

University of Idaho
2025 – 2026 Faculty Senate Agenda

Meeting #25

Tuesday, March 3, 2026, at 3:30 pm
Zoom Only

- I. Call to Order
- II. Approval of Minutes (VOTE)
 - Minutes of the 2025-2026 Faculty Senate Meeting # 24 (March 10, 2026)
Attach. #1.
- III. Chair’s Report
- IV. Provost’s Report
- V. Invited Guest Presentations
 - Strategic Plan Update, Pillar 1 – Dean Kahler, Pillar Champion for Pillar 1.
 - Strategic Plan Update, Pillar 2 – Brooke Blevins, Pillar Champion for Pillar 2.
- VI. Committee Voting Items and Reports
 - FSH 5900 Tribal Research and Activities – Yolanda Bisbee, Office of Tribal Relations. **Attach. #2**
 - FSH 3170 University Ethics and Faculty Code of Conduct – Bob Borrelli, Chair of Faculty Affairs Committee. **Attach. #3**
- VII. Other Policy Business
 - APM 40.05 Architectural and Engineering Services – Kim Salisbury, Senior Associate VP for Finance, and Ray Pankopf, Director of AES. **Attach. #4**
- VIII. Other Announcements and Communications
 - None
- IX. New Concerns or Issues
- X. Adjournment

Attachments

- **Attach. #1** Minutes of the 2025-2026 Faculty Senate Meeting #24 (March 10, 2026)
- **Attach. #2** FSH 3170 Cover Sheet and Redline
- **Attach. #3** FSH 5900 Cover Sheet and Redline
- **Attach. #4** APM 40.05 Cover Sheet and Redline

2025 – 2026 Faculty Senate – Pending Approval

Meeting # 24

Tuesday, March 10, 2026, 3:30 pm – 5:00 pm PST

Zoom only

Present: Bailey, Barannyk, Borrelli, Erickson, Hagen, Haltinner (vice chair), Harrison, Hu, Kolias, Lawrence (provost, w/o vote), Long, Maas, McKenna, Miller, Murphy (chair), Remy, Rinker, Rivera, Roe, Shook, Strickland, Stuen, Thorne, Tohaneanu, Vella (faculty secretary, w/o vote), Victoravich

Absent: Kenyon (excused)

Call to Order

Chair Murphy called the meeting to order at 3:30 p.m.

Approval of Minutes (vote)

- The minutes of the 2025-2026 Faculty Senate Meeting #23 (March 3, 2026) were approved as circulated.

Chair's report

- The chair indicated the Faculty Senate Handbook will be updated and used again next year. Please send edits, feedback, and corrections to Tim, Kristin or Chantal to incorporate for next year.
- Each senator should have received an email from the Chair with the Faculty Code of Conduct policy. This policy has been through general counsel and will be discussed and voted on after spring break. Please review the policy, circulate among your constituents, and provide feedback to Tim prior to the next meeting.

Provost's Report

- The next faculty gathering is Tues., March 24, 4:30 pm, at the Seed Potato Germplasm classroom hosted by CALS.
- A clarification was made on the status of budget cuts that was reported in the talking points from last week. The proposed budget cuts were 5% for the 4-year institutions in Idaho but only 3% for community colleges. Community colleges were exempt from the additional 2% cut.

Invited Guest Presentations

- Strategic Plan Update, Pillar 5 – Lisa Victoravich, Pillar Champion for Pillar 5
An overview of the pillar was presented, highlighting four signature initiatives: create a data warehouse; simplify and automate processes through AI; attract retain, reward and support the best faculty and staff; build a culture of efficient collaboration and execution around projects. Discussion of the different projects and funded proposals under each initiative were discussed.
Discussion:
A question was raised about who determines faculty awards and recognition. It was noted that colleges recognize faculty differently, though there are some efforts toward greater consistency. University-level awards allow nominations, and research awards are determined by ORED. Discussion also addressed factors that have been shown to improve morale and faculty

retention, with benefits, salary, and flexwork identified as important drivers of job satisfaction. Awards were noted as having a limited impact, or in some cases a negative impact, on morale. The Senate is available to support initiatives under this pillar.

Adjournment

The meeting was adjourned at 3:55 pm PDT (4:55 p.m. MDT).

Respectfully Submitted,

Chantal Vella
Secretary of the University Faculty & Secretary to Faculty Senate



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 5900 TRIBAL RESEARCH AND ACTIVITIES**

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: Yolanda Bisbee, Office of Tribal Relations

Policy sponsor, if different from originator: Chris Nomura, VPRED/Yolanda Bisbee, Office of Tribal Relations

Reviewed by General Counsel: Yes No Name & Date: Manisha Wilson, 10/7/25

Comprehensive review? Yes No n/a

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

This policy is to provide a framework for Tribal consultation and collaboration that supports respectful government-to-government relationships to promote responsible research and programming those honors for the rights, interests, and obligations of Tribal students, communities, and Nations.

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

It is anticipated that this will have a positive impact on increased research revenues due to increased research opportunities with Tribal communities.

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 research policy will compliment the current UI Research Policies.

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 5900
Tribal Research and Activities

A. Purpose

This policy provides the initial framework for Tribal consultation and collaboration that supports academic freedom, respectful government-to-government relationships, promoting responsible research and programming that honor the rights, interests, and obligations of Tribal students, communities, and Nations.

Idaho is home to five Tribal governments and has a Memorandum of Understanding with certain Tribal governments both in the State of Idaho and in other states. Nationally, there are 574 federally recognized tribes. Each Tribe has its own laws, codes, regulations, procedures, and departmental guidelines governing activity on tribal land. This highlights the uniqueness of each Native Nation. These laws protect the tribes' communities and members while promoting their health, welfare, and education. Native Nations also have a unique political and legal status, which the University of Idaho recognizes and respects.

This policy recognizes the academic freedom and academic responsibility to U of I faculty, institutions and students as described in FSH 4000 and Board of Regents Policy III. B. Nothing herein shall be construed to limit or impact the academic freedom and responsibility of U of I faculty, institutions, and students. Additionally, this policy recognizes the co-stewardship of institutional-Tribal relationships, dedicated to fostering respect, collaboration, and the sharing of knowledge, research and education that support Tribal self-determination.

B. Scope

This policy applies to the preliminary or initial stages of all University of Idaho (U of I) individuals that desire to engage in any research or institutional engagement that takes place in Indian Country, or Alaska Native homelands, or on land under the control or jurisdiction of a sovereign tribe or research that may impact the resources or interests of Federally recognized American Indian or Alaska Native Tribes by impacting the resources or interests connected to Tribal lands or those aspects of Tribal life that are within the domain of a Tribe, including, but not limited to those cultural objects under the Native American Graves Protection and Repatriation Act,.

This policy does not intend to address all stages of U of I research or institutional engagement with Tribal partners. The full scope of Tribal relations related to research or institutional engagement is managed on a case-by-case basis, with the support of Tribal partners, U of I administration, and other applicable U of I policies. The University of Idaho reserves the right to periodically review and revise the processes herein to improve effectiveness and address emerging issues.

C. Definitions

C-1 Engagement

Engagement refers to the establishment and growth of reciprocal relationships, through which U of I individuals collaborate with Tribal employees, cultural specialists, and representatives as partners.

C-2. Consultation

Consultation refers to regular, meaningful, and robust discussions with Tribal officials in the development of projects or programs that have Tribal implications.

C-3. Collaboration

Collaboration is an intentional process where U of I individuals and Tribal partners work together on specific programs including, but not limited to, educational outreach, historical preservation, cultural studies, and healthcare projects.

C-4. Consent

Consent is the voluntary, prior, and informed agreement before an action directly and foreseeably affects Tribes, Tribal rights, or Tribal lands. Foreseeability is determined from the perspective of the affected Tribes. The process by which consent is received and documented is described within this policy.

C-5. Federally Recognized Tribe (Tribe)

An American Indian or Alaska Native entity that is recognized by the United States.

C-6. Research

"Research," as defined in Webster's Third New International Dictionary, includes ". . . critical and exhaustive investigation or experimentation having for its aim the discovery of new facts and their correct interpretation, the revision of accepted conclusions, theories, or laws in the light of newly discovered facts, or the practical application of such new or revised conclusions, theories, or laws. . . ." For the purpose of these policies, "research" includes not only the sense of the above definition, but also those investigations, experiments, and creative activities that are characteristic of, and appropriate to, the fine arts.

C-7. Self-Determination

A Tribe's right to determine its own form of government, which allows greater autonomy and opportunities to assume responsibility for programs and services administered to it on behalf of the Secretary of the Interior through contractual agreements.¹

C-8. Reciprocal Relationships

Reciprocal relationships entail sharing and participating from both parties that leads to relational accountability.

C-9. Tribal IP Agreement

University developed intellectual property agreement template to be used for all agreements concerning Traditional Knowledge. To the extent allowable by UI policy, this template may be modified or adjusted based on the individual needs of the project and can be requested from OSP.

¹ [Indian Self-Determination and Education Assistance Act, Public Law 93-638](#)

C-10. Tribal Land (Indian Country)

Defined in federal law as trust lands, including but not limited to Indian country and lands which have been identified by a Tribe as containing cultural, historic, or archaeological resources.

C-11. Tribal Sovereignty

The right of American Indians and Alaska Natives to govern themselves.

D. Policy

D-1. It is the policy of the University of Idaho to strengthen its relationship with Tribes through mutual respect and to provide a framework for maintaining government-to-government collaborations. Concurrently, this policy outlines responsibilities for UI individuals in conducting research and activities that may impact the resources or interests of Federally recognized American Indian or Alaska Native Tribes while supporting academic freedom.

D-2. UI individuals are not authorized to enter into agreements or activities that may impact Tribal interests on behalf of the University without prior approval and authorization from the University. Therefore, early and intentional consultation with the University's Tribal Relations Office and Office of Sponsored Programs is essential to compliance with UI policies.

D.3. Within US federal law, self-determination allows Indian Tribes to have greater autonomy and to have the opportunity to assume the responsibility for programs and services administered to them on behalf of the Secretary of the Interior through contractual agreements. Under these laws, Indian tribes are assured they will have paramount involvement in the direction of services provided by the Federal government so that the delivery of such services addresses the needs and desires of the local communities.

E. Procedures

E.1 Early, regular, and good faith Consultation

UI faculty and staff must engage early, regularly, and in good faith with Tribal governments or designated Tribal departments, by initiating contact at least three (3) months before the project's start and maintaining monthly communications. The U of I's Executive Director of Tribal Relations must assist in identifying the appropriate leaders and protocols of the Tribe(s), make introductions, recommend applicable UI employees that should be consulted, and guide the individual through the consultation process as needed. The Executive Director for Tribal Relations may also consult on instances of disputes or disagreements between U of I individuals or units that affect U of I's relationship with Tribe(s).

Documentation of Consultation, such as Tribal resolution, meeting minutes, emails, or verbal agreements, is required as evidence and must be submitted to the Office of Tribal Relations as part of the formal project documentation. This applies, but is not limited to, activities involving research or institutional engagement on Tribal lands, in Indian Health Service facilities, with Tribal members, involving cultural objects under the Native American Graves Protection and Repatriation Act, or involving human subjects where Tribal affiliation is identified and may impact the Tribe or its members.

Tribal Engagement and Consent for Joint UI-Tribal Research Activities and Projects may occur at the University level or at the level of a particular program, project, or activity involving a Tribe or a Tribal member.

Consultation and Collaboration must emerge from engagement on individual or community levels but must also involve Tribal employees or appointees with authority over relevant Tribal departments, programs, or committees.

E-2. Responsibilities of Principal Investigator (PI) or Project Director (PD)

- a. Relationship building.** Establish and grow reciprocal relationships with Tribal employees, cultural specialists, and representatives as equal partners.
- b. Consultation.** Engage in early (at least three months prior to beginning any project), regular, meaningful, and robust consultation with Tribal Officials on understanding, addressing concerns, and impacts of the research or project.
- c. Collaboration.** Work collaboratively with the University of Idaho, through its researchers, and Tribal partners.
- d. Consent.** Gain Consent from the appropriate Tribal representative(s) with authority to give consent on behalf of the Tribe related to the project.
 - d.1** Through this engagement process, the U of I Principal Investigator or Project Director with primary oversight of the program, project, or activity should determine whether formal consent is required from the affected Tribe(s) and proceed accordingly.
 - d.2** If the consultation process results in a formal written agreement between U of I and Tribe(s), such as the Tribal Intellectual Property Agreement, the individual with primary oversight of the program, project, or activity should submit the agreement to the Office of Research for review, guidance, and processing prior to it being finalized.
- e. Tribal intellectual property agreement.** When the project involves Tribal intellectual property, the Principal Investigator or Project Director must utilize the University's standard Tribal IP agreement to ensure the protection of Tribal rights and compliance with U of I policies. The U of I's standard Tribal IP agreement can be requested from U of I's OSP. This agreement should be submitted to the Office of Research for review and processing prior to finalization. Exceptions to using the standard agreement may be permitted if specifically requested by the Tribe or the University and must be documented and approved in consultation with the Office of Research and Economic Development (ORED) and the Executive Director of Tribal Relations.

E-3. Compliance with UI Research guidelines and procedures

Any formal written agreements and contracts must follow U of I's Office of Sponsored Programs (OSP) guidelines and procedures. Additionally, a Tribal research consent or permit must be obtained alongside adhering to U of I's Institutional Review Board (IRB) guidelines and procedures for human subjects. If a Tribe has an information research regulation process, the U of I employee must comply

with Tribal research consent processes in addition to meeting U of I and relevant legal or sponsorship requirements. The Office of Tribal Relations can provide guidance if necessary.

E-4. Tribal Research Permits

Similar to formal written agreements and contracts, all Tribal research permits must follow U of I Office of Sponsored programs guidelines and procedures. Tribal Research permits must only be executed by a university official with signatory authority to enter into the research permit on behalf of the university.

E-5. Role of the Executive Director of Tribal Relations

Tribal Engagement and Consent for joint U of I-Tribal research activities may occur at the University level or within specific programs, projects, or activities, involving consultation with Tribal authorities. The Executive Director of Tribal Relations assists in identifying appropriate Tribal leaders and protocols, making introductions, recommending U of I employees for consultation, guiding the process, and mediating disputes affecting U of I's relationship with Tribes.

E-6. Tribal Consent requirements

- a. Tribal Consent is the responsibility of the Project Director or PI.
- b. The Consent process must be initiated by the Project Director or PI with primary oversight, who is responsible for communicating with Tribal governments to follow the appropriate approval chains within any given Tribe. The Executive Director of Tribal Relations must assist in identifying the appropriate Tribal leaders and approval protocols, making introductions, and guiding the individual through the Consent process as needed. Tribal Consent must be granted before research begins and cannot be withdrawn in a manner that prevents publication or mandates editing, to respect academic freedom.
- c. The University individual with primary oversight of the project must secure Consent, when applicable, for projects that affect Tribes, including obtaining a resolution or letter from the Tribal Council (or equivalent signatory) acknowledging the activity and their willingness to allow it. The form of Consent required varies among Tribes and types of projects, thus the Consent process should be guided by the Tribe(s) that hold jurisdiction.

E.7 Consent for proposals for projects involving Federal grants

All proposals for federal funding must include documentation of engagement with federally recognized Tribes when the proposed work may have an impact on Tribal resources or interests, including lands, languages, subsistence rights, cultural heritage, or other aspects of Tribal life, regardless of the funding agency, and includes even those engagements where the Tribe is only referenced in publications or presentations. This requirement is intended to align our general federal compliance standards with the most stringent federal guidance, as outlined in NSF policy (PAPPG Chapter II.E.10). Acceptable documentation includes: (1) written approval from designated Tribal official(s); (2) written confirmation that approval is not required; or (3) a copy of the written request for approval, with final documentation required prior to award. This applies even if the Tribe is only referenced in publications or presentations.

E-8. Appraisal of the potential for heightened community risk

The PI or PD must engage in discussions with Tribal partners to evaluate the potential impacts of projects and potential for heightened community risk. The PI or PD must ensure that Tribal partners are apprised of the impacts of projects and identify and address Tribal concerns.

E-9. Human subject research

- a. The U of I IRB recognizes Tribal sovereignty, requiring applications targeting Tribal populations or occurring on Tribal lands to be reviewed by both the U of I's IRB and the Tribal Relations Research Review Committee (TRRRC), overseen by the Office of Tribal Relations. Researchers conducting studies on Tribal lands must obtain a resolution or letter from the Tribal Council (or equivalent signatory) acknowledging the research activity and their willingness to allow it.
- b. In cases where the human subjects research does not involve a Tribal government, the PI or PD must make good faith efforts to engage with or invite representatives from the affected Tribal government and discuss the proposed research to encourage a transparent and fair collaboration.
- c. Written approval from the designated Tribal official is required for NSF proposals submitted after May 20, 2024.

E-10. Tribal Relations Research Review Committee

The TRRRC, consisting of seven members and one ex-officio member assembled by the Executive Director of Tribal Relations, meets monthly to review VERAS and IRB applications involving Tribes, Native Nations, Indigenous populations, or lands. The committee ensures adherence to the Tribal Research Policy, issuing a Tribal Relations Seal of Research Approval if compliant, or offering feedback and designating the proposal for revision if necessary.

F. Related policies

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| <ul style="list-style-type: none">• 5100 - General Research Policy• 5200 - Human Subject Research• 5300 - Copyrights, Protectable Discoveries and Other Intellectual Property Rights• 5700 - Research Data |
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POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition X Revision* Deletion* Emergency Minor Amendment
Policy Number & Title:

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: Bob Borelli, Faculty Affairs Committee Chair

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.

This update establishes a faculty code of conduct within the existing ethics policy in compliance with Idaho State Board of Education Policy II.G.

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.

All related policies are identified in the policy document.

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.

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3170

UNIVERSITY ETHICS AND FACULTY CODE OF CONDUCT

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OWNER

General Counsel

~~Jim Craig~~

counsel@uidaho.edu

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LAST REVISION: January 2008 (editorial)

CONTENTS

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A. Ethics

B. Rules of Ethical Conduct

C. Faculty Code of Conduct

D. Reporting Unethical Behavior

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A. ETHICS. Within the university community, all participants have rights and obligations to uphold the functionality, dignity, and harmony of the university. This policy sets out the expectations and requirements of employees regarding ethical behavior and actions. Collectively, the policy and referenced related policies allow employees to take actions that are consistent with the institution's core values and that move the institution towards its vision and goals. All UI employees shall work to maintain an environment conducive to research, learning and service, and all employees have an integral contribution to providing a high quality learning environment. All UI employees accept their share of responsibilities for the governance of the institution. They respect the rights of students and fellow employees. When they speak or act as private persons, they avoid creating the impression that they speak or act for their college or the university. They adhere to the stated regulations/policies of the institution (provided they do not contravene academic or constitutional freedoms), they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within the university. See [FSH 3260](#). When considering the interruption or termination of their service, they recognize the effect of their decisions upon the programs of the institution and give due notice of their intentions. See [FSH 3940](#).

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A-1. Ethics in Instruction. All individuals engaged in teaching a course at the University of Idaho seek to promote the acquisition of knowledge and the expression of creativity. They seek to be effective teachers and present the accepted scholarly standards of their discipline. They demonstrate respect for the student as a person and adhere to their proper role as intellectual guide and counselor. They make every reasonable effort to foster honest academic conduct and thoroughly evaluate student performance. They respect the confidential nature of the relationship between professor/instructor/TA and student. They do not exploit the student for their private advantage, and acknowledge significant assistance when it is received. They protect the student's academic freedom.

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A-2. Ethics in Scholarship. All individuals engaged in scholarly activity are to practice honesty and integrity in the pursuit of knowledge and creative expression. Their primary responsibility to their discipline is to seek and state the truth as they see it. To develop and improve their scholarly competence, they exercise critical self-discipline and judgment in using, extending, and transmitting information. In the exchange of criticism and ideas, they show due respect for the opinions of others and strive to be objective in their professional judgment of colleagues. As citizens engaged in a profession that depends upon freedom for its health and integrity, scholars (students, technicians, and faculty members) have a particular obligation to promote conditions of free inquiry and expression, and to further public understanding of academic freedom. They practice intellectual honesty and do not engage in plagiarism, fabrication, or deception. Subsidiary interests must never seriously hamper or compromise their freedom of inquiry.

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B. RULES OF ETHICAL CONDUCT. The purpose of Rules of Ethical Conduct is to establish and maintain high standards of honesty, integrity, and quality of performance for all employees of the University of Idaho. Individuals

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in public universities have positions of trust and responsibility that require observation of the highest ethical standards. Ethical conduct is of critical importance in our relationships with the public, students, other employees and agencies, and private contractors. The Rules of Ethical Conduct are intended to establish a general baseline for ethical conduct; they are not intended to be inclusive of all conduct. Guidelines are provided for each of the rules in D below. These guidelines are offered as examples of the issues discussed in their respective sections. They are not presented as policy and do not replace approved policy in evaluating issues of ethics and professional conduct.

B-1. Integrity and Quality. The university must operate with integrity that includes, but is not limited to, operating in compliance with laws and regulations and its contractual obligations.

B-2. Adherence to Law. Employees are responsible for becoming familiar with the laws and regulations pertinent to their areas of responsibility. Many but not all legal requirements are embodied in university policies. Failure to comply with laws and regulations can have serious adverse consequences both for the individuals and for the university, in terms of reputation, finances, and the health and safety of the community.

University business is to be conducted in conformance with applicable legal requirements, including contractual commitments undertaken by individuals authorized to bind the university to such commitments. Failure to do so will be grounds for disciplinary action up to and including termination of employment.

UI's policies and procedures can be reviewed in the [Faculty Staff Handbook](#) and the [Administrative Procedures Manual](#).

B-3. Conflicts of Interest and Commitment.

a. Conflicts of Interest refers to situations in which financial or other personal considerations may directly and significantly affect an employee's professional judgment in exercising any university duty or responsibility. Employees are expected to avoid conflicts of interest unless such conflicts are disclosed and managed in accordance with the university policies. See [FSH 6240](#).

b. Conflicts of Commitment refers to situations where an individual's distribution of effort between one's university appointment and one's outside activities may directly and significantly affect an employee's ability to perform their university responsibilities in teaching, research and public service. Employees are expected to arrange outside activities and financial interests so as not to interfere with the primacy of these university duties. See [FSH 6240](#).

B-4. Privacy and Confidential Information. No employee shall disclose confidential records or information or use such information for his or her personal benefit. The collection, retention, and dissemination of university records is subject to federal law, including the Family Educational Right to Privacy Act (FERPA), state law, including the Idaho Public Records Law, and university policies. See [FSH 2600](#) for information regarding FERPA.] Confidential information may include but is not limited to personnel information, information subject to a privilege recognized in the law, proprietary information, education records under FERPA, and information identified as confidential.

B-5. Discrimination and Sexual Harassment. The university must strive to maintain a learning and working environment that is safe, supportive, and responsible. Discrimination and sexual harassment toward any member of the university community violates federal and state laws and the policies of the University of Idaho. See [FSH 3200](#), [3210](#), [3215](#), and [3220](#). Incidents of discrimination and sexual harassment should be reported to the appropriate university administrator identified in the policies.

B-6. Nepotism. UI employees may not give preferential treatment to individuals based on familial or other relationships, nor participate in institutional decisions involving a direct benefit to a family member. See [FSH 6241](#).

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B-7. Use of University Resources. Employees of the university have a responsibility to be financial stewards of the public resource. They are responsible for implementing, maintaining, and following proper administrative and accounting procedures, and for complying with all relevant governmental and regulatory requirements.

5 **B-8. Control and Security of University Assets.** Employees of the university have a responsibility to maintain control and security of university assets. They are responsible for their use and protection including reporting requirements.

10 **B-9. Contracting Requirements.** The UI enters and engages in multiple contracts and agreements to carry out its role and mission. Employees are responsible for being familiar with the various types of contracts, agreements, and memoranda of understanding that they use in the performance of their duties, and for obtaining the necessary review and approval for said contracts. See [APM 60](#) and [RGP V.N.](#)

15 **B-10. Political Campaigns and Elections.** An employee shall not use institutional time, funds, equipment, or other resources to run for an elected office, work on a political campaign or to influence the passage or defeat of legislation. See [FSH 6220](#).

20 **B-11. Gifts.** University employees concerned with contracts and pecuniary transactions, or who influence the allocation of business or exercise administrative decision making authority must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the university's reputation for impartiality and fair dealing and may not accept any pecuniary benefit from persons interested in or likely to become interested in such action.

25 An employee may not accept a gift or business courtesy when a real or perceived attempt is being made to offer the courtesy in exchange for, or to influence favorable action by the university; motivate the employee to do anything prohibited by law, regulation, or university policy; or gain an unfair competitive advantage by improperly influencing an employee's discretionary decisions.

30 Notwithstanding the above prohibitions, state law allows for public employees to receive trivial, incidental benefits not to exceed a value of fifty dollars (\$50.00) provided that there is not substantial risk of undermining official impartiality. See Idaho Code sections [18-1356](#) and [18-1359](#), and RGP [II.Q.](#)

35 **C. FACULTY CODE OF CONDUCT.** The purpose of this Faculty Code of Conduct is to define the faculty rights, responsibilities, and conduct to foster and sustain an environment conducive to sharing, supporting, and critically examining knowledge and values, and to create a climate that strives for effective teaching and learning without prejudice or favor toward any student. This Faculty Code of Conduct is based on the premise that both administrators and faculty share responsibility to create a climate that strives for a mutually supportive environment that is suitable for scholarship, effective teaching and learning, governance, and service so all Faculty, Staff, and Students can thrive. In addition to the ethical requirements above, the following provisions apply specifically to faculty.

40 **C-1. Academic Responsibility.** It is incumbent upon faculty to perform their academic obligations with intellectual honesty, to promote the free exchange of ideas, and to afford mutual respect to all parties with whom they engage in fulfillment of their academic obligations. Faculty have a responsibility to be good stewards of the academic community. In carrying out these responsibilities, faculty exercise the academic freedoms and responsibilities described in FSH 4000 and the responsibilities of the University faculty in FSH 1520 Article IV.

45 Related Policies:
50 FSH 1520 Article IV: Responsibilities of the University Faculty
FSH 4000: Academic Freedom and Responsibilities

C-2. Professional Conduct. Faculty are expected to carry out their academic responsibilities in teaching and advising, scholarship and creative activities, outreach and extension, or university service and leadership in a

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professional manner. Conduct expectations in this section supplement, and do not displace, applicable university policies and procedures identified in Section B and elsewhere in the FSH and APM.

C-3. Faculty Rights. Faculty rights are important and foundational to the University’s mission, vision, and values. All faculty defined in the Faculty Constitution (FSH 1520.II.1) are afforded these rights, considered fundamental and articulated below.

a. Academic Freedom and Inquiry.

University of Idaho faculty are afforded academic freedom to engage in free inquiry under FSH 4000, in addition to other protections provided by law or policy both on and off campus. Faculty shall not be subject to retaliation or censorship for engaging in protected academic freedom in their teaching and advising, scholarship and creative activities, outreach and extension, or university service and leadership, consistent with FSH 4000 and the University’s anti-retaliation policy in FSH 3810. Faculty may participate in professional associations or labor organizations (FSH 6242). Faculty may sponsor political programming that is relevant and contributes to their courses or programs, in compliance with FSH 6220 and applicable content-neutral time, place, and manner restrictions, which the university applies in a viewpoint-neutral manner. As a public and land grant institution, the University of Idaho should uphold the highest standards for freedom of inquiry, which includes a faculty member’s imperative to seek, investigate, research, and exchange ideas, knowledge, and facts without censorship, fear of reprisal, or undue restriction.

Related Policies:

FSH 3810: Retaliation

FSH 4000: Academic Freedom and Responsibilities

FSH 6220: Political Activities and University Programs

FSH 6230: Political Rights of University Employees

FSH 6242: Organizations and Oaths

ISBOE III.B. - Academic Freedom and Academic Responsibility

b. Freedom of Speech.

To the maximum extent provided by law (including the First Amendment to the Constitution of the United States), University of Idaho faculty are free to engage in protected speech. This includes protection as an intellectual in service to the public at large, as well as speaking or writing as a private citizen. The belief that speech may be malicious, deplorable, distasteful, or offensive is not grounds for suppressing or silencing speech.

Related Policies:

FSH 4000: Academic Freedom and Responsibilities

ISBOE III.B. - Academic Freedom and Academic Responsibility

c. Academic Workplace Environment.

Faculty have the right to a workplace free from harassment, intimidation, retaliation, violence, abuse, and unlawful discrimination. Faculty have the right to make good faith reports of violations and suspected wrongdoing without fear of being retaliated against.

Related Policies:

FSH 3200: Policy of Nondiscrimination

FSH 3210: Antidiscrimination

FSH 3220: Sexual Harassment

FSH 3810: Retaliation

d. Due Process. Faculty shall be afforded due process in the investigation and resolution of any complaints brought against them, in accordance with established policies and procedures. However, faculty may be

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placed on administrative leave or have their duties adjusted during the investigation process. Policies shall be applied fairly, transparently, and uniformly.

Related Policies:

FSH 3840: Faculty Appeals Hearing Board

FSH 3910: Dismissal and Discipline of Faculty

e. Ombuds. Faculty have the right to receive no-cost informal, confidential workplace problem-solving and conflict management assistance through the University's Ombuds Program. Services and confidentiality are provided consistent with FSH 3820.

Related Policies:

FSH 3820: Ombuds Office

f. Intellectual Property. The University will apply FSH 5300 and related policies governing intellectual property, and will maintain policies that support faculty in creating, managing, and using their intellectual work product in the course of their academic responsibilities.

Related Policies:

FSH 5300: Copyrights, Protectable Discoveries and Other Intellectual Property Rights

g. Support of faculty obligations.

The University of Idaho shall provide reasonable and appropriate resources and infrastructure for Faculty to carry out their academic responsibilities denoted in this Faculty Code of Conduct and the Responsibilities of the University Faculty (FSH 1520 Article IV) subject to reasonable and generally applicable fiscal management policies.

Related Policies:

FSH 1520: Constitution of the University Faculty

h. Unenumerated rights.

The enumeration of these Faculty Rights shall not be construed to deny other rights retained by the Faculty under applicable law and university policy, including rights related to faithfully carrying out academic responsibilities, practicing professional conduct, and fulfilling Responsibilities of the University Faculty under FSH 1520 Article IV.

Related Policies:

FSH 1520: Constitution of the University Faculty

ed. REPORTING UNETHICAL BEHAVIOR. As state employees, UI faculty and staff recognize their responsibility to report unethical behavior when it is encountered. UI employees can confidentially report concerns about suspected issues of illegal, unethical or irresponsible acts. Information regarding the confidential reporting line may be accessed from the Idaho State Board of Education [Internal Audit website](#).

Credible reports to the confidential hotline shall be preliminarily evaluated by General Counsel and then may be referred to another office for investigation as appropriate.

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GUIDELINES.

Integrity and Quality (B-1 above).

- 5 Rules of fairness, honesty, and respect for the rights of others shall govern the individual's conduct at all times.
- No unethical practice will be tolerated on the grounds that it is "expedient" or "customary".

Adherence to Law (B-2 above).

- 10 Inciting others to disobey university rules is unacceptable.
- Intentional disruption of university-sponsored or –authorized functions or activities is prohibited.
- Failure to comply with the terms and conditions of a grant or contract and its applicable laws and regulations after it has been accepted by the university, including sponsored project funding is unacceptable.
- Failure to adhere to good health and safety practices and comply with all environmental health and safety laws and regulations is unacceptable.
- 15 All claims for reimbursement of expenses must be accurate and supported with all required receipts, and be related to official business.

Conflicts of Interest and Commitment (B-3 above).

- 20 An employee or any dependent member of his or her family may not have an interest in any organization that has, or is seeking to have, business dealings with UI where there is an opportunity for preferential treatment to be given or received, except (a) with written consent of the president or the president's designee or (b) in any case where such an interest comprises securities in widely held corporations that are quoted and sold on the open market or in private corporations where the interest is not material.
- 25 An employee or any dependent member of his or her family may not sell or lease any kind of property, facilities, or equipment to UI or to any company, firm, or person that is, or is seeking to become, a contractor, supplier, or customer, except with written approval by the president or the president's designee.
- An employee may not serve as an officer or director of, or in any management capacity for, or as a consultant to, any company doing or seeking to do business with UI, except with written consent of the president or the president's designee.
- 30 An employee, without proper authority, may not give or release to anyone not employed by UI any data or information of a confidential nature concerning UI, such as that relating to decisions, plans, financial or business forecasts, or competitive bids; or to use such information to personal advantage and not in the best interest of UI--for example, by acquiring or inducing others to acquire a financial interest in a company involved in, or that may become involved in, any transaction with UI that is not generally known to the public.
- 35 An employee or any dependent member of his or her family may not accept from any organization, firm, or person doing or seeking to do business with UI commissions; a share in profits; gifts in cash; gift certificates or other payments, loans, or advances (other than from established banking or financial institutions); materials, services, repairs, or improvements at no cost or at unreasonably low prices; excessive or extravagant entertainment; or travel or gifts of more than nominal value.
- 40 An employee will not engage in part-time employment or enter into a consulting agreement with another entity if that action detracts from the employee's ability to fully perform their university responsibilities and maintain the primacy of their university duties.
- 45 Employees should pay for their own share when dining out with suppliers and contractors to ensure that the employee remains impartial and does not feel obligated to the supplier or contractor.
- Offers from suppliers and contractors for company sponsored seminars, conferences, plant visits, sporting events, etc. should generally be avoided to ensure that ethical and proper business practices are not compromised.
- 50 When there is any doubt as to the appropriateness of accepting a benefit, gift or other type of personal benefit, the matter should be referred to the employee's supervisor for approval.
- Visits to vendor sites, both in-state and out-of-state, for educational purposes or specific technical training as part of contract procurement, are permissible with prior authorization from the employee's supervisor.

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Privacy and Confidential Information (B-4 above).

- Breaching established rules governing confidentiality in personnel procedures is not acceptable.
- Posting or disseminating information from faculty or staff personnel records is not permitted.
- Posting or disseminating educational records, such as grades is not permitted.

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Discrimination and Sexual Harassment (B-5 above).

- Unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when such behavior overtly or covertly uses the power inherent in the status of the offender in not acceptable.
- Sexual behavior that has the effect of interfering with a student's learning environment or creating an intimidating, hostile or offensive work environment in not acceptable.

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Nepotism (B-6 above).

- An employee cannot provide preferential treatment or participate in decisions that impact individuals related by blood, marriage or adoption.
- An employee cannot provide preferential treatment or participate in decisions that impact an individual they intend to marry, with whom they intend to form a household, or with any other person having the same legal residence.
- An employee cannot provide preferential treatment or participate in decisions that impact an individual associated with a domestic partnership, dating or other personal relationship in which objectivity might be impaired.

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University Resources (B-7 above).

- Equipment and Supplies – An employee shall not use university-issued or procured machines, office supplies, and other equipment for other than university business purposes. See APM 10.40.
- UI Vehicles – An employee shall not use any UI vehicle for any purpose other than official business of the institution. See APM 05.08.
- Employee Time – An employee may not use work time for personal business.
- Institutional Credit Cards – An employee shall not use credit cards issued by the institution for personal expenses unrelated to institutional business.
- Telephones, Cell Phones, and Electronic Mail – An employee shall use university telephones, cell phones, and e-mail for institutional purposes. Incidental use for local personal calls or messages not interfering with work responsibility, however, is not a misapplication of university resources. An employee shall not charge personal long distance telephone calls to the institution. See APM [20.13](#) and [30.12](#).
- Internet – An employee's access to the Internet via institutional computers is for institutional purposes. Incidental personal use not interfering with work responsibility, however, is not a misapplication of university resources. Improper or illegal use of the Internet by an employee may subject the individual to disciplinary action up to and including termination of employment. See APM [20.13](#) and [30.12](#).
- Software – Software licensed to the university is to be used for institutional purposes, not for an employee's personal purposes, and only properly licensed software may be loaded on institutional computer; institutional licensed software may not be loaded on personal computers, except to the extent that the license authorizes loading and using the software on personal computers.

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University Assets (B-8 above).

- Liability for Property Loss – When institutional property disappears, whether through theft or other cause, as a result of an employee failing to exercise reasonable care for its safekeeping, the employee shall be liable for the loss sustained by the institution. See FSH 3175.

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Contracting (B-9 above).

- Employees shall not personally sign contracts on behalf of the university unless they have written delegated signature authority from the President or the Vice President for Finance and Administration. Purchases From/By Employees – An employee and their family members may not sell goods or services to the university unless the arrangement avoids any conflict of interest and is conducted consistent with university

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policy. No employee may directly purchase equipment or property from a department or office within university. Sale of personal property is conducted by the University's Surplus Property Office.

Political Campaigns and Elections (B-10 above).

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- An employee will not engage in partisan political activities while on university time.
 - An employee will not use university materials or equipment for the purpose of influencing a political election of any sort.

Gifts (B-11 above).

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- An employee should not ask for a business courtesy.
 - An employee may retain novelty, advertising, or promotional items with a market value of \$50 or less, such as calendars, pens, and mugs, so long as such acceptance does not create a substantial risk of undermining impartiality. An employee may accept training opportunities provided by suppliers or customers if the training directly benefits the university, and if the training is offered to others on the same basis. Questions as to appropriateness of accepting training opportunities should be discussed with a supervisor.
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- An employee should avoid a pattern of accepting frequent courtesies from the same persons or companies.
 - An employee may not use their influence or authority to unduly pressure another employee or person to participate in gift giving.
 - An employee's participation in gift giving is always voluntary and shall not exceed \$50.
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- An employee cannot use university state appropriated funds to buy gifts.

Version History

25 **Amended January 2008.** Editorial changes.

Amended January 2007. Substantial changes were made to this policy as well as changes to [FSH 3260](#), [FSH 6240](#), [FSH 6241](#) and [6242](#)

30 **Amended July 1992.** Added a section specifically prohibiting plagiarism, fabrication, and deception.

Adopted 1979.



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: **40.05 Architectural and Engineering Services**

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

Originator:

Policy Sponsor, if different from Originator:

Reviewed by General Counsel Yes No

Name & Date: Kim Rytter

1. Policy/Procedure Statement: Briefly explain the reason for the proposed addition, revision, and/or deletion.

No changes. This policy was interim approved in Sept 22, 2025. This is to formalize the approval.

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.

N/A

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

July 1, 2026

APM 40.05 - Architectural and Engineering Services

Owner:

- **Position:** Senior AVP Finance & Planning, Division of Finance & Administration
- **Email:** vpfinance@uidaho.edu

Last updated: Interim Approval September 22, 2025

A. General. Architectural and Engineering Services (A&E Services) provides UI the full range of architectural services related to the planning, programming, design, document production, cost estimation, bidding, and construction observation of capital projects, and maintenance, alteration, and repair projects. A&E Services is the department on campus that provides Capital Planning functions, contracts with technical planning, design and engineering consultants, bids and manages construction contracts, coordinates with the State Division of Public Works for legislative appropriated design and construction efforts, administers the Long-Range Campus Development Plan, provides Space Planning and Space Utilization services, and maintains the historical archive of documents and operations manuals for all campus facilities. A&E Services is composed of the following sections:

Capital Planning and Budget

Campus Planning, including administration of the Long-Range Campus Development Plan (LRCDP)

Facility Design

CADD Center

Construction Management

Space Utilization and Planning

B. Process and Procedures.

B-1 Requests for Major Capital Projects. Capital projects are those projects with a scope of approximately \$50,000 or greater. Most of the capital projects underway within the design section are generated through the annual “call for projects” efforts coordinated by the Capital Planning and Budget Section of A&E Services. The net result of the annual call is a funded, prioritized list of design and construction efforts to be completed. For further information, reference APM 40.03.

B-2. Requests for Minor Projects. Departmental requests for minor construction or renovation projects with a scope of approximately \$50,000 or less should be first directed to Facilities Building Trades Small Works Project Manager at 208-885-6246. The Facilities Building Trades Small Works Project Manager may determine that they are able to complete the departmental requirements with little or no involvement on the part of A&E Services. If the Project **Manager** determines design and/or engineering expertise is needed, they will forward the request to A&E Services.

B-3. Requests for Assistance in the Planning and Programming of Desired Projects. A&E Services works to plan and program new projects. The Capital Planning and Budget Section within A&E Services is the campus unit responsible for working with the SAVP of Finance and Planning regarding the development of the campus capital strategy and capital development plan. Departments wishing to determine funding strategies, and sources for their desired capital project efforts, should begin by contacting the Capital Planning and Budget Section of A&E Services at 208-885-6246.

B-4. Requests for Assistance with Space Planning, Utilization, and Assignment. A&E Services offers University units assistance with space planning, utilization, and assignment. The management, allocation, and assignment of University space resources is governed by the University of Idaho Space policy as defined in APM 40.10 University Space. Units wishing to explore requests for additional space as a result of changing unit needs should begin by completing and submitting a [University Space Request Form](#), or by contacting the University Space Planner with A&E Services at 208-885-6246.

B-5. Requests for Carpets and Window Treatment. A&E Services works in collaboration with UI Facilities Services Building Trades to implement carpet replacement and window treatment installation when funding is available. UI Facilities has limited funding for carpet maintenance/replacement so most requests for new carpet installations and window treatment installations must be funded by the requesting unit. Carpet requests and window treatment requests can be submitted to either A&E Services or the Facilities Building Trades Small Works Project Manager on a Project Initiation Form.

B-6. Requests for Reproduction of Blueprints, Large Format Photocopies, Large Format Plots. The A&E Services CADD Center maintains and operates a blueprint machine, a large format engineering copier, large format document scanner and an ink-jet engineering plotter. Each of these pieces of equipment will handle up to a 30" x 42" sized original. Departments, faculty, staff, and students may have their documents and work reproduced by contacting the CADD Center Manager at 208-885-6246. There is a nominal fee, based upon the desired size of the product, which is intended to cover costs of paper, ink, toner, and maintenance.

B-7. Requests for Computer Renderings and Models. The A&E Services CADD Center produces computer generated renderings and photographic models for presentation and marketing purposes of planned and proposed projects. Availability of this service is dependent upon the workload within the CADD Center which varies at any given time. Please contact the CADD Center at 208-885-7250 for information.

B-8. Requests for Building Reference Plans. The A&E Services CADD Center maintains a file of floor-by-floor reference plans for each facility on campus. Please contact the CADD Center Manager at 208-885-6246 for information.

B-9. Requests for Archive Information. A&E Services CADD Center maintains an archive vault of record drawing information, specifications, and operations and maintenance manuals for each facility on campus. Please contact the CADD Center Manager at 208-885-6246 for information.

B-10. Requests for Campus Utility Maps. The A&E Services CADD Center works in conjunction with the Infrastructure Systems and Plant Engineering Section to maintain an accurate database of the campus roadway and utility infrastructure and systems. Please contact the CADD Center at 208-885-7250 for information.

C. Reporting

C-1. Reporting of Concerns Regarding Contractor Disturbances, Interference, etc. A&E Services is responsible for delivering the Capital Design and Construction Portfolio of projects in a manner which best integrates the construction activities into the university environment as seamlessly as possible with minimal impact on the university's mission, values, and daily academic activities. Should there be any issues, questions, or concerns with the way any construction contractor is conducting operations while on campus, please notify the UI Construction Management Office at 208-885-6246. A&E Services is especially interested in information regarding potential hazards to life safety, allegations of sexual harassment, and disruption of delivery of academic services.

C-2. Reporting of Changes in Space Use, Assignment, or Allocation. A & E Services is the unit charged with the responsibility to maintain a current, accurate database of all University Space, its functional use, assignment, and allocation. Units that reallocate or reassign space internally within the unit, or that negotiate a swap of space use and assignment with other units, or that are in position to relinquish space previously assigned to the unit, shall report all such changes in space use, assignment or allocation to the University Space Planner at 208-885-6246 for the purpose of maintaining and keeping current the accuracy of the database in accordance with the University of Idaho Space policy as defined in APM 40.10 University Space.

Version History