FSH 5600 Financial Disclosure Policy](#)
- [FSH 5650 Financial Conflicts of Interest in Public Health Service Research](#)
- [FSH 6240 Conflicts of Interest and Commitment](#)



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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title: **APM 45.10 FACILITIES AND ADMINISTRATIVE (INDIRECT) RATE**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Policy originator: Sarah Martonick

Policy sponsor, if different from originator: Chris Nomura, VPRED

Reviewed by General Counsel: Yes No Name & Date: Manisha Wilson, 12/29/23

Comprehensive review? Yes No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.

Update for consistent format, to clarify statements and applicability for location and type, and change ‘Public Service/Outreach’ to ‘Other Sponsored Activity’ per our last F&A rate agreement.

2. **Fiscal Impact:** What fiscal impact, if any, will this change have?

None – applicable timeframes and policy remains the same

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.

45.10 -- Facilities and Administrative (Indirect) Rate

A. Purpose. The purpose of this policy is to outline the process by which the University determines the applicable indirect (F&A) rate for a sponsored projects.

B. Scope. This policy is applicable to all sponsored project funding.

C. Definitions

C-1. Indirect rate. Facilities and administrative (F&A) costs are those costs incurred for common or joint objectives and which therefore cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity (2 CFR 200 Appendix III.A.). These costs are real costs borne by the University in support of sponsored projects, and which the University is entitled to collect from sponsors. Due to the difficulty of assigning F&A costs directly, approximately every four years the University negotiates an F&A (also known as "indirect cost" or "overhead") rate with the University's cognizant federal agency, the Department of Health and Human Services (HHS).

C-2. Project types. A project shall be categorized based on a determination of the "best fit" within the project types defined below. The Office of Sponsored Programs (OSP) shall be responsible for the final determination, if the project is difficult to classify.

a. Instruction. The instruction category includes all teaching and training activities that are part of an institution's instructional program. Instruction includes the following activities: 1) credit and noncredit courses; 2) community education programs; 3) academic, vocational, and technical instruction; 4) remedial and tutorial instruction; and 5) regular, special, and extension sessions.

b. Organized research. The organized research category includes the research, development, and research training activities of an institution. Research is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. Development is defined as the systematic use of knowledge and understanding gained from research, directed toward the production of useful materials, devices, systems or methods including design and development of prototypes and processes. Training individuals in research techniques is classified as research when the activity utilizes the same facilities as other research activities and such activities are not included in the instruction function. Organized research includes all research and development activities that are externally sponsored by federal and non-federal agencies and organizations, as well as internally-funded University research that is project-based, proposal-driven, competitive, and separately budgeted and accounted for.

c. Other sponsored activity (including public service/outreach). This category is used for those projects that cannot be assigned to either a) or b). The public service category involves activities that primarily supply a benefit to the public or a specific segment of the public that is external to the institution. Examples of these activities include, but are not limited to, noninstructional community service programs, broadcasting services and cooperative extension services. Included in this category are conferences, institutes, general advisory services, reference bureaus, testing services, radio and television, consulting, and similar noninstructional services to particular sectors of the community.

C-3. Project location. Location is determined by evaluating where the majority of the work will be performed.

a. On-campus projects. Projects where the work is being performed in University-owned, -leased, or -operated facilities.

b. Off-campus projects. A project may be designated as "off-campus" if more than 2/3 of the work occurs at locations other than University-owned, -leased, or -operated facilities and the indirect costs associated with physical plant and library are not considered applicable. An off-campus rate may also be used if a project is conducted in leased space and the lease costs are directly charged to the project (leased space is normally considered to be on-campus). Projects will not be subject to more than one indirect cost rate. If determined to be off-campus, the off-campus rate will apply to the entire project.

c) Agricultural and forestry research stations (experiment stations). These activities are organized research activities with two-thirds or more of activity effort occurring at any of the experiment stations listed at the [Rates, Forms, and Resources Definitions](#) page on the ORED website.

C-4. Administrative. That portion of the F&A rate associated with central, unit, and research administration. This portion of the F&A rate is applicable to all sponsored projects, whether on- or off-campus (see definitions in C-3).

C-5. Facilities. That portion of the F&A rate associated only with on-campus activity (see C-3.a.), such as depreciation, interest, utilities, library, etc.

D. Policy. It is the policy of the University that, absent specific written sponsor limitations, all sponsored projects must budget and include the appropriate F&A expense based on both the type of project (research, instruction, or other sponsored activity) and location where the majority of the work is being done (on- or off-campus). Waivers of F&A may only be granted by the Vice President for Research and Economic Development or their designee. Because F&A waivers essentially shift the cost burden to the rest of the University, they are granted infrequently.

E. Procedure

E-1. F&A cost study. The process for establishing F&A rates begins with the F&A cost study. This process involves analyzing all University expenditures for the purpose of assigning expenditures to either direct or indirect cost pools.

a. Indirect cost pool allocations. Indirect cost pool allocations end up as the numerators of each type of negotiated F&A rate, and include both facilities and administrative costs.

Facilities costs (see C-5) include:

- Building depreciation
- Equipment depreciation
- Capital improvements to buildings and land
- Operations and maintenance of plant
- Non-capitalized interest on capital expenditures
- Library costs

Administrative costs (see C-4) include:

- Unit administration
- Research administration
- Computer use charges
- General university administration
- Staff and spouse educational benefits

b. Direct cost pool allocations. Direct cost pool allocations include all costs that can be identified specifically to a given project or activity, and end up as the denominators (direct bases) for the F&A rate calculation. Examples of costs that are often considered to be direct are salaries and wages, benefits, travel, materials and supplies, etc. By their nature, these costs can be easily and directly assigned to particular projects or activities with a high degree of accuracy. These costs are generally allocated on the basis of Modified Total Direct Costs (MTDC) and by type of project (see C-1 above). MTDC is the total of all direct costs less the following exclusions: equipment over \$5,000, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, participant support, scholarships, and fellowships as well as that portion of each sub-grant and subcontract issued in excess of \$25,000.

(The UI calculates on- and off-campus rates for each of the project types defined in C-1 above).

E-2. F&A space survey. In addition to the cost study, the University must also complete a space survey, which provides the basis for a more accurate allocation of indirect costs to project types. Cost-benefit considerations do not allow for a survey of all of the buildings in the University system. The survey is focused on units that are likely to have the highest amount of space and overhead devoted to research activities. The survey requires unit coordinators to carry out a number of tasks, the goal of which is to determine functional-use (project type) percentages for all rooms being surveyed. The tasks include, but are not limited to, the following:

- Discovering or confirming room occupants.
- Verifying space measurements.
- Walking through unit space in order to interview principal investigators and other room occupants.
- Entering data related to room occupants, functional use percentages and research accounts for rooms having a research component into WebSpace (Space Survey Tool from Maximus).

After an F&A Study is completed, the calculated rates and supporting documentation are submitted to HHS for review and negotiation. The University negotiates "predetermined" F&A cost rates. These rates are final and not subject to upward or downward adjustment for actual costing experience during the multi-year period for which the rates are in effect. By negotiating a stable F&A cost rate in a multi-year agreement the University avoids the disruptions and costs associated with continual audits and annual negotiations. Rates are typically negotiated for four-year periods, but that does not mean that a given project type will have the same rate for all four years.

F. Contact information. For additional information or answers to specific questions please contact the Office of Sponsored Programs at 208-885-6651 or osp@uidaho.edu.

G. Related policies

- [APM 45.02, Sponsored Projects Proposal Preparation and Authorization](#)



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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 45.12 Sponsored Project Closeout and Recordkeeping Responsibilities**

*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, VPRED

Reviewed by General Counsel Yes No Name & Date: Manisha Wilson, 12/29/24

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
Reformat to conform to standard APM style, clarify closeout and recordkeeping processes due to shift to electronic record keeping and other system changes.

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.

45.12 – Sponsored Project Closeout and Recordkeeping Responsibilities

December 2018

A. Purpose. To identify the responsibilities and processes for completing sponsored project closeouts.

B. Scope. This policy applies to all sponsored projects.

C. Definition of closeout. Closeout is the process by which all required invoicing and financial accounting and reporting; all technical reporting; and all non-financial/non-technical reporting required by the award is completed.

D. Policy. It is the policy of the University to prepare and submit all required closeout documents within the time-frame specified by the terms and conditions of the award document.

~~**A. General.** To ensure proper award termination procedures, the Office of Sponsored Programs (OSP), the unit, and the principal investigator (PI) have each been designated specific responsibilities. Typical regulatory or contractual requirements for sponsored research projects include final technical reports, invoices, financial reports, patent reports, and property reports, which. These reports are usually required to be submitted within 30 to 90-120 days of the project end date. Because of such the requirements are contractual in nature and delinquent reporting can affect the ability of the University to receive future funding, it is important that closeout activities are finalized in a timely manner. [ed. 12-18]~~

~~**B. Policy.** It is the policy of the University to prepare and submit all required closeout documents within the time period specified by the terms and conditions of the award document.~~ **E. Procedure.** Beginning approximately three (3) months prior to the award termination, OSP will provide units and PIs with notifications that serve as reminders of required actions and responsibilities for timely award closeout. Non-compliance with University required actions may result in disallowed expenses. [rev. 12-18]

C. Process/Procedures. Departmental grant administrators (DGADGAs) and PIs should work together to review and verify the following to OSP via email: that in written form:

- That all accrued expenses have posted to Banner;
- That no expenses incurred after the end date have posted to the award; and
- That all expenses are applicable to the project.

Failure to respond to requests for confirmation of expense review will result in the submission by OSP to the sponsor of a final invoice based on what has posted to the Banner accounting system, net any disallowed expense. A list of expenditures that have posted to the project can be viewed via the Banner report FWRITEM. [rev. 12-18] of any disallowed expenses.

EE-1. Revised Circumstances/circumstances. If there are extensions of time required in order to complete the project or increased funding pending, anticipated (i.e. for multi-year projects) the unit shall notify OSP immediately. [rev. 12-18] If extensions of time are being requested from the sponsor, appropriate prior approval processes must be followed. (See APM 45.14).

EE-2. Expense Changeschanges. Information on additional known project expenses that have not yet posted to Banner and need that are requested to be included on the final invoice, must be submitted to the OSP Financial Unit by the due date specified in the "notice to final invoice" emailed at award termination. [rev. 12-18] near award termination. This due date is usually a minimum of 15-30

days prior to the due date for final invoicing or financial reporting to allow for sufficient processing time.

~~EE-3. No Changes-changes Requiredrequired.~~ If there are no corrections, the final invoice and financial report (~~if~~when required) will be prepared from the information available in Banner. The GADGA must verify the accuracy of the Banner numbers to the OSP Financial Unit by the due date specified in the "notice to final invoice" that is emailed at~~near~~ award termination. If there is no response, the invoice and report will be submitted to the granting agency based on the allowable expenses posted into Banner. ~~[ed. 12-18]~~

~~CE-4. Limited Revised-revised Final-final Invoices-invoices and Reportsreports.~~ If revisions are needed after the final invoice has been submitted to the sponsor, ~~OSP~~the Director of OSP or Assistant Director of Sponsored Accounting will evaluate whether to resubmit the final invoice ~~and~~/or financial report on a case-by-case basis. ~~[rev. 12-18]~~

~~C-5. Closeout Letter and Statement of PI Responsibility.~~ ~~When an award has terminated and all financial reporting has been completed, a "Closeout Letter and Statement of PI Responsibility" is forwarded to the PI, and the DGA. This letter outlines revision is subject to approval by the final financial numbers submitted and indicates any items pending completion.sponsor.~~

~~E-5. Recordkeeping responsibilities.~~ For audit purposes, documents relating to the award must be kept for three (~~3~~) years, or longer if specified by the award terms. ~~The audit files maintained by OSP consist at a minimum of the following items: [ed. 12-18]~~

The audit files maintained by OSP consist at a minimum of the following items:

- Original proposal and any additional supplemental proposals.
- Award notices and any amendments.
- Invoices and financial reports.
- Cost sharing records.
- Compensation confirmation (personnel activity~~effort~~ reports or other mechanism) and payroll cost transfer~~labor redistribution~~ records.
- Property/equipment reports and patent reports.
- ~~Subcontract and service agreement~~Subaward documentation.

In addition, the ~~unit~~PI/Unit is required to maintain the following audit information:

- Technical reports (progress and final).
- Supporting documentation for cost transfers, inventory, and all expenditures.
- Miscellaneous correspondence regarding the project(s).

~~DF. Contact Informationinformation.~~ Any questions regarding closeout procedures for sponsored projects should be addressed to the Office of Sponsored Programs at 208-885-6651 or ~~osp@uidaho.edu. [ed. 12-18]~~osp@uidaho.edu.



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 45.15 Subawards and Subcontracts**

*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,VPRED

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.
Clarification of the subaward request and issuance process to include new requirements and processes. No substantial changes in responsibilities, monitoring, or timelines. Adding 2 CFR 200 in place of the A-121 and A-133 references, and formatting to standard APM format.
- 2. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None – no substantial changes
- 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.

45.15 – Subawards and Subcontracts

February 14, 2017

A. General. ~~This section applies to all~~ **Purpose.** A sponsored project ~~subawards or subcontracts which may be issued~~ include programmatic work being done by ~~the University of Idaho (University)~~ to other ~~qualifying institutions for the purpose of completing some portion of the sponsored project work~~ entities (subrecipients). These subrecipients are responsible for conducting their portion of the work in conformity with the laws, regulations, and terms and conditions that govern the prime award funding to the University. The University, via its faculty and staff, is responsible for monitoring subrecipients for both programmatic and fiscal compliance. To satisfy federal regulations, all subawards and subcontracts issued, regardless of the funding source, must be managed consistently with this section. ~~[rev. 2-12]~~

Note: For

B. Scope. This section applies to all sponsored projects that include subawards and/or subcontracts issued prior to December 26, 2014, by the provisions ~~University of~~ OMB Circular A-133, Audits Idaho to other qualifying institutions for the purpose of ~~States, Local Governments, and Non-Profit Organizations, may apply in lieu of 2 CFR Part 200.~~ ~~[add. 2-17]~~ completing some portion of the work on a sponsored project.

C.

B=Definitions:

BC-1. Subaward/~~Subcontract~~:subcontract. An ~~award~~ agreement provided by a prime award recipient or a pass-through entity to a subrecipient for the purpose of having the subrecipient ~~to~~ carry out part of the Federal award receive by the pass-through entity programmatic work required under the award. For the purposes of this APM section the term "subaward" will be used to refer to both subawards and subcontracts. ~~[rev. 2-12, 2-17]~~

BC-2. Subaward ~~Agreement~~:agreement. A contractual obligation on the part of the subrecipient to perform a portion of the scope of work funded by an outside sponsor. Such agreements not only identify the work to be conducted by the subrecipient, but also provide and establish the applicable laws and regulations, flow-down provisions from the prime award, and any other terms and conditions that the subrecipient must meet. ~~[add. 2-12]~~

BC-3. Subrecipient: ~~A non-Federal.~~ An entity that receives a subaward from a pass-through entity to carry out part of a Federal program sponsored project; but does not include an individual that is a beneficiary of such program. Subrecipients may be educational institutions (domestic or foreign), non-profit organizations, ~~or~~ for-profit organizations, and occasionally Federal agencies. Individuals, including those who are beneficiaries of a subaward, are not considered subrecipients. Per federal regulations, individuals are considered vendors and therefore require a different contract mechanism. For assistance with determining the appropriate contract mechanism for a vendor relationship, contact Purchasing Services. ~~[ren. & ed. 2-12, rev. 2-17]~~

BC-4. Vendor: A dealer, distributor, merchant, or other seller who provides goods or services to many different purchasers within their normal course of business. ~~Goods and services purchased from a vendor may be used in support of a sponsored project, but are not considered a substantive contribution to the programmatic effort.~~ ~~[ren. & ed. 2-12]~~

BC-5. Pass-through Entity: ~~A non-federal~~ entity. An entity that has received funding and that issues a subaward to a subrecipient to carry out a sponsored project. ~~The pass-through entity may be either a primary or a subaward recipient.~~ ~~In functioning as a pass-through entity an institution assumes responsibilities more typically associated with an award sponsor.~~ ~~The University is considered a pass-through entity for each subaward that it issues.~~ ~~[ren. & ed. 2-12, ed. 2-17]~~

ED. Policy. ~~A subaward may be issued by the~~The University, acting as either the prime award recipient or a pass-through entity, may issue a subaward to an eligible subrecipient in support of a sponsored project. The scope of work to be carried out by the subrecipient must involve substantive programmatic effort or decision making that is beyond mere analytical work for hire. It must be of such significance to the project that the collaborator at the subrecipient institution will participate in the preparation of results, publication ~~and/~~ or presentation of the project. In most instances the work will be accomplished by the personnel of the subrecipient, and will use the subrecipients' facilities and resources. (See Section ~~DE~~ for additional clarification on the difference between subcontracts and procurement of services). A written subaward agreement shall be used to formalize the relationship between the University ~~as the prime institution or pass-through entity,~~ and the subrecipient. ~~{add. 2-12, ed. 2-17}~~

ED-1. Federal Requirements. Federal regulations, 2 CFR Part 200 ~~(effective December 26, 2014),~~ identify the "pass-through entity" as the administrative mechanism by which federal funds awarded to one institution may be distributed to another institution as a subaward. 2 CFR Part 200 requires institutions acting as pass-through entities (e.g. issuing subawards) to assume administrative and monitoring obligations similar to those of a federal agency overseeing the activity of a primary recipient ~~[2 CFR Part 200.331].~~ These responsibilities include, but are not limited to: ~~{ren. & ed. 2-12, ed. 2-17}~~

- ~~conducting~~Conducting risk assessments of potential subrecipients;
- ~~advising~~Advising subrecipients of all applicable federal laws and regulations, and all flow-down terms and conditions from the primary award;
- ~~regularly~~Regularly collecting and reviewing subrecipient technical and fiscal performance reports;
- ~~performing~~Performing on-site visits, as deemed necessary;
- ~~analyzing~~Analyzing audit reports as required by 2 CFR 200 and other such audit reports filed by subrecipients; ~~{rev. 2-17}.~~
- ~~evaluating~~Evaluating any corrective actions proposed by subrecipients in response to audit findings;
- ~~assessing~~Assessing and enforcing sanctions for subrecipients in cases involving the inability or unwillingness to undergo required audits or correct ~~non-~~noncompliant activity.

Defects in either the management of the subaward by the subrecipient or of the administration of the subaward by the pass-through entity may subject the pass-through entity to substantial penalties. ~~{ed. 2-12}~~

~~D. Process/Procedures:~~

~~DE. Procedure~~

E-1. Proper Classification of Subawards. A critical first step in the administration of subawards is the proper classification of the transaction as a subaward (as opposed to another type of procurement action such as a service/consulting agreement or a purchase order) at the proposal stage of a project. ~~Incorrect classification may result in the Principal Investigator (PI) having insufficient funds to successfully complete the proposed scope of work. It may also create significant delays in processing the subaward and may, in rare cases, endanger the viability of the project.~~ ~~{ed. 2-12}~~

At the time funding is first requested from a sponsor the PI has primary responsibility for determining the correct classification of costs associated with services provided by third parties. ~~The Office of Sponsored Programs (OSP) should be contacted with any questions regarding proper classifications of transactions.~~ ~~{ed. 2-12}~~ and will determine the final classification when needed.

The University uses the characteristics outlined in 2 CFR 200 as a starting point when classifying subawards and other procurement transactions. ~~[ren. & ed. 2-12, 2-17]~~

- a. Subawards.** Some of the factors which may result in the University categorizing funds to be issued to a third party as a subaward, and the third party as a subrecipient include, but are not limited to: ~~[ren. & ed. 2-12]~~
- ~~the~~The programmatic involvement of the third party is identified as a separate scope of work, with a separate budget and separate approval by the third party.
 - ~~the~~The third party's performance is measured against the objectives of the sponsored project.
 - ~~the~~The third party has responsibility for programmatic decision making.
 - ~~the~~The third party assumes responsibility for adherence to any applicable program compliance requirements of the sponsor; ~~and~~
 - ~~the~~The third party will use funds to carry out a sponsored project for the University, as opposed to providing goods or services.
- b. Procurement.** Factors that may result in the University categorizing funds to be issued to a third party as a procurement action, and the third party as a vendor, include, but are not limited to: ~~[ren. & ed. 2-12]~~
- ~~the~~The third party provides the goods or services within its normal business operation.
 - ~~the~~The third party provides similar goods or services to many different purchasers.
 - ~~the~~The third party operates in a competitive environment.
 - ~~the~~The third party provides goods or services that are ancillary to the operation of the sponsored project.
 - ~~the~~The third party is not subject to the compliance requirements of the sponsor.

DE-2. Proposal of a Subaward. ~~[ren. & ed. 2-12]~~

- a. Determination of the Need for a Subaward.** The PI is responsible for ~~deciding~~determining whether a subaward or other procurement action is necessary for the success of a University-sponsored project. The PI, with the guidance of OSP, is also initially responsible for determining which funding mechanism and classification is appropriate for the third-party activity proposed. ~~(. See Section DE-1 above).~~ ~~[ren. & ed. 2-12, rev. 2-17].~~
- b. Selection of a Subrecipient.** Selection of a subrecipient by a PI must be based on ~~his or her~~the PI's assessment that the subrecipient ~~has the ability to can~~ perform the required research successfully. This assessment should address the subrecipient's past performance, technical resources, and financial viability and results of previous audits, as well as the reasonableness of the subrecipient's proposed costs for the work to be conducted under the subaward. ~~[ren. 2-12, rev. 2-17]~~

~~In order to~~To assist the PI in the evaluation of the proposed subrecipient and to facilitate the proposal process, the University requires the subrecipient to provide the following documents prior to submission of the proposal to the prime sponsor, ~~or when the need arises after proposal submission.~~ This list is not a comprehensive list and additional documents may be required of the subrecipient by the University prior to proposal submission ~~and/or~~ subaward issuance. ~~[rev. 2-12, 2-17]~~

- Statement of the scope of work to be undertaken by the subrecipient. This scope of work must be approved by the University PI.

- Budget and budget justification. -This must include the direct and indirect costs of the subrecipient, calculated using the subrecipient's approved F&A and fringe benefit rates, and confirming any committed cost sharing. ~~It is~~ subject to ~~the any~~ limitations of the prime sponsor. The budget provided by the subrecipient must be approved by an individual authorized to contractually commit the institutional resources of the subrecipient.
- Letter of support from the subrecipient's institutional official indicating its commitment to perform the scope of work proposed, assuring the accuracy and reasonableness of the budget and any cost share commitment, and agreeing to enter into a subaward; if the proposal is funded. ~~See the Forms section of the OSP website for the University's Letter of Support form. [ed. 2-12]~~
- All sponsor-required representations, certifications, and assurances of compliance (e.g., Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, etc.) by the subrecipient institution.
- A subrecipient commitment form ~~documenting may be required to document~~ the subrecipient's eligibility to receive federal funding and compliance with required federal regulations. ~~[add. 2-17]~~
- Additional documentation ~~as~~ required by program sponsor (e.g., certification of cost or pricing data, biosketches of key subrecipient personnel, etc.).

These documents are expected to conform to all sponsor requirements ~~that~~ ~~apply~~ ~~applicable~~ to the University's proposal. -PIs must also ensure that all materials provided by the proposed subrecipient are in the required format. -PIs are encouraged to coordinate with OSP to ensure that the subrecipient materials provided are compliant with University and sponsor guidelines and regulations. -For complex proposals involving multiple subrecipients, each subrecipient must provide the documentation listed above; and each subaward will be evaluated separately, based on the information provided.

The PI must request that the subrecipient submit its proposal documents at least two (2) business days before the PI is required to submit the ~~remainder of the~~ University's proposal to OSP ~~(see D. See E-2-.c.iv-).~~. This will allow both the PI and OSP sufficient time to review the documents and make any required changes before the proposal is due. ~~[rev. 2-12]~~

c.) Considerations when incorporating the subrecipient proposal into the University proposal. ~~[ren. 2-12]~~

i.) Facilities and ~~Administrative~~ ~~Administrative~~ (F&A) Rates ~~rates~~ **for Proposals** ~~proposals~~ **including Subawards:** ~~subawards.~~ Proposals including subawards include (at least) two types of F&A costs ~~unless F&A is not an allowable cost~~: Subrecipient F&A costs and University F&A costs. A subrecipient is expected to apply its own federally-negotiated F&A rates and direct-cost ~~bases~~ ~~base~~ in the preparation of its budget, unless a lower rate has been authorized by the subrecipient's institutional official or the F&A rate is limited by the prime sponsor. If the subrecipient has a federally-negotiated rate, a copy of the subrecipient's federally-negotiated F&A rate agreement must be ~~submitted prior to proposing the subaward.~~ ~~[ren. & ed. 2-12, rev. 2-17]~~ ~~provided.~~

If a subrecipient does not have a federally-negotiated F&A rate, the University will not allow F&A costs over the ~~deminimus~~ ~~de minimus~~ 10% MTDC rate prescribed in 2 CFR Part 200.414 ~~to be included within the subrecipient's proposal~~, unless a rate can be negotiated between the subrecipient and the University. The Cost Accounting Unit of OSP is responsible for the negotiation of F&A rates with subrecipients who do not have a federally-negotiated rate. ~~[rev. 2-12, 2-17]~~

Any waiver of University F&A costs associated with a subaward requires the prior approval of the Vice President for Research and Economic Development or delegate pursuant to FSH 5100 J-1 and APM 45.10 D-C. ~~{rev. 2-12}~~

ii.) Audit Requirements~~requirements~~ **for Proposals**~~proposals~~ **including Subawards**~~subawards~~. If the proposed subrecipient is subject to 2 CFR 200, it must provide a complete copy of its most recent independent audit used to meet 2 CFR 200 audit requirements, or a link to its audit record at the Federal Audit Clearinghouse, prior to issuance of a subaward. OSP, in accordance with its responsibility for assessing the risk level of the subrecipient, must review the audit and verify that there are no findings that may negatively impact the proposed University award. ~~{ed. 2-17}~~

iii.) Subaward Conflicts~~conflicts~~ **of Interest**~~interest~~. The University must ensure that there are no conflicts of interest involved in awarding funding to the subrecipient, and that any situation that could result in a conflict is reported and managed, if appropriate to do so, consistent with FSH 5600, 5650, 6240, and ~~FSH 3170~~3170. In addition to Conflict of Interest as defined in FSH ~~6240~~6240, Conflict of Interest in relation to subrecipients shall also include situations where i) the University PI has ownership or substantial equity in the subrecipient; or ii) the University PI (or a member of his or her family) will receive individual gain from such an arrangement. Subawards shall not be authorized until a disclosure of the potential conflict of interest is filed and a management plan is approved pursuant to FSH 5600, 5650 and 6240. In certain circumstances, investigators for the subrecipient may also be required to submit disclosures of significant financial interests and comply with ~~University policies on and University application of~~ federal regulations for financial conflict of interest. Subrecipient must also certify that ~~they have~~it has a compliant conflict of interest policy under 2 CFR Part 200.112 and for EPA funding, subrecipient must comply with EPA's Conflict of Interest policy and 2 CFR Part 200.318. ~~{ren. & rev. 2-12, 2-17}~~

iv.) Administrative Review~~review~~ **of Proposal**~~proposal~~: OSP reviews the University proposal and ensures that all items required ~~offrom~~ the subrecipient are included. It may be necessary for OSP to clarify costs or other items with the University PI or the subrecipient. In order to allow adequate time for administrative review, all proposals must be submitted to OSP no less than four ~~(4)~~ business days prior to the sponsoring agency's formal submission deadline. ~~{ren. & ed. 2-12}~~

d.) Inclusion of an Unanticipated Subaward~~unanticipated subaward~~ **after Submission**~~submission~~ **of Proposal**~~proposal~~. In certain ~~cases~~instances, a PI may determine that a subrecipient is necessary to complete the performance of a project ~~for which~~after a proposal has already been submitted ~~or an award received~~. PIs seeking to add a subrecipient to a submitted proposal or awarded project must provide OSP with the information and institutional authorizations normally required of a subaward at the proposal stage. Because such changes to a proposal can affect the scope of work, methodology, ~~and~~or budget for a project, the PI should work through OSP to gain the authorized approval of the sponsor. ~~-See APM 45.14~~. Subawards will not be issued without sponsor approval, unless such approval ~~is~~requirements are expressly waived by the sponsor. ~~{ren. & rev. 2-12, rev. 2-17}~~

DE-3. Issuance of a Subaward~~subaward~~. Upon the receipt of a fully ~~executed~~ prime award from the sponsoring agency, the PI and OSP shall collaborate in the preparation of the subaward ~~agreement~~. ~~{ren. 2-12}~~

a.) Unit Requisition. ~~At the request of the PI, the Unit will prepare a University requisition to encumber the funds, using the expense codes E5171 for funding up to \$25,000, and E5172 for funding greater than \$25,000. This requisition, and the subsequently generated purchase order, will go through the Banner approval process. [ren. & ed. 2-12]~~

b.) Subaward Request Form- initiation. ~~The Subaward Request Formticket, including the relevant attachments, on the OSP website and the approved requisition or purchase order provide OSP with the information necessary for the issuance of a subaward.- The subaward will incorporate the terms and conditions of the prime award, as well as the approved scope of work and budget and any terms and conditions specific to the subaward itself. -If the scope of work and/or budget for the subrecipient changes, that updated information must be provided to OSP. [ren. & rev. 2-12, rev. 2-17]~~

The Subaward Request Formticket may be prepared by the PI or DGA (or delegate) for submission to OSP at any time, but ~~should not be forwarded it is recommended that this is done at accounting (index) setup to OSP for issuance until the completed and approved requisition number can be included. [rev. 2-12] allow the process to begin in a timely manner.~~

eb.) Subaward Reviewreview by the Office of Sponsored Programs. ~~-Once OSP has received the Subaward Request Form and a purchase order has been approved in Bannerticket with the necessary attachments and information, OSP will re-verify that the University is entering into an agreement with a qualified and eligible entity, and assess the "risk level" associated with entering into an agreement. [ren. & rev. 2-12]~~

If a subrecipient is subject to audit under 2 CFR 200, it will generally be considered low risk, unless there are unresolved audit findings that might negatively affect its performance under the subaward. ~~SubawardsSubaward agreements~~ for subrecipients considered to present a moderate or high risk to the University will include terms providing additional scrutiny of the subrecipient over the course of the contract, pursuant to 2 CFR ~~Part~~ 200.331. For subrecipients determined to be "moderate" risk, this may include periodic invoice reviews and annual desk reviews. Subrecipients considered to be "high risk" will be contractually required to provide vendor receipts and payroll reports along with their invoices and may not be allowed to rebudget without prior written approval from the University. Subaward terms for high-risk subrecipients will also oblige the subrecipient to submit to biannual desk reviews to ensure that funds are expended properly, and other compliance obligations are met. If determined to be appropriate, a change in high-risk status may be granted after two years. Invoice reviews and desk audits are conducted by the OSP Cost Accounting Unit. [rev. 2-1, 2-17]

dc.) Special Considerations-considerations. ~~When dealing with foreign institutions, for-profit entities, and small businesses, additional considerations may need to be addressed by the PI and the OSP Contract Review Officer (CROUnit (CRU) (or delegate) during the preparation of a subaward. [ren. & ed. 2-12, rev. 2-17]~~

i.) Foreign Subrecipients-subrecipients. ~~Because some federal statutes, regulations and agency procedures may not apply to foreign subrecipients, special care must be taken to ensure that a subaward with a foreign entity contains all terms and conditions necessary to contractually establish the appropriate obligations of the subrecipient and to provide a mechanism for their enforcement. -As with subawards to domestic entities, any terms and conditions specific to the prime award must be flowed down to the subrecipient.~~

ii.) For-Profit Entities—profit entities. Subawards issued to for-profit entities may include terms and conditions different from, or in addition to, those included in subawards to non-profit entities. Specific cost principles and administrative requirements are necessary when working with for-profit entities. Because some sponsors are prohibited by statute, agency regulations, or organization charter from extending funding support to for-profit entities, the prime recipient of an award may need to obtain the approval of the sponsoring agency prior to any collaboration with a for-profit entity. *[rev. 2-17]* See APM 45.14.

iii.) Small-Business Subrecipients—business subrecipients. Issues involved in subawarding to small businesses are often a hybrid of the issues mentioned above. As for-profit entities, subawards for small businesses must contain terms and conditions flowed down from the prime award. However, these entities may not be familiar with federal requirements and thus may require additional information regarding compliance. [This information can be provided by the PI, DGA, or OSP depending on the specific information requested.](#)

ed.) Subaward Issuance—issuance. After review, OSP will prepare the subaward agreement and forward it to the subrecipient for review and signature by the subrecipient's authorized official. *[ren. & ed. 2-12]*

DE-4. Post-Award Stage—issuance. Once the subaward is in place, the PI and OSP will jointly monitor the activity of the subrecipient to ensure programmatic progress and compliance. -OSP will provide a copy of the executed subaward to the PI and the [Departmental Grants Administrator \(GADGA\)](#) or College Finance Director to facilitate the monitoring process. *[ren. & ed. 2-12, rev. 2-17]*

a.) Programmatic and Other Monitoring—other monitoring by the PI. - The University PI bears primary responsibility for monitoring and evaluating the progress of the subrecipient toward fulfilling the programmatic goals and following any required procedures established by the subaward. -This responsibility requires that the PI: *[ren. & ed. 2-12]*

i.) Maintain regular contact with the subrecipient [in order so as](#) to verify that the terms and conditions of the subaward are being satisfied. - The PI should have a thorough understanding of the prime and subaward terms and conditions to ensure the subrecipient's adherence to the subaward provisions. -OSP will serve as a primary point of reference for the PI regarding questions on terms and conditions, and will collaborate with the PI in answering subrecipient questions related to the terms and conditions, federal regulations, resolution of disputes, and issues related to breach of contract. *[ren. & ed. 2-12]*

ii.) Monitor the substantive progress of the subrecipient by monitoring its progress against the scope of work and any deliverable deadlines included in the subaward. -If programmatic progress is unsatisfactory, or if required technical reports or other deliverables are not produced in a competent and timely manner, the PI must work with OSP to address these issues with the subrecipient, documenting any issues raised and their resolution. -If subrecipient performance continues to be inadequate, the PI must notify OSP, which will formulate remedial actions to be taken by subrecipient or impose sanctions. *[ren. & rev. 2-12]*

iii.) Personally review and approve invoices submitted by the subrecipient, indicating that the quantity and quality of work completed for the period covered by the invoice was acceptable, and that it was performed in accordance with any timetable included in the subaward. -By this approval, the PI also affirms that the expenditures for the subrecipient's portion of the project are reasonable, allowable, and allocable as

defined by 2 CFR Part 200 Subpart E. -Entailed in the review of subrecipient invoices is an evaluation of the subrecipient's effort reporting and cost sharing contribution (if such commitments are included in the subaward) and of its application of the appropriate F&A rate. *[ren. & ed. 2-17]*

Note: If a PI is not able to provide review and approval of the invoice in person, via email, fax, or other means of written communication, the PI may provide a written authorization for a person with firsthand knowledge of the technical performance of the subrecipient to sign during the period of unavailability. -Notwithstanding the above, in the event of extraordinary circumstances, such as a dispute in relation to payment, OSP may sign off on and process an invoice for payment. -In such event, OSP shall verify that payment to the subrecipient is warranted based on performance and factual circumstances. *[ren. & ed. 2-12]*

iv.) Verify that any human subject, animal use, biosafety, or other compliance approvals required by the work performed by the subrecipient are properly secured and maintained for the life of the subaward. -If the subrecipient experiences a lapse in such approvals, the subrecipient is responsible for notifying the University. -If the PI obtains knowledge of such lapse, they must notify OSP immediately. *[ren. & ed. 2-12]*

v.) Ascertain whether the scope of work and/or budget for the subaward must be modified in order to allow additional time, funding, etc. -If the PI determines that alteration of the subaward is required, timely notice must be provided to OSP. *(see D. See E-6, Subaward Modifications)*. *[ren. & ed. 2-12]*.

vi.) Assist OSP in communicating with the subrecipient concerning any questions that may arise during the performance of the subaward and with audit inquiries. *[ren. & ed. 2-12]*

Please see FSH 5100-H on obligations of the PI pertaining to the conduct of research supported by sponsored projects. *[ed. 2-12]*

b.) **Fiscal Monitoring-monitoring.** Fiscal monitoring of the subaward is a responsibility shared by the PI, departmental grant or unit administrator (DGA), college or unit finance director, and OSP, with primary responsibility resting with the PI. - Invoices approved and signed by the PI should be submitted to the unit administrator or college finance director for tracking of expenses and cost share. The invoice is then forwarded to OSP for review before being submitted to Accounts Payable. -OSP uses submitted invoices as one means of monitoring compliance with award terms and conditions. *[ren. & rev. 2-12]*

c.) **Compliance Monitoring-monitoring.** As a prime recipient and a pass-through entity of federal awards, the University is required to monitor the activities of subrecipients to ensure that their portions of sponsored projects are performed in compliance with federal regulations, 2 CFR 200.501 audit requirements, and the provisions of the award and the subaward. In addition to the ongoing monitoring of subrecipient invoices, OSP regularly reviews subrecipient audit reports and, if necessary, performs desk reviews to ensure compliance. *[ren. & ed. 2-12, ed. 2-17]*

DE-5. Corrective Action Plansaction plans and Sanctionsanctions.

a.) **Corrective Actionaction.** If an audit reveals that the subrecipient is not in compliance with federal regulations, audit regulations, or provisions of the subaward, OSP will issue a management decision on the audit findings. If the subrecipient has already taken steps to correct the finding, this will be so noted in the management

decision. The management decision will state whether a finding is sustained, explain the reasons for the conclusion, and identify both the corrective action to be taken by the subrecipient and the timeframe in which this action must be completed. The subrecipient is responsible for developing and implementing measures to correct all audit findings and must submit the corrective action plan to OSP for use when assessing subrecipient conformance with 2 CFR 200 requirements. OSP will approve the proposed action plan and will modify the plan as it deems necessary to rectify the audit finding. The PI and unit will be informed of subrecipient noncompliance and will be asked to assist in monitoring the implementation of the approved corrective action plan by the subrecipient. (See 2 CFR Part 200). ~~[ren. & ed. 2-12, ed. 2-17]~~

b.) Sanctions. -OSP may impose sanctions on the subrecipient for its failure to: undergo an audit in keeping with 2 CFR 200 requirements and/or special terms and conditions of the subaward agreement; undertake the performance of the subaward with reasonable diligence in adhering to applicable federal and state regulations and subaward terms and conditions; and/or submit or carry out a corrective action plan. Under such circumstances, OSP may withhold payment, withhold or disallow overhead costs, or suspend the subaward until necessary corrective measures are taken by the subrecipient. If resolution of identified issues does not occur within ~~ninety (90.)~~ days, OSP will notify the subrecipient that it has ~~thirty (30)~~ days to comply or it will be considered ~~to be~~ in breach of the subaward agreement and the agreement will be terminated. ~~[ren. & ed. 2-12, ed. 2-17]~~

~~DE-6. Subaward Modifications.~~ modifications. While the terms and conditions of a subaward usually are fixed for the duration of the contract, it may become necessary to modify terms and conditions of the subaward in order to ensure the success of the entire project. ~~Should~~ be it ~~is~~ determined that amendments to the subaward are necessary, the PI must first contact OSP ~~in order~~ to determine whether the University has the authority under the prime award to alter the subaward. - If the University does not have this authority, the PI will need to work with OSP to obtain approval for the proposed subaward modification(s) from the sponsor. -When a modification is required, the PI shall complete and submit a Request for Subaward Amendment ~~Form~~ ticket to OSP. ~~If additional funding is being provided, a Change Order to the existing purchase order must be completed in Banner prior to the modification being completed.~~ -After OSP receives the request form ~~and the change order has been processed in Banner, if required,~~ OSP will prepare an amendment to the subaward, incorporating the approved modifications into the subaward and will send the amendment to the subrecipient. A copy of the subaward amendment will be provided to the unit once it has been fully executed. ~~[ren. & ed. 2-12, ed. 2-17]~~

~~DE-7. Subaward Closeout.~~ closeout. A subaward is considered closed when its performance period has come to an end and all of the conditions of the subaward have been fully met. ~~Before a subaward can be closed out the following tasks must be completed: [ren. & rev. 2-12]~~

- An invoice marked as "final" and certifying that all costs were made in accordance with the subaward conditions must be received within the ~~contract~~ contractual deadline.
- Before signing off on the invoice, the PI must verify that any required technical reports have been completed and obtained and that all provisions of the subaward have been fulfilled.
- Any closeout reports required by the prime sponsor (e.g. invention disclosure, property) must be received.
- Disposition of any equipment purchased under the subaward must be finalized. -A determination must be made on whether this equipment may be vested with the subrecipient, or if title remains with the prime sponsor or the University.

Payment of the final invoice may be withheld until all required documents and deliverables have been received and approved. ~~[ed. 2-12]~~

EF. Contact Information~~information~~. For questions or requests for additional information please contact the Office of Sponsored Programs at 208-885-6651 or osp@uidaho.edu. ~~add. 2-12]~~

F. Sources of Federal Guidelines: ~~[ren. & ed. 2-12]~~

G. References

GF-1. Federal Acquisition Regulations.

GF-2. 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ~~[rev. & ren. 2-17]~~



POLICY COVER SHEET

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<https://www.uidaho.edu/governance/policy>

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title: **APM 95.21 UNIVERSITY CLOSURES**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Originator: Shane Keen

Policy Sponsor, if different from Originator: Brian Foisy, 1/12/24

Reviewed by General Counsel XYes No Name & Date: Patrick Grace, 1/11/24

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.

Comprehensive review. Language clarified throughout.

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

None.

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.

To be effective immediately upon approval.

95.21 - University Closures

A. Rewrote in October 2017

General Purpose. ~~This policy describes how the University may close its facilities i~~n the event of a reported emergency or a weather-related emergency, or if an emergency situation appears imminent, ~~the Executive Director of Public Safety & Security, or designee, may make a recommendation to the President, or designated senior officer, for taking the appropriate action. The action could include the cancellation of classes and/or the closure of a university facility.~~

B. Scope. This policy ~~eovers~~ applies to all University of Idaho ~~all~~ facilities, sites, and campuses ~~located around the State occupied, or used by, University of Idaho (UI) employees.~~

CA. Definition of s

A-1. ~~e~~Essential Personnel personnel. ~~Essential personnel is defined as~~ UI employees designated by unit administrators to be critical to the continuation of key operations and services in the event of a suspension of operations.

A-2 Consideration of Conditions:

A decision to close a university facility may be based on any, or all, of the following ~~conditions~~ factors:

- a. ~~Weather information gathered from official weather reports and forecasts. In most cases, university facilities will not close for winter conditions unless there is a severe weather event or hazardous conditions.~~
- b. ~~Decisions from city, county, regional, and state agencies.~~
- c. ~~Local police and county sheriff's departments surrounding the affected campuses and facilities.~~
- d. ~~Consultation with UI Office of Public Safety and Security (OPSS) and Facilities Services.~~

DB. Policy. When conditions necessitate, a university facility may be closed or its opening delayed. The decision to close or delay opening a university facility is at the discretion of the President, or designee. In the event of a university closure, only designated essential personnel will be allowed to remain on campus, or occupy a closed university facility.

DB-1. Supervisor Jurisdiction jurisdiction. Individual units do not have independent authority to make decisions concerning university ~~University~~ facility closures, postponements, ~~and~~ or cancellations; however, supervisors do have the authority to approve requests from employees who wish request absence or early release with the use of annual leave or comp time (if applicable) from work due to severe weather conditions. (See FSH 3470.)

DB-2. Administrative Emergency Closure Leave ~~leave~~ with Paypay. When the President, or designee, makes a decision to close, cancel classes, or postpone opening any ~~university~~ University facility, ~~administrative emergency closure~~ leave for the affected employees (~~non-essential personnel~~) will be determined pursuant to FSH 3470 and 3710 as applicable.

DB-3. Locations other than Moscow. ~~Subject to the provisions of B-5 herein~~ At locations other than Moscow, ~~the location executive officer,~~ or designee, will make a recommendation, to the President, or designee, to close the facility(s). After approval, the executive officer, or designee, will contact UI Office of Public Safety and Security (OPSS) OPSS and provide information on the nature of the event, affected locations, recommended actions (closure, delayed opening), duration of action, and any other relevant details.

a. Coeur d'Alene (CDA) campus. University of Idaho CDA facilities may be closed due to a North Idaho College (NIC) closure. In the event of a NIC closure, the CDA executive officer or designee will notify the President or designee and OPSS.

b. Idaho Falls (IF) campus. University of Idaho IF facilities may be closed due to an ISU-Idaho Falls (ISU) closure. In the event of an ISU closure, the Idaho Falls executive officer or designee will notify the President or designee and OPSS.

c. Co-located UI offices. University of Idaho offices co-located with federal, state, or county offices may be closed due to a building closure. In the event of a closure, the UI executive officer at the co-located facility or designee will notify the President or designee and OPSS.

DB-4 Consideration of Conditions:

A decision to close a ~~u~~University facility may be based on any, or all, of the following factors:

a. Weather information gathered from official weather reports and forecasts. In most cases, ~~u~~University facilities will not close for winter conditions unless there is a severe weather event or hazardous conditions.

b. Relevant guidance ~~Decisions~~ from city, county, regional, and federal and state agencies authorities.

c. Advice from local police and county sheriff's departments surrounding the affected campuses and facilities.

d. Consultation with UI Office of Public Safety and Security (OPSS) and Facilities Services.

Exceptions:

~~**a. Coeur d'Alene (CDA) Campus.** University of Idaho CDA facilities may be closed due to a North Idaho College (NIC) closure. In the event of a NIC closure, the CDA executive officer, or designee, will notify the President, or designee, and PSS.~~

~~**b. Idaho Falls (IF) Campus.** University of IF facilities may be closed due to an ISU Idaho Falls (ISU) closure. In the event of an ISU closure, the Idaho Falls executive officer, or designee, will notify the President, or designee, and PSS.~~

~~**c. Co-located UI Offices.** University of Idaho offices co-located with federal, state, or county offices may be closed due to a building closure. In the event of a closure, the UI executive officer at the co-located facility, or designee, will notify the President, or designee, and PSS.~~

DB-54. Alerts and Notifications~~notifications.~~ In the event of a decision to close any university facility, ~~faculty, staff,~~employees and students will be notified of the closure by the ~~university's~~University's ~~emergency alert~~Vandal Alert Notification Ssystem. Additional information related to the emergency and facility closure updates, leave information, and contact information, will be posted on the ~~university's~~University's home page. (<http://www.uidaho.edu/>).



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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title: **APM 50.51 Requests for Job Reclassification**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Policy originator: Brandi Terwilliger, Director of Human Resources

Policy sponsor, if different from originator: Brian Foisy, VPFA

Reviewed by General Counsel: Yes No Name & Date: Kim Rytter, 12/28/23

Comprehensive review? Yes No

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change. Information contained in this item is now maintained on the HR website.
- 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.

50.51—Requests for Job Reclassifications

Last updated November 7, 2006

A. General. The classification of a position determines the pay grade to which it is assigned. UI, and other state agencies, follow the Hay System when analyzing the duties of non-faculty positions to determine the classification. Classification decisions are not based on an employee's job performance or on a comparison to the work that other employees perform. At UI, classification reviews are performed in Employment Services in Human Resources (HR). Reclassification decisions may be appealed. Procedures for requesting a reclassification appear in section C-1, procedures for appealing reclassifications appear in C-2.

The reclassification process is for classified (CL) employees only. For exempt (EX) employees, the promotion process found in the Faculty Staff Handbook 3370 should be followed. [ed. 11-06]

B. Process. The classification analyst will perform a job analysis to determine the appropriate classification at the time the position is established, or subsequently when an approved request is received in HR. Reasons for reclassification may include: a significant change in job responsibilities and tasks either requiring higher level knowledge, skills and abilities (upward reclassification), a significant change in job responsibilities and tasks requiring the same level of knowledge, skills and abilities but a change in title (lateral reclassification), or a significant change in job responsibilities and tasks requiring a lower level knowledge, skills and abilities (downward reclassification. Note: The downward reclassification is not tied to job performance. See APM 50.21 for information regarding demotion of Classified employees.) The employee must be performing the new duties for six months or more prior to the submission of the reclassification paperwork. The division or unit submitting a request for reclassification provides the funds for any necessary salary increase that results from the review. Implementation of reclassifications is normally effective at the beginning of the fiscal year. Departments may implement changes retroactively to the date following the six-month period the incumbent has been performing within the new classification. Classification decisions may be appealed. [rev. 11-06]

C. Procedure:

C-1. Procedure for requesting job reclassification. The following procedures should be followed in requesting a job reclassification for university employees:

- i) **Obtain Reclassification Packet.** After the employee has been performing the new duties for at least six months, obtain the reclassification packet from the HR website: <http://www.hr.uidaho.edu/default.aspx?pid=5632> or call HR at (208) 885-3611 for directions.
- ii) **Complete Job Description.** Complete a results-oriented job description on the form provided and attach a copy of the previous job description on file, together with an organization chart showing where the position fits in the department or administrative unit. The job description may be sent for review prior to submission of the reclassification, however, additional changes may be requested upon review of the reclassification questionnaire. [rev. 11-06]
- iii) **Complete Questionnaire.** Complete the Position Review Reclassification Questionnaire.
- iv) **Obtain Authorizing Signatures and Submit Completed Packet.** Obtain the required signatures of the supervisor, dean or director, and appropriate provost or vice president. Submit to Employment Services the entire packet of material for reclassification evaluation. Materials in this packet should include:
 - a) Proposed new results-oriented job description.
 - b) Copy of the previous job description.
 - c) Organization chart.
 - d) Position Review Reclassification Questionnaire.

e) Completed signature sheet with appropriate sign-offs indicating the source of funds (budget number) from which the upgrade would be funded.

v) **Email Revised Job Description.** E-mail an electronic copy of the new results-oriented job description (see iv. a) to Employment Services at melissad@uidaho.edu. [~~ed. 11-06~~]

vi) **Desk Audit.** A classification analyst from Employment Services may conduct a desk audit of the position by meeting in person or over the telephone with the incumbent to review the reclassification questionnaire and job description. The analyst may also meet in person or over the telephone with the supervisor to obtain additional information and confirm concurrence with responses provided by the incumbent.

vii) **Calculation of Hay Points.** A comprehensive analysis of the position is completed and the position is Hay point factored by the analyst to determine job value based on the knowledge, problem solving, accountability and working conditions of the position.

viii) **Written Recommendation.** A written recommendation is sent to the dean or director of the unit with copies to the supervisor, Affirmative Action Coordinator, and incumbent attached for appropriate distribution. [~~ed. 11-06~~]

ix) **Action by Department.** Within 30 days of receiving the reclassification recommendations from Employment Services, the dean or director has the responsibility to take one of the following courses of action. Allowing the employee to continue working out of classification is not an acceptable option.

a) Make the decision to implement the recommendation; or

b) Return the recommendation to the analyst in Employment Services asking which duties should be pulled in order to sustain the current title and pay grade; or

c) Determine which duties should be added to be able to upgrade the position; or

d) Return the recommendations to the analyst in Employment Services to consider a different classification.

Once approval of funds to support the position reclassification is received from the appropriate provost/vice president, the department will need to initiate a Personnel Action Form (EPAF) on the University Banner HR system to start the new rate on the Sunday of a new pay period, and **forward the new signed job description to HR for the incumbent's personnel file.**

C-2. **Procedure for appealing a reclassification.**

i) **Notice of Appeal.** If after having a follow up meeting with the classification analyst, the supervisor and the employee do not agree with the final classification decision made by HR, then the classification appeal process can be initiated. Appeals of Employment Services classification decisions are submitted directly to the vice president of finance and administration. A *Notice of Appeal* form must be filed with the vice president for finance and administration, with a copy to the Classified Position Appeals Board (CPAB) chair, within thirty calendar days of the date the notice of the Employment Services decision was received by the supervisor and by the affected employee.

ii) **Hearing Schedule.** The vice president for finance and administration will notify the director of Employment Services that a *Notice of Appeal* form has been received and that an advisory opinion is being requested from the CPAB. The vice president will request that Employment Services supply seven copies of available documentation to the CPAB chair within 10 working days. CPAB will schedule a hearing at the earliest time convenient for all parties.

iii) **Hearing.** The director of Employment Services, the classification analyst, the employee, and his or her supervisor will be notified of the date, time, and place of the hearing by the CPAB chair. The hearing will proceed as follows: the analyst from Employment Services will present the basis for the recommendation that was made; the employee or supervisor, or both, will present

reasons for disagreement; the classification analyst will be given time for closing comments as will the employee and the supervisor. The board may ask questions for further clarification after the presentations. The board will then meet in closed session for deliberation and to develop a recommendation to be submitted to the vice president.

iv) **Decision.** The CPAB will forward its recommendation to the vice president for finance and administration. The vice president will review the recommendation, make a decision, and notify the employee, the employee's supervisor, the director of employment services, the classification analyst and the CPAB chair of the final decision.

D. **Information.** Information regarding position classification procedures, requests for reclassifications, and appeals of classifications may be obtained from Human Resources, (208) 885-3611 or employment@uidaho.edu.



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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **APM 45.16 SPONSORED PROJECT PAYMENT MANAGEMENT**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Policy originator: Sarah Martonick

Policy sponsor, if different from originator: Chris Nomura, VPRED

Reviewed by General Counsel: Yes No Name & Date: Manisha Wilson, 12/29/23

Comprehensive review? Yes No

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Rewritten to clarify processes to match Chart V (Banner) updates and to update format.
- 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.
- 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.

45.16 -- Sponsored Project Payment Management

A. Purpose. To define the general policy for submitting requests to sponsored for payments and the associated internal controls.

B. Scope. This policy applies to all sponsored projects where payments must be requested from the sponsor.

C. Definitions

C-1. Cost reimbursable. Any projects whereby the agreement specifies that payment will be made after costs have been incurred as outlined in the agreement's terms and conditions.

C-2. Scheduled pay. Any projects where the agreement terms specify that the sponsor will be invoiced or make automatic payments based on scheduled amounts. Such projects may or may not be fixed price.

Unless otherwise specified in a grant or contract agreement, all payments are requested on a cost-reimbursable basis.

D. Policy

D-1. Individuals authorized to request sponsored project payment. The Authorized Organizational Representative (AOR), the supervisor of the OSP Financial Unit, and the employees of that unit are the only individuals authorized to request sponsored project payments on behalf of the university.

D-2. Timeliness of payment requests. The following schedule will be used for requesting payments on cost-reimbursable sponsored projects:

- a. **Letters of credit.** Biweekly coinciding with the payroll cycle, and at the end of each calendar quarter.
- b. **Other cost reimbursable.** Monthly or quarterly as per internal policies on minimum billing, or as otherwise delineated by the agreement terms.
- c. **Fixed-price scheduled billing.** The Financial Unit staff will run the Financial Unit Due Date report by event code LS% for the following month and send invoices to the sponsor by the deadline listed in the report. At the end of each month the Financial Unit staff will run the Fixed-Price Setup report and audit for any missed billing. The Financial Unit supervisor will run this report periodically to check for completeness of the billing and inform staff of any missed billing.

E. Procedure. To ensure timeliness, accuracy, and allowability of payment requests, the following internal control procedures are to be used:

E-1. Report of unbilled charges and undistributed cash. Prior to issuing an invoice a report of unbilled charges and undistributed cash must be run to ensure that the amount of the payment request matches the total of the unbilled charges, net of any prior overpayments.

E-2. Letter-of-credit drawdowns. Each letter of credit payment request shall be done by different individuals on a rotating schedule and the draws will be reconciled periodically by the Financial Unit supervisor.

F. Contact information. For additional information please contact osp-billing@uidaho.edu, osp@uidaho.edu or 208-885-6651.



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 45.17 FIXED-PRICE SPONSORED PROJECTS**

*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, VPRED

Reviewed by General Counsel Yes No Name & Date: Manisha Wilson,
12/29/23

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
Updating for current processes in Chart V as well as new CFR regulations governing fixed-price sponsored funding.
- 2. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None- no change to how fixed-price agreements are processed.
- 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 – only updating for current systems and regulations.
- 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.

45.17 Fixed-Price ~~Contracts/Grants~~Sponsored Projects

~~Created April 11, 2008~~

A. Purpose: This document states University policy on, and provides associated procedures for, the actions to be taken upon the completion of externally funded fixed-price ~~contracts/grants~~sponsored projects, especially when such ~~contracts/grants~~sponsored projects are concluded with a residual cash balance.

B. Scope. This policy applies to all fixed-price sponsored projects.

CB. Definitions:

CB-1. Fixed-price ~~Contract/Grant~~Sponsored Project. A fixed-price ~~contract/grants~~sponsored project (also known as a firm-fixed-price, firm-price, ~~or fee-for-service~~fixed-price contract/grant) requires a recipient to perform the work necessary to produce deliverables (i.e., services or property) as specified in the ~~contract/grant~~agreement for an established dollar amount and, usually, withinby a defined time frame. Under such an ~~agreement~~-~~contract/grant~~, the fundingprice is not subject to adjustment on the basis of the recipient's actual expenditures ~~cost~~-~~experience~~ in performing the ~~contract/grants~~sponsored project, and-payment for performance of the ~~contract/grants~~sponsored project remains constant despite the actual costs associated with the work ~~that might be~~ required to fulfill the terms of the ~~contract/grant~~agreement, including any overages or underages.

CB-2. Residual ~~f~~Funds. Residual funds are the monies remaining at the completion of a ~~fixed-price sponsored~~ project-~~contract/grant~~, after all costs incurred in performing the work and fulfilling the deliverables in the agreement ~~contract/grant~~ have been paid and all ~~external funding has~~payments have been received.

CB-3. Significant ~~r~~Residual ~~f~~Fund ~~b~~Balance (or ~~s~~Significant ~~b~~Balance). A significant residual fund balance is defined by the University as residual funds equal to or greater than ~~ten (10) percent~~ 10% of the total ~~contract/grants~~sponsored project price.

~~DC. REQUIREMENTS OF FIXED-PRICE CONTRACTS/GRANTS~~Policy:

~~DC-1. -When to use a ~~f~~Fixed-price ~~Contract/Grant~~agreement.~~ ~~The~~-~~A~~ fixed-price ~~contract/grant~~agreement mechanism offers benefits to both project sponsors and Principal Investigators (PIs). Because the final cost of a product or service provided under a fixed-price ~~contract/grants~~sponsored project is established and accepted prior to the performance of the ~~contract/grants~~sponsored project, a project sponsor is relieved of the risk that its cost for the deliverable(s) identified in the ~~contract/grant~~agreement may exceed its expectations and budget. ~~Principal Investigators~~PIs, as recipients of a fixed-price ~~contract/grants~~sponsored project, perform under a minimal administrative burden, which is delimited primarily by the periodic reporting on progress toward any defined benchmarks. In most circumstances, if the costs incurred to complete the project are less than the price paid by the sponsor for the performance of the ~~contract/grant, agreement,~~ the recipient institution retains the difference. In cases where a sponsor imposes a restriction on residual funds, the University will be obligated to comply with the terms and conditions in the fixed-price agreement-

~~DC-2. -Considerations for ~~a~~All ~~f~~Fixed-price ~~Contracts/Grants~~-~~s~~Sponsored ~~p~~Projects~~

a. Compensation: The University must ensure that it is properly compensated for all allowable direct and indirect costs incurred under a fixed-price

~~contract/grant agreement~~, but due to the University's status as a non-profit entity it must-should also avoid generating a residual balance. Entering into a fixed-price ~~contract/grant agreement~~ for deliverables intended for the direct benefit or use of the sponsor may also make the University appear to have an unfair competitive advantage over for-profit businesses providing the same or a similar product or service at a higher cost.

b. Unrelated Business Income Tax (UBIT) ~~r~~Review. ~~+~~ -If the University receives funds for work that is regularly undertaken for the benefit of a sponsor and that is not consistent with the research, education, other sponsored activity, instruction, or public service missions of the University as a non-profit institution, the Internal Revenue Service may declare these funds to be unrelated trade or business income and, therefore, subject to unrelated business income tax. ~~The~~ Office of Sponsored Programs (OSP) shall consult with Business and Accounting Services regarding any agreement that has UBIT potential.

c. Federal ~~r~~Requirements. ~~+~~ -The University must ensure observance of the terms and conditions of the ~~contracts/grants sponsored projects;~~ must adhere to and consistently apply established cost principles and accounting standards; ~~and~~ must fulfill its obligations under federal and state compliance and audit regulations. ~~(2 CFR Part 200 Subpart E – Cost Principles and 2 CFR Part 200 Subpart F – Audit Requirements.) (See OMB Circular A-21).~~ Among the laws that inform University contracting policy is the Anti-Kickback Act of 1986. Consistent with this statute, the University prohibits any employee from soliciting, accepting, or attempting to accept a kickback—money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided, directly or indirectly, for the purpose of improperly obtaining or rewarding favorable treatment in relation to a sponsored project contract/grant involving federal funds. ~~(See Anti-Kickback Act of 1986).~~

Compensation principles established by the federal government require that salary on sponsored programs be expressed in relation to the entirety of an individual's professional effort. ~~(2 CFR 200.430.) (See OMB Circular A-21).~~ The University demonstrates its conformance to these compensation principles, ensuring that compensation for sponsored programs accurately reflects the effort expended, by requiring the periodic verification of effort for ~~anyone~~ all non-temporary help employees with salary directly charged or cost shared to externally funded sponsored programs. ~~(See APM 45.09, Effort Commitment and Reporting).~~ The University, therefore, requires that faculty or staff report effort on a fixed-price ~~contract/grants sponsored project;~~ when if they have salary charged or committed as cost sharing to it. If no salary is charged or cost shared to the fixed-price ~~contract/grants sponsored project,~~ the effort put toward the performance the ~~grant/contracts sponsored project must be included in the report, as is voluntary uncommitted cost sharing, in as part of the calculation of~~ the total activities in which an employee has engaged in (and is compensated for) as part of ~~his or her~~ their ~~University~~ university appointment.

d. Tracking of ~~e~~Expenditures. ~~+~~ -The University must document project expenditures under a fixed-price ~~contract/grants sponsored project~~ in order to show that sponsor funds have been used as specified by the ~~contract/grant agreement~~ and that costs are fully and properly expensed. If unable to adequately demonstrate during the course of an audit that sponsor funds were used in the manner allowed by the ~~contract/grant agreement~~ and applicable policies and regulations, project costs may be disallowed and the University required to return them to the sponsor. Repeated audit findings related to fixed-price

~~contracts/grants sponsored projects~~ may compromise the ability of the University to enter into these agreements with state and federal agencies.

ED. Review and Approval of Fixed-Price Contracts/grants Procedure

E-1. Pre-aAward rReview and aApproval. All ~~contract/grants sponsored project~~ proposals, including proposals for fixed-price ~~contracts/grants sponsored projects~~, must be presented by the Principal Investigator to the Office of Sponsored Programs for review of the proposal materials, terms and conditions, and assessment of the proposed project budget and scope of work prior to submission to the sponsor. The project budget should take into account all direct and indirect costs associated with the performance of the project and should include sufficient detail to make accurate accounting practicable. The ~~contract/grant agreement~~ must be approved and signed by the individual with signature authority for such documents ~~under APM Section 60.20~~.

E-2. Closeout of Fixed-Price Agreements- Closeout of fixed-price agreements. Upon completion of the work to be performed under a fixed-price contract/grant, the ~~Principal Investigator PI~~ must provide the following information to the Office of Sponsored Programs:

- Substantiation that all work required under the contract/grant has been completed
- Confirmation that no outstanding expense items remain open or in question with the sponsor and that all allocable and allowable costs have been charged to the project funding
- Certification that all required deliverables and reports have been provided to and accepted by the sponsor

The final account balance will be determined only after the final payment from the sponsor has been received, all salaries and outstanding invoices have been paid, and all F&A costs have been recovered by the University.

E-3F. Contract/grant cCloseout with rResidual fFunds. In the event that the ~~Principal Investigator PI~~ completes the required work for less than the ~~contract/grant agreement~~ price, the ~~Principal Investigator PI~~ may request that the project account be closed and ~~that~~ the residual funds be distributed to the College or non-academic unit in which ~~she or he the PI~~ is a faculty member. These residual funds are considered deferred revenue of the University, and F&A costs and unrelated business income tax (if applicable) will be assessed against them prior to their distribution. ~~The remaining funds will then be disbursed in accordance with the University procedure for the distribution of earned F&A.~~ The sponsored project account will be closed only after the transfer of the residual funds. A College-unit receiving such funds may use them for any permissible use in support of the research, education, or public service missions of the University.

If there is significant residual fund balance, at the completion of work for the contract/grants sponsored project (i.e., an amount greater than or equal to ~~ten (10) percent~~ 10% of the ~~contract/grants sponsored project~~ price), ~~at the completion of work for the contract/grant~~, the ~~Principal Investigator PI~~ must provide a written explanation for the substantial discrepancy between the ~~cost~~ expenses needed to perform the ~~contract/grants sponsored project~~ and the costing that led to the contract/grants sponsored project price. This explanation should be supplied by the ~~Principal Investigator PI~~ to the Office of Sponsored Programs, which will use it along with the information that the ~~Principal Investigator PI~~ is required to provide upon closeout of the agreement (section under E. Closeout of Fixed-Price Agreements E-2) as the basis for an audit of the project.

Residual funds will be distributed to the college or non-academic unit College of the Principal Investigator PI upon the satisfactory conclusion of the audit and by per the distribution allocation as approved of the Vice President for Research, ~~or the Vice President for Research~~ or their designee.



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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title:

Administrative Procedures Manual (APM) 45.08

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title: **APM 45.08 COST SHARING ("MATCH") ON SPONSORED PROJECTS**

*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, VPRED

Reviewed by General Counsel Yes No Name & Date: Manisha Wilson, 6/30/23

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.

This policy is being updated to reflect new compliance requirements and accounting standards that govern sponsored funding, primarily from 2 CFR 200, but also the University changes from Chart 9 to Chart V fund-based accounting and the use of Banner to manage cost share companion accounts.

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 Chapter 45

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.

To be effective as soon as practical.

45.08 -- Cost Sharing ("Match") on Sponsored Projects

December 2018

A. ~~General Purpose.~~ ~~Identifying university policies on~~ This policy regulates offering, providing, and reporting on cost sharing.

B. Scope. This policy covers all proposals where cost share towards project expenses is being offered by the University, as well as any sponsored project awards with cost share completion and reporting requirements. ~~Some sponsored projects require the University and/or third parties to contribute a portion of the project costs. Such contributions are known as "cost sharing" or "match." The requirement for cost sharing or matching funds is an indication that contributions beyond those provided by the sponsor are necessary to fulfill the objectives of the project. Once included in a proposal and confirmed in its corresponding award document, cost share becomes a binding obligation of the University and must be contributed towards the fulfillment of the project.~~

CB. Definitions:

C-1. Cost sShare. ~~When a sponsored project includes University and/or third parties contributing a portion of the project costs, such contributions are known as "cost share" or "match." The requirement for cost sharing or matching funds is an indication that funding beyond that provided by the sponsor is necessary to be able to fulfill the objectives of the project. Once included in a proposal and confirmed in its corresponding award document, cost share becomes a binding obligation of the University and must be provided towards the fulfillment of the project. There are three types of cost share:~~

B-1-a. Mandatory cCost sShare. e- ~~That~~ ~~the~~ portion of the University contribution to a sponsored project which is required by the terms of the project, typically noted in the Request for Proposal (RFP) or Funding Opportunity Announcement (FOA) or similar document. -Any mandatory cost share must be included in the proposal in order for the proposal to receive consideration by the sponsor.

B-2-b. Voluntary cCommitted cCost sShare. :- Resources that are committed and budgeted for in a sponsored agreement, but that would are not be required by the sponsor in order for a proposal to be considered. -Although not required by the sponsor, this cost share is a binding commitment and is tracked by the University. ~~[rev. 3-13]~~

B-3-c. Voluntary uUncommitted cCost sShare. :- The voluntary contribution of institutional resources, including faculty effort, that is over and above the mandatory or voluntary committed cost share. Such cost sharing is not required by the sponsor as a condition of the award and is not quantified in the project budget or other proposal application ~~(proposal) form(s, but) but~~ is expended by the University. An example of voluntary uncommitted cost share is "The University of Idaho project director -will have direct oversight on the project. provide lab space to conduct this research". -This is listed in the proposal, but since there is no quantified amount listed, it is not tracked by the University. ~~[rev. 3-13]~~

DE. Policy. ~~Due to the effect of cost sharing on the Facilities and Administration (F&A) rate, it is the position of the Office for Research and Economic Development (ORED) that wW~~ when cost sharing is required by the agency, only the minimum cost share necessary to satisfy the requirement ~~may will~~ be offered to the sponsoring agency. -Requests to offer more than the minimum cost share required by a sponsor must be authorized by the unit administrator, college dean and the VP for Research and Economic Development or delegatesignee. Voluntary committed cost share is generally prohibited. Only in rare circumstances will voluntary committed cost share be authorized, ~~and such authorizations must be provided by the unit administrator, college dean and the VP for Research and Economic Development.~~

Note that Federal funding sources and other sponsored projects (Fund Type 22) generally ~~cannot~~ may not be used for cost sharing or matching purposes. This includes all Smith-Lever, Hatch, or other federal funds appropriated to the University. The Office of Sponsored Programs (OSP) will provide notification of any required cost sharing at the start of a project and with any subsequent funding authorizations. *fed. 12-18*

ED. Process/Procedures:

ED-1. Allowable/unallowable expenses. If cost share has been approved on a project, the following ~~guidelines-requirements~~ apply to what are allowable and ~~unnon~~-allowable expenses for cost share purposes. Note that in order to be ~~used-provided~~ as cost share, any such expenses must ~~occur~~ be incurred during the project period.

a.) Items unallowable as direct costs. An expense must be allowable as a direct cost to the project if it is to be used as cost share. One common exception is when the agency stipulates that indirect costs are unallowable but that any all or a portion or all of the unrecovered indirect costs may be used as cost share. Unrecovered indirect costs are the indirect costs that are not chargeable to an award due to sponsor limitations on the indirect rate.

b.) Equipment and office space. Existing equipment and office space on any University-owned or ~~leased~~ property is part of the University's indirect cost rate calculation, and ~~cannot~~ may not be used as cost share.

PIs should be aware that when preparing proposals for sponsored agreements they cannot commit the use of ~~U~~University-owned or government-owned equipment as cost share. They can, however, characterize the equipment as "available for the performance of the project at no direct cost to the project."

Proposals which include the acquisition of special-purpose equipment as a direct cost may include an offer of ~~University~~University funds to pay for all or part of the cost of such equipment. These proposals may be for equipment or instrumentation grants, where the purpose of the grant is to buy equipment and the University is required to share the cost with the sponsor, or research-oriented sponsored projects where the purpose of equipment required for the research is an allowable expense included in the award. Note that the purchase and acquisition must occur during the period of performance. The portion of the purchase price paid by the University must be charged directly to a cost sharing ~~account~~ index in support of the award.

c.) Waiver of indirect costs on cost-shared items. The indirect costs associated with other cost-shared items may be used as matching ~~funds, if~~ funds if indirect costs are allowed by the granting agency.

d.) Employee salaries. If an employee's salary has been committed as cost share on a project, their salaries must be charged to the cost share index for the project and they must complete a periodic are required to complete ~~e~~Effort ~~r~~Reports to verify the actual effort working on the project. ~~s~~See APM 45.09. *fed. 3-13, rev. 12-18*

e.) Third-party cost share allowances. At the proposal stage an itemized letter of commitment signed by an authorized organizational representative is required if any portion of the cost share is being funded by a third party (or parties). After the fact documentation will be required from each third party if the project is awarded. Such documentation must certify that the cost share in the letter of commitment was provided to support the project and that none of the cost share was paid out of federal funds. I

This documentation must be signed by someone ~~in~~ at the appropriate level of authority ~~at~~ in the ~~third-party~~ third-party organization. *[rev. 3-13]*

~~ED-2. Reports Provided by OSP.~~ ~~OSP prepares and will provide on request the following reports concerning cost sharing requirements: The Argos Cost Share Report (Finance, Production, Departmental Financial Reporting, Sponsored Programs Reports, Cost Share Report)~~ is the official cost share report location.

~~a)~~ ~~Cost Sharing Report: Available for each budget project with a cost sharing commitment. This report lists the detailed cost share expenses reported to OSP to date and is provided to each unit at least once a semester and when changes occur.~~

~~b)~~ ~~Cost Sharing Report by College: Lists both active and terminated accounts with cost share commitments. Details the matching amount required, the accumulated amount matched, and the balance remaining to match. Sent upon request.~~

~~c)~~ ~~Termination Report: Details the unmet cost share commitment. This report is sent to the unit at the close date of the project.~~

~~ED-3. Unit Responsibilities.~~ ~~The PI and unit should regularly review the cost-share indexes to make sure they are meeting their cost share obligation in a timely manner. ing reports, and notify OSP immediately if discrepancies exist. If operating expenses, temporary employee pay, and/or travel expenses are being used as match, the unit must provide OSP with the expense document numbers, dates, and budget(s) those expenditures were charged to on a regular basis. If the entire obligated cost share is not submitted by the PI and unit 15 days prior to the date the final financial report is due to the sponsor, the amount of direct expenditures allowed on the sponsored project must be reduced. The unit must transfer expenses off the sponsored project so that the cost share submitted meets the required proportion to the direct expenses as obligated in the award document. [rev. 3-13]~~

~~FE. Contact Information.~~ Further questions regarding cost sharing should be addressed to the Office of Sponsored Programs, (208) 885-6651 or osp@uidaho.edu. FAQs on cost sharing and other sponsored programs can also be found on the [OSP website](#).



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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **APM 50.35 Compensation Guidelines for Exempt Positions**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Policy originator: Brandi Terwilliger, Director of Human Resources

Policy sponsor, if different from originator: Brian Foisy, VPFA

Reviewed by General Counsel: Yes No Name & Date: Kim Rytter, 12/28/23

Comprehensive review? Yes No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.

Information contained in this item is now maintained on the Human Resources website.

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.

50.35—Compensation Guidelines for Exempt Positions

Last updated November 7, 2006

A. **General.** Upon request, Employment Services in Human Resources assists administrators in establishing appropriate salaries for exempt positions by working with departments to suggest appropriate titles and create or update effective, results-oriented job descriptions and by analyzing duties of a position and comparing those duties with similar positions at comparable universities. Employment Services also assists in reviewing vacant positions to ensure that each appointment that is submitted for Board of Regents approval meets the criteria for exempt employment status and ensures that the university is in compliance with federal and state regulations. *[ed. 11-06]*

A-1. **Evaluation Criteria.** Criteria used for this review and analysis include applicable provisions of the federal Fair Labor Standards Act (FLSA), the Americans with Disabilities Act of 1990, and state of Idaho codes.

B. **Process.** Administrators desiring assistance in establishing or reviewing salaries for exempt positions should contact Employment Services at (208) 885-3611. *[ed. 11-06]*

C. **Procedure.**

C-1. Procedures for Initiating Review.

i) **Departmental Action.** The departmental administrator provides the classification and compensation analyst with an electronic copy of a draft job description. The information should include an approximate percentage of time needed to accomplish each element, notations by each element designating whether it is essential or marginal, and minimum and desirable qualifications needed to successfully perform the position duties *[See 50.55]*.

ii) **Employment Services Response.** Based on the results anticipated and the duties described in the draft job description, Employment Services will consult with peer institutions' data and refer to salary surveys. The analyst will also perform Hay point factoring (Idaho's job evaluation system) for the position. A salary range, including a minimum, market, and maximum rate of pay is then recommended to the hiring administrator. If the position does not comply with state or federal law as an exempt position, alternative courses of action will be recommended to the hiring administrator.

iii) **Exception.** University initiated review. Exempt positions may be reviewed at any time upon the written request of a departmental administrator which bears the written approval of the appropriate dean, vice president, or the provost, or when Employment Services has received information that the position may not comply with federal laws or regents policies regarding exempt employment. *[ed. 11-06]*

C-2. Actions following Review

— i) **Actions Relating to FLSA Requirements.**

a) **Positions subject to FLSA Wage and Hour Requirements.** If the Employment Services review determines that the position is subject to the wage and hour requirements of the FLSA, the administrator will be advised that the position needs to be converted to classified status. (This is necessary because the FLSA requires payment of overtime compensation at the time-and-a-half rate for hours worked over 40 hours in a workweek whereas persons in exempt positions are not eligible to earn overtime compensation.) To correct this situation and comply with FLSA requirements, the conversion to classified status must occur the following pay period and it is necessary to track hours worked each week. *[ed. 11-06]*

(1) In some situations, it is possible that all overtime worked during the prior three years would be payable or banked at the time-and-a-half rate if requirements of the FLSA had applied to the duties of the position during that time.

~~b) Positions not subject to FLSA Wage and Hour Requirements. If the Employment Services review confirms that the position is not subject to FLSA wage and hour requirements, the position will remain exempt. [rev. 11-06]~~

~~ii) Salary Adjustments:~~

~~a) Exempt Positions Converted to Classified Positions. If the exempt position is to be converted to a classified position, the conversion and salary adjustment (if any) must occur at the beginning of the first pay period after approval in writing by the dean or vice president. The salary must be within the range of the classified pay grade to which the position is assigned. [ed. 11-06]~~

~~b) Exempt Positions Not Converted to Classified Positions. Because exempt employees work on annual contracts wherein the annual salary has been agreed to in advance by both the employer and employee, absent a written statement explaining compelling justification, salary increases are offered to exempt employees only at the beginning of the next contract period (assuming the employee is re-appointed). Compelling justification warranting a salary increase during the contract period could include, but is not limited to, reasons such as: [ed. 11-06]~~

~~(1) A finding by the affirmative action officer that the salary is inequitable on the basis of protected status;~~

~~(2) Determination by Employment Services that the salary is below the minimum salary prescribed by Idaho code for exempt employees. [ed. 11-06]~~

~~(3) Temporary assignment of additional duties on a short term basis.~~

~~(4) Verification that, because of constraints on external support salary sources, the employee's annual salary increase occurs on a date other than at the beginning of the University fiscal year.~~

~~(5) Significant additional responsibilities.~~

~~c) All Salary Adjustments for Exempt Positions Require Regents Approval. Pursuant to Idaho State Board of Education Governing Policies and Procedures Section II, D, 3, any mid-year salary adjustments for exempt employees require regents approval. [ed. 11-06]~~

D. Information. Any questions regarding compensation guidelines for exempt positions should be addressed to Employment Services at (208) 885-3611. [ed. 11-06]



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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 45.35 – University of Idaho Unmanned Aircraft Systems (“UAS”)**

*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, UAS Coordinator

Policy Sponsor, if different from Originator: Arch Harner, Office of Research Assurances Director

Reviewed by General Counsel __xx__ Yes ___No Name & Date: Manisha Wilson 2/29/2024

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
 - Standardized and updated formatting.
 - Clarification on existing requirements.
 - Address policy gaps & remove unnecessary language.
- 2. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have? None.
- 3. Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it. None.
- 4. Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

APM 45.35-- University of Idaho Unmanned Aircraft Systems ("UAS")

Updated: ~~February 1, 2017~~

~~**Preamble:** This policy, and the related policies and procedures described herein, is intended to ensure that the University operates any unmanned aircraft system in the furtherance of its educational, research, and service missions, as well as in compliance with applicable federal and state laws. This policy shall be effective immediately.~~

Contents:

- A. Purpose
- B. Scope
- C. Definitions
- ~~B-D.~~ Policy
- ~~C.~~ Process/Procedure
- ~~D-E.~~ Insurance
- F. UAS Committee Authority & Responsibilities
- G. Vice President of Research Authority & Responsibilities
- H. Contact Information

~~**A. Definitions. Purpose.** This policy ensures that the use of any unmanned aircraft system for University business complies with federal, state, and local rules and regulations.~~

~~**B. Scope.**~~

~~**B-1. Applicable.** This policy applies to University employees, third parties, visitors, and students operating UAS on behalf of the university.~~

~~**B-2. Not Applicable.** This policy does not apply to personal use of UAS by University employees, students, or third parties on University property, including but not limited to recreational or hobby flight of model aircraft. See APM 95.35 and 35.35 for information on personal use of UAS on University property.~~

~~**C. Definitions.**~~

~~**C-1. Certification of Waiver; Certificate of Authorization ("COA")** means a Federal Aviation Administration grant of approval for a specific unmanned aircraft flight operation. Standard use of a UAS under 14 CFR Part 107 does not require a COA.~~

~~**C-2. Civil Operation** means any UAS operation falling outside the scope of a public aircraft operation, such as an operation involving a commercial purpose or an operation involving research or other institutional activity outside the definition of governmental function. *rev. 2-17*~~

~~**C-3. Commercial Purpose** means the transportation of persons or property or other use of UAS for compensation or hire.~~

C-4. Governmental Function means an activity undertaken by a government, such as national defense, intelligence missions, firefighting, search and rescue, law enforcement (including transport of prisoners, detainees, and illegal aliens), aeronautical research, biological or geological resource management.

C-5. Public Operation COA means a COA granted by the FAA for a public aircraft operation. Public aircraft operations are those conducted by a public agency, like the University, in furtherance of a governmental function.

~~A-1. Aircraft~~ means any contrivance invented, used, intended to be used, or designed to navigate, or fly, in the air.

~~A-2C-6. Responsible Party (or Parties)~~ means a university employee, third party, visitor, or student operating UAS on behalf of the University.

C-7. Unmanned Aircraft System ("UAS") means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the pilot in command to operate safely and efficiently in the navigable airspace of the United States under the regulatory authority of the Federal Aviation Administration ("FAA").

~~A-3. Certification of Waiver, Certificate of Authorization~~ ("COA") means a Federal Aviation Administration grant of approval for a specific unmanned aircraft flight operation. ~~Standard use of a UAS under the Section 107 does not require a COA. [rev. 2-17]~~

~~A-4. Navigable Airspace~~ means the airspace of the United States above the minimum altitudes of flight prescribed by the regulations of the FAA, including airspace needed to ensure safety in the takeoff and landing of aircraft.

~~A-5. Public Operation COA~~ means a COA grant by the FAA for a public aircraft operation. Public aircraft operations are those conducted by a public agency, like the University, in furtherance of a governmental function.

~~A-6. Governmental Function~~ means an activity undertaken by a government, such as national defense, intelligence missions, firefighting, search and rescue, law enforcement (including transport of prisoners, detainees, and illegal aliens), aeronautical research, biological or geological resource management.

~~A-7. Civil Operation~~ means any UAS operation falling outside the scope of a public aircraft operation, such as an operation involving a commercial purpose or an operation involving research or other institutional activity outside the definition of governmental function. ~~[rev. 2-17]~~

~~AC-8. Commercial Purpose means the transportation of persons or property or other use of UAS for compensation or hire.~~

~~B. VPRED means the university's Policy.~~

~~B-1. Introduction.~~ The University, in carrying out its educational, research, and service missions, may make use of Unmanned Aircraft Systems ("UAS"), more commonly known as "drones," in Navigable Airspace when granted authorization to do so by the FAA. As a "governmental instrumentality for the dissemination of knowledge and learning," the University of Idaho is eligible for Public Operation certificates of waiver or authorization ("COAs") from the FAA that permit the University to fly UASs in the furtherance of a Governmental Function and where use of UAS would otherwise be prohibited under current law. The University has committed to the FAA that it will not use any UAS for purposes that are not Governmental Functions, including but not limited to Commercial Purposes, or for purposes otherwise authorized by the FAA, including but not limited to authorization through a Special Airworthiness Certificate, Experimental Category, or through exceptions that may be granted under Section 333 of the FAA Modernization and Reform Act of 2012 ("Section 333") or through 14 C.F.R. §§107.1 *et seq.* ("Part 107"). This policy is intended to ensure University compliance with federal and state laws regarding UAS. *[rev. 2-17]*

~~B-2. Policy.~~ No use of UAS may be undertaken by University faculty, staff, and students, or by third parties (including, but not limited to, consultants or contractors) acting on behalf of the University, without: 1) prior review by the UAS Committee; 2) approval by the Vice President for Research and Economic Development or designee.

~~D. Policy.~~ ("

~~D-1. No indoor or outdoor use of a UAS may be undertaken by a Responsible Party without:~~

~~a. Prior review by the UAS Committee;~~

~~b. Prior approval by the VPRED"); and, if necessary, 3) approval~~

~~c. Approval by the FAA of a COA and/or any other authorizations or exemptions applicable to the University use. *[rev. 2-17]* as required by FAA regulations.~~

~~Personal D-2. Compliance with FAA Regulations, Laws, and Policies.~~

~~The Responsible Party is personally responsible for complying with FAA regulations, state and federal laws, and University policies with respect to the use of UAS. Any waivers required from the FAA to conduct UAS flights must be obtained by the Responsible Party before flights occur.~~

~~D-3. Drones weighing more Larger than 55 LBSlbs. Use of a drone larger weighing more than 55 lbs at take-off on behalf of the University faculty, staff, students, is not permitted unless the Responsible Party first obtains an~~

~~exception or third parties on authorization from the FAA and receives approval as stated in D-1.~~

E. Insurance.

E-1. Liability insurance required. UAS liability insurance is required before any UAS activity by a Responsible Party may be carried out.

E-2. University property, including but not limited to recreational or hobby flight of model aircraft, is governed by APM 95.35, Personal Use of Unmanned Aircraft Systems on Campus, which prohibits such use on Owned UAS owned by University's. A UAS's owned by the university must be added to the University's insurance coverage via the Risk Management website before any flights are conducted.

E-3. UAS's not owned by University Third Parties. A Responsible Party using a UAS not owned by the University property. *See also* APM 35.35, Public Use and Liabilities must provide proof of insurance coverage that lists the University as a covered party and provides coverage that meets the requirements set by the state of Idaho.

C. Scope of F. UAS Committee at Authority and Responsibility for Review, Approval, and Monitoring of University Use of UAS Responsibilities.

~~C~~

F-1. UAS Committee.

a. The UAS Committee is an ad-hoc committee established by the President, ~~pursuant to FSH 1620B-3,~~ to advise the VPRED, who acts on behalf of the President in matters related to the use of UAS. The Committee ~~will be~~ appointed by and ~~report~~ reports to the VPRED. The UAS Committee is the principal mechanism by which the University ensures that it is meeting its obligations under federal and state law applicable to UAS use and under any COA approved by the FAA and that ethical issues related to UAS use ~~is~~ are given due consideration ~~prior to~~ before use.

b. The UAS Committee may, with the assistance of ORA and subject to approval by the VPRED, develop and implement:

1. ~~C~~ Standard operating procedures for use and operation of UAS;

2. ~~P~~ Procedures for expedited approval of UAS use;

1. ~~P~~ procedures for submission of a proposal to the UAS Committee;

3.

2. ~~P~~ procedures for appeal to the VPRED of any denial of a proposed UAS use by the UAS Committee; and

4.

5. ~~I~~—internal rules and procedures for the operation and administration of the UAS Committee, as may be consistent with this policy.

F-2. UAS pProposed uUse rReviews.

a. Procedures. The UAS Committee will review and make a formal recommendation to the VPRED, ~~or his or her designee,~~ regarding any proposed use of UAS ~~in Navigable Airspace by any members of the University of Idaho community, including faculty, staff, students, or by third parties acting on behalf of the University~~by a Responsible Party. The UAS Committee will consider the legal and ethical issues related to the UAS use and apply relevant law, guidance from federal agencies, etc., in determining whether a proposed use should be recommended to the VPRED for approval. The Committee's review may:

1. ~~—The UAS Committee will determine whether a~~Recommend the proposed use ~~can be recommended for approval by the VPR as described, needs in the application;~~
2. Require modification to ~~be recommended the~~ application/proposed use before recommending it for approval, ~~or by the VPR;~~
3. Recommend that the proposed use should be denied, ~~—; or~~
4. Deny the proposed use. ~~(See subsection section c. below.)~~

b. Approvals. The UAS Committee shall only recommend for approval those uses that it reasonably believes:

1. To be a Governmental Function and therefore eligible for a Public Operations COA;
2. To be within those areas of activity covered by other authorizations or exemptions that may be granted by the FAA to the University for Civil Operations, including Part 107;
3. To be within the Model Aircraft Rule for educational use; or
4. To be covered by an authorization by the FAA for Civil Operations held by a third party, subject to an agreement between the University and third party with respect to such services. ~~[rev. 2-17]~~

c. —Denied uUse by the UAS Committee. The UAS Committee may deny a proposed UAS use on the basis of factors including, but not limited to:

1. The proposed use raises risk or ethical issues;
2. The proposed use constitutes a Commercial Purpose;
3. The proposed use is not a Governmental Function eligible for coverage by a Public Operations COA;
4. The proposed use is not covered by other forms of authorization by the FAA for Civil Operation of UAS; or
5. The proposed use is prohibited by law without written consent of the individual or the owner of a farm, dairy, or

other agricultural industry, and such consent has not ~~and/or~~ cannot be obtained.

d. —~~Appeal of UAS Committee d~~Denied ~~u~~Use. If the UAS Committee denies a proposed use, the denial may be appealed, in writing, to the VPRED. Any proposed use which the UAS Committee determines needs modification may be recommended for approval, following completion of any required modifications.

e. —~~Ongoing r~~Review. The UAS Committee, with the assistance of the Office of Research Assurances (~~“ORA”~~), shall provide ongoing review of any use approved by the VPRED and covered by a COA ~~issued~~ or other forms of authorization provided by the FAA. ~~The UAS Committee may, with the assistance of ORA and subject to approval by the VPRED, develop and implement: standard operating procedures for use and operation of UAS; procedures for submission of a proposal to the UAS Committee; procedures for appeal to the VPRED of any denial of a proposed UAS use by the UAS Committee; and internal rules and procedures for the operation and administration of the UAS Committee, as may be consistent with this policy.~~

~~F-3. Termination or Suspension~~Suspension or termination of approvals. The Committee may recommend suspension or termination of any use it deems inconsistent with the use approved by the VPRED ~~and/or~~ the requirements of the applicable COA or other authorization granted by the FAA. Authority to suspend or terminate any previously approved use rests solely with the VPRED, ~~or designee.~~

~~C-3.G. Vice President of Research a~~Authority and ~~& r~~Responsibilities:

~~G-1. In general.~~ The VPRED is the ~~empowered~~ individual at the University ~~empowered to approve proposed UAS use by Responsible Parties. The UAS Committee is appointed by and reports to the VPRED.~~

~~G-2. UAS u~~Use ~~a~~Approval ~~by~~VPRED. Any proposed use of UAS recommended for approval by the UAS Committee shall be reviewed by the VPRED, ~~or designee,~~ and approved or denied. Only ~~those operations~~UAS use approved by the VPRED may be ~~covered by an application to the FAA, as necessary, and/or~~ undertaken by ~~University personnel, students engaged in coursework, or third parties operating on behalffa~~ Responsible Party. ~~Denials of the University. Only the VPRED, or designee, may submit an application for a Public Operations COA or similar applications to the FAA, after consultation with the Office of General Counsel. [rev. 2-17]~~use by the VPR are final and cannot be appealed.

~~G-3. COA, w~~Waivers or ~~s~~Similar ~~a~~Applications to the FAA. Only the VPRED may apply for a Public Operations COA or similar application after consultation with the Office of General Counsel. In some cases, ~~the Responsible Party may apply for a Public Operations COA or similar application, but only with written approval and authorization from the VPRED.~~

G-4. Suspension or Termination of Approvals. The VPRED may, at ~~his~~ ~~or her~~ their sole discretion, suspend or terminate any previous approval of UAS under this policy on the basis that actual use is inconsistent with the previous grant of approval by the VPRED ~~and/~~ or the requirements of an applicable COA.

G-5. Signature authority. Only the VPRED is authorized to sign permits or agreements authorizing UAS usage on university or non-university property. See FSH 3170, B-9.

H. Contact Information. For further information regarding implementation of this policy, ~~you may~~ contact the Office of Research Assurances, the UAS Committee, or visit the University UAS website.

~~Regulations authorizing section 336 has expired, the rules governing this are now section 349 (Exception for limited recreational operations of UAS, aka hobby flights) 14CFR Part 107, with these special exceptions. Now must take training, but no specifics on this, and no test at the end.~~

~~<https://www.federalregister.gov/documents/2019/05/17/2019-10169/exception-for-limited-recreational-operations-of-unmanned-aircraft>~~

~~<https://www.govinfo.gov/content/pkg/CFR-2020-title14-vol2/xml/CFR-2020-title14-vol2-part107.xml>~~

~~107 allows our employees to fly in class g airspace~~

~~349 allows students to fly in class g airspace — personal pleasure (not this APM) for educational purposes they would be this APM~~



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **APM 20.60 UNRELATED BUSINESS INCOME TAX**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Policy originator: Amanda Bauer, Controller

Policy sponsor, if different from originator: Brian Foisy, VPFA

Reviewed by General Counsel: __Yes __No Name & Date:

Comprehensive review? __X Yes __No Patrick Grace, 2/21/24

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.

Comprehensive review; addition of purpose and scope sections.

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.

Immediate

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.

20.60 - Unrelated Business Income ~~Tax~~ (TaxUBIT)

Owner:

*—~~Email:~~ controller@uidaho.edu

Last ~~reviewed/updated:~~ ~~March 31, 2015~~ ~~February 14, 2024~~ ~~March 5, 2024~~

~~Preamble:~~ Some university revenue producing activities may result in unrelated business income as defined by the Internal Revenue Service (IRS). Generally this will involve funds derived from a university business activity that is not substantially related to the university's exempt purposes of instruction, research and extension.

~~A. Purpose:~~ This policy addresses the requirement for the University of Idaho to report and manage unrelated business income as defined by the Internal Revenue Service (IRS), ensuring compliance with tax regulations and accurate reporting of revenue generated from activities not substantially related to the University's exempt purposes.

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~~B. Scope:~~ This policy applies to all University uUnits engaged in revenue-producing activities that may result in unrelated business income, as well as personnel responsible for financial management and reporting within those uUnits.

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~~C. Definitions:~~ None required.

~~BDC. Policy:~~ The University is required to file an annual tax return to the IRS and the State of Idaho reporting all unrelated business income, and thus an annual review of all revenue generated by University uUnits must be done in order to ensure accurate reporting. To the extent an activity results in tax to the University, the uUnits generating taxable revenue are responsible for the payment of any tax due.

~~CDE. Process/Procedure:~~ ~~General Accounting has a questionnaire that is used to make a determination as to the status of income derived from each activity.~~ Prior to engaging in any new income producing activity, uUnits are required to complete ~~the~~ questionnaire provided by ~~General Accounting has a questionnaire that is used to make a determination as to the status of~~ income derived from each activity. General Accounting may also require uUnits to update the questionnaire information for existing activities. The questionnaire is provided by available at General Accounting.

A spreadsheet will be sent out annually to all uUnits requiring them to review all revenue to determine if it is related or not to the exempt purpose of the university. The spreadsheet is to be filled out by department personnel and returned to General Accounting by the stated deadline.

~~DFE. Contact i~~nformation: Questions regarding unrelated business income should be directed to General Accounting at gnrlacctg@uidaho.edu.

~~G. Forms:~~ None required.

~~H. Related Policies:~~ N/A



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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 35.66 LABORATORY DECOMMISSIONING**

*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, Environmental Health and Safety

Policy sponsor, if different from originator: Brian Foisy, VPFA

Reviewed by General Counsel: Yes No Name & Date: Manisha Wilson, 3/22/24

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 requirements for the removal of hazardous materials and equipment from laboratory spaces when the Principal Investigator (PI) or laboratory supervisor is leaving the University of Idaho, moving to another campus building, relocating to another laboratory within the same building, or disposing of or transferring laboratory equipment that is no longer needed. This policy also applies to the removal of all hazardous materials and equipment from laboratory spaces prior to a renovation.
- 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.
Immediate.

APM 35.66

Laboratory Decommissioning

A. Purpose. This policy provides requirements for the removal of hazardous materials and equipment from laboratory spaces when the Principal Investigator (PI) or laboratory supervisor is leaving the University of Idaho, moving to another campus building, relocating to another laboratory within the same building, or disposing of or transferring laboratory equipment that is no longer needed. This policy also applies to the removal of all hazardous materials and equipment from laboratory spaces prior to a renovation.

B. Scope. This policy applies to all laboratories and laboratory equipment that are part of the University of Idaho, including all teaching laboratories, research laboratories, and auxiliary spaces serving as laboratories. Management of laboratory hazardous waste and biohazards is within the scope of APM sections 35.01, 35.11, 35.40, and 45.20.

C. Policy

C-1. Disposition of materials and sharps. All chemicals, radioactive, and biological materials must be disposed of or their ownership transferred; hazardous wastes, sharps, and other wastes must be submitted to EHS for disposal in an appropriate manner before a laboratory is vacated.

C-2. Surfaces and storage locations. Laboratory work surfaces and storage locations for all hazardous materials must be thoroughly cleaned and decontaminated before a laboratory is vacated.

C-3. Laboratory equipment. All laboratory equipment must be thoroughly cleaned and decontaminated before removal from service, placing back into service, transporting to another location, storing in another location, or disposing of in a proper manner.

D. Procedure

D-1. Department chair. The department chair must notify Environmental Health and Safety when a PI plans to vacate a laboratory, ensure PIs are aware of and follow procedures defined in this policy, and pay for all costs associated with the proper disposal or decontamination of hazardous materials or equipment remaining in the laboratory after the PI leaves the university (hazardous waste, unknowns, expired chemicals, equipment, etc.).

D-2. Principal Investigator. The PI is responsible for the following:

- a.** Notify EHS of the plan to vacate the laboratory at least four weeks in advance and begin review of applicable items from the [Laboratory Decommissioning Procedure and Checklist](#) or the [Laboratory Equipment Decontamination Form](#).

- b. Arrange for the transfer or disposal of all chemicals, radioactive materials, and biological materials prior to leaving the University of Idaho.
- c. Ensure all hazardous waste has been submitted for pickup and removed by EHS before leaving the University of Idaho.
- d. Ensure all laboratory rooms, storage areas, equipment, and work surfaces are thoroughly cleaned and decontaminated before vacating the assigned lab space.
- e. Ensure all laboratory equipment slated for removal has been decontaminated and has a completed and signed Laboratory Equipment Decontamination Form.
- f. Correct any nonconformance after an EHS decommissioning inspection.

D-3. Environmental Health and Safety. EHS is responsible for the following:

- a. Provide guidance to lab personnel on how to perform activities listed on the Laboratory Decommissioning Procedure and Checklist.
- b. Provide guidance on proper methods or procedures for decontamination of lab equipment listed on the Laboratory Equipment Decontamination Form.
- c. Collect all submitted hazardous chemical waste.
- d. Perform a laboratory decommissioning inspection when applicable activities described in the Laboratory Decommissioning Procedure Checklist have been completed by the PI, notify the PI and department chair of any findings, and identify any potential nonstandard costs for review and determination by Vice President of Research, Vice President of Finance and Office of Research Assurances.

E. Nonstandard cost recovery

E-1. Department responsibility. The responsibilities and procedures mandated above should be managed within normal office operations and existing budgets because the PI is familiar with the area or materials and can thus partner with EHS for timely and cost-effective assistance. Current procedures on how to identify, manage and request disposal of hazardous wastes prior to decommissioning can be found at the [Environmental Health and Safety website](#). Should decommissioning result in nonstandard costs, the department is solely responsible for the cost of remediation. Nonstandard costs are those that arise due to the specific nature of the waste or failure of the PI or laboratory supervisor to correctly and timely identify, manage, and request disposal of hazardous wastes prior to decommissioning. Whether an identified cost is nonstandard will be jointly determined by the Vice President of Research and Vice President of Finance in consultation with Environmental Health and Safety and the Office of Research Assurances.

E-2. Funding source identification. EHS will provide an estimate of nonstandard costs to the department. Within 10 business days, the department must identify to EHS a funding source. EHS will then engage the appropriate services.

E-3. Discretionary loan. The department's parent college may petition the Vice President of Research to grant a loan from the Office of Research to the department for all or some of the costs. If granted, the Office of Research will withhold all F&A recovery from the college until the loan is repaid from withheld F&A recovery. Additional loan terms may be negotiated between the college and the VPR. These terms may include, but are not limited to, suspension of proposal submissions by the involved college, loan interest, etc.



University of Idaho

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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: **APM50.14 Name, Social Security Number; and Address Changes**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Comprehensive Review was Conducted

Originator: Brandi Terwilliger, Director of Human Resources

Policy Sponsor, if different from Originator: Brian Foisy, VP Finance and Administration

Reviewed by General Counsel Yes ___ No Name & Date: Karl Klein 12-7-23

[Handwritten signature]
4-3-24

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
Updating to reflect correct process
2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None
3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

ASAP

50.14 - Name, Social Security Number, and Address Changes

Last updated: November 07, 2006

A. Purpose. This policy addresses changes to an employee's name, address, and Social Security number in the University's Human Resources Information System.

B. Scope. This policy applies to all employees.

C. General Policy. Information in the University's Human Resources Information System regarding an employee's name, address and ~~social~~ Social security ~~Security~~ number (SSN) may be changed upon the request of the employee and submittal of appropriate documentation, if necessary.

DB. Procedureess:

D-1. In general. Changes to an employee's name, ~~social security number (SSN,)~~ and address are entered into the Human Resources Information System (HRIS) only by Human Resources (HR) and the Payroll Departments. Changes are effective with the next available payroll cycle.

C. Procedure:

ED-21. Address Changeschanges. -An employee may request a change of address by ;

u updating the address in the electronic system under employee tab (Refund Address, Campus Mail Address, Payroll Check Address and Mailing/Local Address) or by submitting a written request (all other address updates) to HR. Include name, ~~Vandal#SSN~~ and new or corrected ~~type of address or the employee may update their own address via the employee web using their PIN.~~ The change will be updated effective with the next available payroll cycle. The web change will not update the W2 address ~~or check mailing address.~~ -Please submit an address change request on Payroll's website to update that address type.

C-2D-3. Name or SSN Changeschanges. An employee may request a name change, for reasons including but not limited to marriage, divorce, ~~and/or~~ change of legal name. You An employee may also provide you a preferred name that will be used for email; or other communications that don't require the legal name to be used.

;)a. An employee's name in the HRIS must match the employee's legal name as it appears on ~~his or her~~ their ~~social~~ Social security ~~Security~~ card. Therefore, to process a name change, a ~~social~~ Social security ~~Security~~ card in the name desired must be presented to HR with the request.

ii)b. When requesting the change, completion of new benefit and tax forms may be required.

ii)c. An employee's SSN in the HRIS must match the employee's SSN as it appears on ~~his or her~~their ~~social~~Social ~~S~~Security card. Therefore, to process an SSN change, a ~~S~~social ~~S~~Security card must be presented that accurately reflects the desired change.

ED. Information. Contact HR at (208) 885-3638, (208) 885-3602 (by fax) or Payroll Services at (208) 885-0284 or online at [HR Website](#).



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **APM 50.08 EVALUATIONS FOR CLASSIFIED AND EXEMPT STAFF**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Policy originator: Brandi Terwilliger

Policy sponsor, if different from originator: Brian Foisy

Reviewed by General Counsel: Yes No Name & Date: Kim Rytter, 8/17/23

Comprehensive review? Yes No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.

Revision to provide updated terminology and procedure.

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.

50.08 - Evaluations for Classified and Exempt Staff

Last updated: November 20, 2006

A. Purpose. This policy addresses annual performance evaluations and probationary performance evaluations for staff.

B. Scope. This policy applies to performance evaluations for all classified and exempt staff.

AC. General Policy. Performance evaluation provides an opportunity for mutual goal setting, reinforcement, direction and communication. Evaluation based on the employee's current job description is a justified expectation of employees, ~~provided for authorized by in the~~ [FSH 3340] and Idaho Code 67-5309. The University of Idaho Staff ~~Performance~~-Evaluation form (see section E) [~~See 50.08 (E)~~] was designed to encourage all non-faculty staff members to grow professionally and to reach full potential in their work.

AC-1. Annual performance evaluations. Annual performance evaluations provide the basis for merit pay increase, career development, advancement, and ~~or~~ performance-related probation and termination of employment.

AC-2. Probationary performance evaluations. Probationary performance evaluations document the performance of classified employees (1) during entrance probation at the time of initial hire or promotion or transfer to a new position in which the employee has not been previously certified, [~~See FSH 3340 A-2~~], or (2) during the course of a performance-related probationary period [~~See FSH 3340 A-2.a. and See FSSH 3340 and APM 50.21.H3340 A-43340 A-4.~~] [~~See APM 50.21~~].

DB. Procedures.

D-1. Timelines

Ba-1. Annual pPerformance eEvaluations. Annual performance evaluations are completed during December-February for staff. Instructions and due dates are circulated annually by Human Resources (HR) to deans and directors, and subsequently forwarded by them to managers and supervisors according to college or administrative unit procedures. Staff are afforded the opportunity to provide written comments on their evaluations. Evaluations are signed by the staff member being evaluated and, the supervisor performing the evaluation. In some situations, -and the departmental administrator or designee may also sign. The evaluation procedure is designed to be interactive and include a conference between the employee being evaluated and ~~his or her~~their supervisor where performance during the evaluation period and performance plans for the following year are discussed.

Bb-2. Entrance Probationary Performance Evaluations. Entrance probationary performance evaluations for classified employees are performed twice--one after three months and one just prior to the conclusion of the six-month (13 bi-week) entrance probationary period. Upon successful completion of the entrance probationary period, the employee is certified in the classification.

Bc-3. Performance-related Probationary Performance Evaluations. Performance-related probation performance development plans/probation extensions evaluations for classified employees are generally performed three times--one at 30 days following placement on performance-related probation development plan/probation extension, one at 60 days and one at the conclusion of the 90-day performance-related development plan/probationary period extension. Upon successful completion of the performance-related development plans/-extended probation, the employee is restored to certified status. In some cases, the performance-related probationary period may be extended. If performance-related extended probation is not completed successfully, employment is generally terminated. [See FSH 3340 A-9 FSH 3340 A-9].

D-2c. Departmental Procedure. In early January/December, HR sends mails current instructions and due dates to each college or division. Completed evaluations are returned to HR by the date specified in the distribution memo. Original evaluations for classified and exempt employees are logged-in and filed in HR. Departmental procedures are as follows:

C-1a. Review the Employee's Job Description. Refer to the current job description for the employee being evaluated. Draft answers to evaluation form questions and rate the employee's performance based upon the expectations and guidelines stated within the job description in effect for the period during which performance is being evaluated. Factors that are also considered include, but are not limited to, quality and quantity of work, job knowledge, initiative, dependability, customer service, teamwork, attendance, communications, task management, budget management, safety, decision making, supervision, accountability, civility, judgment, leadership, problem solving, training/development, or other dimensions appropriate for review.

+) If there is no job description, or if the job description is outdated, a results-oriented University of Idaho Job Description (ROJDIJD) should be created for the next segment of employment. See [APM 50.55](#) for information on writing results-oriented job descriptions.

C-2b. Request Self-evaluations Employee Input. Supervisors may provide the employee with an opportunity to provide input. Sample input forms for this purpose can be found on the HR webpage under Forms and Documents. The input form will not be included with the annual evaluation, though the supervisor may use the input to assist in the creating of the actual annual evaluation. blank evaluation form and ask him or her to complete a self-evaluation. Review the self-

~~evaluation and make any desired changes to the performance evaluation prior to meeting with the employee.~~

C-3c. Gather Information. Refer to observations of performance and/or collect information on performance throughout the evaluation period from co-workers, other supervisors, and/or clients of the employee. ~~Provide comments and specific examples~~Specific examples during the discussion can be helpful to share with the employee. Please work with HR prior to sharing the source for any feedback. Many supervisors find that maintaining a desk file for each employee for the evaluation period helps them focus their ratings and comments, and provide examples to illustrate or justify ratings.

C-4d. Meet with the Employee. Schedule a private time to meet and discuss the supervisor's ~~draft~~ evaluation and the employee's ~~self-evaluation~~input form. Review the job description with the employee, discuss performance plans for the next evaluation period; inquire of the employee regarding ~~his or her~~their plans or objectives for professional or skills improvement.

C-5e. Complete Final Evaluation. Complete the final evaluation form using input from the employee, yourself, your supervisor if appropriate, and other appropriate sources, and provide an overall rating of the employee's performance during the evaluation period. Please work with HR prior to sharing the source for specific feedback.

~~i) If a particular rating category does not apply to the employee—for example "Human Resource Management"—will not apply to an employee who does not supervise other employees—check NA and proceed to the next category.~~

~~ii) Ratings often vary from category to category. This is normal and reflects the employee's strengths and weaknesses.~~

~~iii) Decide how the employee's performance ranks overall and check the appropriate block under~~ Supervisor's Overall RatingsPerformance Level. The overall rating should reflect total performance; however, the overall rating may or may not be a precise average of all the individual ratings because the different ~~rating categories~~functions may have differing levels of importance for the position being evaluated.

C-6f. Discuss Evaluation with Employee. Schedule and conduct a private review with the employee to discuss the evaluation. The three primary goals of the evaluation discussion are:

1.i) To review what is expected of the employee (goals, standards and objectives).

ii)2. To communicate the supervisor's evaluations ~~and receive the employee's input.~~

ii)3. To identify corrective or development activities for the future ~~which are documented in the (revised) job description, a copy of which is also attached to the evaluation in addition to the job description which was in effect during the evaluation period.~~

C-7g. Evaluation Signature and Distribution~~Obtain signatures and distribute.~~

i)1. The employee signs and dates the form as receipt of the evaluation, and adds any comments desired. If comments exceed the space provided, the employee should sign or initial the extra page(s). Employees are not required to provide additional comments to the evaluation, although they may choose to do so. An employee may choose to add comments at the time of evaluation or later. If comments are added at the time of evaluation, they will be submitted submit them as part of the evaluation. If comments are added later, they will be attached submit them to HR to be added to the evaluation to the evaluation at that time. Employee comments become a permanent part of the review document.

ii)2. The supervisor completes the evaluation by signing the form and forwards it to the departmental administrator, if required, for review and signature.

ii)3. If required, Tthe departmental administrator reviews and signs the evaluation and sends it electronically; together with a current (and revised, if applicable) job description, to HR. Depending on procedures of each department, college or administrative unit, the departmental administrator may be the dean, director, or the person supervising the manager who completed the evaluation. Copies of the evaluation (with the current and revised job description, if applicable) should be distributed to the employee and the supervisor, and a copy retained by the departmental administrator.

~~a) Depending on procedures of each department, college or administrative unit, the departmental administrator may be the dean, director, or the person supervising the manager who completed the evaluation. A second supervisory or administrative signature is required to ensure the evaluation has been reviewed by someone other than the supervisor who prepared it.~~

D. Information.

D-31. Due Dates and Effect of Failure to Complete Evaluation. Evaluation due dates vary according to the type and purpose of evaluation.

a.i) Annual Evaluations. Annual evaluations are typically due in ~~January-February~~ March for staff. Regents' policy requires a completed performance evaluation as documentation of satisfactory-or-better performance to support annual salary increases.

ii)b. Entrance Probationary Evaluations:

~~a)1.~~ Entrance probationary evaluations are due in HR at both the three- and six-month employment anniversary for newly hired or promoted classified staff (by the seventh and thirteenth pay periods of probationary employment, respectively).

~~b)2.~~ Six-month evaluations ~~which that~~ document successful completion of the entrance probationary period certify the employee into that classification.

~~c)3.~~ Entrance probationary periods may be extended with HR approval beyond ~~six6 months13 pay periods~~ for ~~50% time~~-employees, or employees taking Leave Without Pay (LWOP), or for up to another 90 days by the supervisor with information regarding the reason for the extension and the effective dates provided both to the employee and to HR.

~~d)4.~~ In cases where entrance probation is extended, due dates for subsequent performance evaluations will be as specified in the written notice to the employee. Extension of entrance probation is at the discretion of the University.

~~e)5.~~ Both three- and six-month evaluations must be completed and placed in the employee's personnel file in HR as legal documentation of performance. If the six-month probationary evaluation is not received within 30 days of the end of the probationary period, the employee is legally considered to have satisfactorily completed probation and is certified into the classification de facto.

iii)c. Performance-Related Probation Evaluations:

~~1.a)~~ Classified employees may be placed on a development plan/performance-related extended probation for unsatisfactory performance. [See [APM 50.21.](#)]

~~b)2.~~ Performance-related probation Documentation of development plan milestones -evaluations are is due in HR at 30 days, 60 days and 90 days

following placement on ~~performance-related~~ development plan or extended probation.

e)3. A ~~Ninety~~90-day evaluations ~~which that~~ documents successful completion of a development plan or extended performance-related probationary period re-certifies the employee into that classification.

d)4. ~~Performance-related probation~~ Development plans periods may be extended beyond 90 days for ~~50% time employees, or employees~~ taking Leave Without Pay (LWOP), or by the supervisor, with information provided to the employee and to HR regarding the reason for the extension, and effective dates. Additionally, a shortened development plan period may be appropriate.

e)5. All of the 30-, 60- and 90-day evaluations must be completed and placed in the employee's personnel file in HR as legal documentation of performance. If the 90-day ~~performance-related~~ development plan or extended probation evaluation is not received within 30 days of the end of the ~~probationary~~ period, the employee is legally considered to have satisfactorily completed ~~performance-related probation~~ the development plan or extended probationary period and is re-certified into the classification.

f)6. Extension of performance-related probation is at the discretion of the University.

g)7. ~~Less than~~ Unsatisfactory completion of ~~of performance-related~~ development plan or extended probation may results in demotion or disciplinary action up to and including termination of employment. ~~See~~ APM 50.21.

E. Evaluation Forms ~~forms~~. Evaluation forms are a available from Human Resources, (208) 885-3638. Forms can be downloaded from HR Website.



POLICY COVER SHEET

For instructions on policy creation and change, please see <https://www.uidaho.edu/governance/policy>

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title: **APM 50.16 Criminal Background Check**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Policy originator: Brandi Terwilliger, Director of Human Resources

Policy sponsor, if different from originator: VP Brian Foisy – Reviewed and approved 4/8/24

Reviewed by General Counsel: Yes No Name & Date: Karl Klein; 4-5-24

Comprehensive review? Yes No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.

Slight edit to the policy for prior coverage given we have an inability to access old records. Removal of the J-1 Scholars exception per IPO – they do not get a background check and should get one.

2. Fiscal Impact: What fiscal impact, if any, will this change have?

Should only have minimal impact, if any. Would require a new CBC to be conducted for an existing employee if they are changing positions and their CBC is older than 3 years. Current cost is approximately \$65.00 depending on the number of locations a person has lived.

3. Related Policies/Procedures: Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.

No later than July 1, 2024.

50.16 - Criminal Background Check Procedures

Last updated: January 01, 2022

A. Purpose. This policy sets forth requirements for criminal background checks for employees.

B. Scope. This policy applies to all employees.

AC. General Policy. Criminal background checks confirm an individual's fitness relative to the requirements of their employment or volunteer service at the University of Idaho (U of I).

U of I requires criminal background checks for all non-student positions, graduate student appointees, postdoctoral scholars, and temporary help positions (T1, T4, etc.). U of I requires criminal background checks for student positions (ST/SF/SI), interns, and volunteers only if the work will involve contact with minors or the hiring authority determines the work to be security-sensitive. This list is not intended to be exhaustive. Questions on background check requirements should be directed to Human Resources (HR). *{rev. 3-18, 1-22}*

The requirements of this procedure policy also apply to existing employees being considered for changes in position, transfers, and promotions. However, if an existing employee has a previous background check on file within the prior three years with U of I, and that background check is applicable to the change in position, transfer, or promotion, a new background check will not be required. A background check is not required for general faculty promotions in rank pursuant to FSH 3500 where the faculty promotion does not involve an internal or external search. *{rev. 11-12, 12-14, 3-18}*

Non-compliance with this procedure will be communicated to the Office of General Counsel and the appropriate vice president.

BD. Procedures for Criminal Background Checks. The U of I will conduct criminal background checks on the recommended candidate(s) for all positions listed in Section AC. Hiring authorities must request criminal background checks for student positions (ST/SF/SI), interns, and volunteers if the work will involve contact with minors or the hiring authority determines the work to be security-sensitive. Security-sensitive work may involve access to restricted facilities, resources, finances, data, confidential information, or research as determined by the hiring authority. *{rev. 3-18}*

BD-1. Required Notification of Criminal Background Checks. All advertisements, notices, and postings for positions listed in Section AC must state: "This position is subject to the successful completion of a criminal background check." No candidate for a position listed in Section AC shall commence employment until a satisfactory criminal background check has been received by HR. Any offers associated with these positions must be made contingent on a satisfactory criminal background check. *{rev. 3-18}*

For student (ST/SF/SI), intern, and volunteer positions for which a search was not necessary or was waived, the hiring authority will provide the candidate or volunteer with written notice of the criminal background check requirement prior to offering the position. The candidate or volunteer can only be offered the position contingent on a satisfactory criminal background check. The candidate or volunteer must not begin work or begin the new responsibilities until a satisfactory criminal background check has been received by HR. *{add. 10-07, ed. 11-12, 1-22, rev. 3-18}*

BD-2. Required aAuthorization for cCriminal bBackground cCheck. ~~If a search runs through the UI online recruitment system, the criminal background check is initiated during the hiring proposal process. For hires outside the online recruitment system, the~~ The hiring unit must submit a Department Request for Criminal Background Check via the on-line request for background check. The request shall include the following information: candidate name and email address, position title/action number, budget number, and unit. The candidate will receive an email from the background check vendor to initiate the background check. The candidate must submit the required personal information at a secure website and electronically sign the Disclosure and Authorization forms. The candidate will then receive a summary of rights under the Fair Credit Reporting Act (FCRA), and the background check will begin. The ~~third-party~~ consumer reporting agency will provide the background check results to HR. HR will review the background check' results to determine whether the candidate meets the criteria for the position. HR will notify the hiring authority of the results of the background check. Costs associated with criminal background checks will be charged to the hiring unit. *{rev. 11-12, 12-14, 3-18}*

DB-3. Contingent offer of employment. If circumstances require that a job offer be made prior to the completion of the background check, the hiring unit must use the approved contingent offer letter template found on the HR website, which includes the following language: "This offer is contingent upon the completion of a satisfactory criminal background investigation and other pre-employment requirements." Although a contingent offer may be made, the employee may not begin work in any capacity, including attending orientations for the unit or University, without a completed satisfactory background investigation and other pre-employment paperwork. It is recommended that a written offer not be made until the satisfactory criminal background check has been completed and confirmed by HR. *{rev. 3-18}*

DB-4. Prior cCriminal bBackground cCheck qualifies. If a candidate is being rehired or reappointed into the same position, has ~~previously (in the prior three years)~~ met the background check requirement for that position, and the break in service is less than one year, the background check requirement may be waived at the discretion of the senior HR executive, or designee. *{rev. 10-07, 11-12, 3-18}*

DB-5. Day cCare cCenters must comply with I.C. § 39-1105. Employees or volunteers at day care centers who have direct contact with children are subject to the criminal history check procedures set forth in I.C. § 39-1105, which are conducted by the day care centers in conjunction with the appropriate state agencies. The procedures set forth in this APM 50.16 do not apply these individuals. *{ed. 3-18, 1-22}*

DB-6. ~~U~~ College of Agricultural and Life Sciences uUnique rRequirements.

a. Non-4-H yVolunteers. The ~~University's~~ College of Agricultural and Life Sciences (CALs) has implemented additional criminal background check procedures for volunteers who have significant contact with minors. Students and volunteers of CALs may be subject to additional screening requirements pursuant to those procedures. *[rev. 10-07, 3-18 ed. 11-12, 1-22]*

b. 4-H yVolunteers. Volunteers through the 4-H programs who have direct contact with children are subject to the criminal history check procedures set forth in the 4-H Youth Development Policies and Procedures. *[add. 1-22]*

~~**B-7. J-1 Scholars and Exceptions.** J-1 scholars are visiting temporary workers here by invitation to perform specialized work. The Department of Homeland Security performs background checks on all J-1 scholars. Therefore, these temporary workers are exempt from the requirements of this procedure. The senior HR executive or designee may provide exemptions for other employees in similar situations. *[add. 3-18, ed. 1-22]*~~

Commented [B1]: J-1 Scholars do not complete a background check as noted. Per IPO, this section should be removed and a CBC be required in accordance with regular processes.

DB-78. Successful aApplicants rRecruited through an aAuthorized sSearch fFirm.

When an authorized search firm is used to recruit for key leadership roles, where the service provided includes a background check that is no less comprehensive than that conducted by the ~~U~~U of I, the senior HR executive or designee may approve the use of the search firm background check for purposes of employment in that position. All background checks are to be sent to HR and not provided to search committees, etc. to maintain consistency in process. *[add. 1-22]*

CE. Procedures for cCriminal bBackground cChecks for sSecurity pPurposes. If the senior HR executive or designee has reasonable grounds to believe that an employee or volunteer represents an immediate threat to the safety and security of the ~~U~~U of I community, HR may conduct a criminal background check through the Idaho State Police or other appropriate agency. The written authorization of the employee to conduct this check will be obtained in most cases. However, in certain circumstances, it may not be possible or feasible to obtain written authorization. In those cases, a limited background check may be performed through the Idaho State Police or other appropriate agency. Any information obtained through this process will be used solely for the purpose of maintaining the safety and security of the ~~U~~U of I community and will be shared strictly on a "need to know" basis. *[ed. 11-12, rev. 3-18]*

DE. Results of cCriminal bBackground cChecks.

DE-1. Applicants nNew to UU of I. If the criminal background check identifies a convictions, with the exception of FD-3 below, determinations of fitness for employment will be made by Human Resources, and may include ~~in~~ consultation with appropriate hiring authority, based on the nature and details of the conviction, date of the conviction, how the crime relates to the job in question, evidence of rehabilitation, and other relevant factors. *[rev. 3-18, 1-22]*

FD-2. Current eEmployees. When a current employee with a convictions is considered for changes in position, transfers, or promotions, ~~the determination of whether to exclude the candidate will be made by~~ the senior HR executive or designee, ~~and may include in~~ consultation with the appropriate hiring authority, ~~will determine whether to exclude the candidate.~~ *[rev. 3-18]*

If, pursuant to this procedure, a criminal background check is conducted on a current employee and an event is uncovered that was not previously considered, ~~UU of I~~ may initiate personnel action against the employee. In these cases, the senior HR executive or designee in consultation with the Risk Management Officer and other applicable personnel, will determine what action, if any, should be taken. The senior HR executive or designee may ask the employee for a written explanation of the offense(s). *[rev. 11-12, 3-18]*

DE-3. Disqualifying eEmployment cConvictions. A record of any of the following convictions will generally result in automatic exclusion of the candidate or termination of a current employee: *[rev. 3-18]*

a.i) Conviction of any crime against a child or vulnerable adult (including but not limited to child abuse, abandonment, neglect, and statutory rape);

b.ii) Conviction of any crime of violence;

c.iii) Conviction of any crime of a sexual nature, including but not limited to lewd conduct, sexual battery, sexual exploitation, rape, and statutory rape;

d.iv) Conviction of any crime involving unlawful use or possession of a weapon or firearm. *[ed. 11-12]*

FD-4. “Conviction” dDefined. For purposes of this procedure, the term “conviction” will be interpreted broadly and will include pleas of no contest, deferred adjudications, and similar dispositions. If a criminal history report indicates pending criminal charges that, if a conviction resulted, would result in exclusion from employment, the candidate will be excluded from employment until final disposition of the charges. *[ed. 3-18]*

EG. Communication of rResults and eEmployee rRights

GE-1. Consumer rReporting aAgency. Procedures when the report has been provided by a consumer reporting agency (e.g., Verified Credentials) shall be as follows: *[ed. 12-14, 3-18, 1-22]*

a.i) If a determination has been made that a candidate should be excluded, or that adverse action should be taken against a current employee, based on an unsatisfactory criminal background check, HR shall, prior to taking any adverse action against the individual, provide a Pre-Adverse Action Disclosure that (1) notifies the individual in writing of the unsatisfactory result, (2) provides the

candidate or employee with a copy of the report, and (3) provides the candidate or employee with a written description of ~~his or her~~their rights under the Fair Credit Reporting Act.

ii) After the adverse action has been taken, HR will provide the candidate with an Adverse Action Notice, which includes (1) the name, address, and phone number of the consumer reporting agency that supplied the report, (2) a statement that the consumer reporting agency that supplied the report did not make the decision regarding the adverse action and cannot provide the reasons for the adverse action, and (3) a notice of the individual's right to dispute the accuracy or completeness of any information the agency has furnished, and ~~his or her~~their right to an additional free consumer report from the agency upon request within 60 days.

~~iii)c.~~ A candidate or employee who has received an initial unsatisfactory result and who has sought correction of ~~his or her~~their report under the Fair Credit Reporting Act is not eligible for a listed position until the senior HR executive, or designee has confirmed the correction and determined that the result is satisfactory. The ~~UU of I~~ has no obligation to hold a position open to allow a candidate or employee to correct ~~his or her~~their report. *~~fed. 11-12, 3-18~~*

~~GE-2. Government r~~Reporting ~~a~~Agency. Procedures when the report has been provided by a governmental agency (e.g., Idaho State Police) shall be as follows:

If a decision has been made to exclude a candidate, or initiate action against a current employee, based on an unsatisfactory background check, HR shall (1) notify the individual in writing of the unsatisfactory result, and (2) provide the candidate or employee with a copy of the report. *~~fed. 1-22~~*

~~FH. Record Keeping~~keeping. Criminal history information collected under this procedure shall be kept electronically with the third party vendor or in accordance with record retention requirements (see [APM Chapter 65](#)). The information will be used solely for the purpose of maintaining the safety and security of the ~~UU of I~~ community and will be disclosed only as permitted or required by law. *~~rev. 10-07, 11-12, 3-18~~*

Version History