

University of Idaho  
2025 – 2026 Faculty Senate Agenda

Meeting #29

Tuesday, April 21, 2026, at 3:30 pm  
Zoom Only

- I. Call to Order
- II. Approval of Minutes (VOTE)
  - Minutes of the 2025-2026 Faculty Senate Meeting # 28 (April 14, 2026) **Attach. #1.**
- III. Chair’s Report
- IV. Provost’s Report
- V. Invited Guest Presentations
  - Report on the Work of the Accessibility Advisory Group – Margie Pinnell, Director of CETL.
- VI. Committee Voting Items and Reports
  - ADA Training – Erik Luvaas, Chair of ADA Committee, and Cory Voss, Director of CDAR.
  - UCC 185 E-Grades – Lindsey Brown, Registrar. **Attach. #2**
  - FSH 3515 Periodic Performance Review of Tenured Faculty – Bob Borrelli, Chair Faculty Affairs Committee **Attach. #3**
  - FSH 1640 Committee Directory – Kristin Haltinner, Chair of Committee on Committees. **Attach. #4**
- VII. Other Policy Business
  - FSH 3080 Classification and Appointment of University Positions – Tim Murphy, Faculty Senate Chair. **Attach. #5**
  - APM Chapter 60 Updates – Robert Akhnoukh, Director of Contracts and Purchasing Services. **Attach. #6**
  - APM 40.03 New and Major Renovation Building Policy – Ray Pankopf, Director of AES. **Attach. #7**
  - APM 40.10 University Space – Ray Pankopf, Director of AES. **Attach. #8**
  - APM 40.12 Sustainability Revolving Loan Fund – Ray Pankopf, Director of AES. **Attach. #9**

VIII. Other Announcements and Communications

- None

IX. New Concerns or Issues

X. Adjournment

Attachments

- **Attach. #1** Minutes of the 2025-2026 Faculty Senate Meeting # 28 (April 14, 2026)
- **Attach. #2** UCC 185
- **Attach. #3** FSH 3515 Cover Sheet, Policy, and Redline
- **Attach. #4** FSH 1640 Cover Sheet and Redline
- **Attach. #5** FSH 3080 Redline
- **Attach. #6** APM Chapter 60 Cover Sheet and Redlines
- **Attach. #5** APM 40.03 Cover Sheet and Redline
- **Attach. #5** APM 40.10 Cover Sheet and Redline
- **Attach. #5** APM 40.12 Cover Sheet and Redline
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**2025 – 2026 Faculty Senate – Pending Approval**

**Meeting # 28**

Tuesday, April 14 2026, 3:30 pm – 5:00 pm PST

Zoom only

**Present:** Bailey, Barannyk, Borrelli, Erickson, Hagen, Haltinner (vice chair), Harrison, Hu, Kenyon, Kolas, 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:** no absences

**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 #27 (April 7, 2026) were approved as circulated.

**Chair's report**

- The P&T Salary Increase Recommendation from the Faculty Compensation Committee approved at the last Senate meeting was sent to Provost Lawrence and President Green for consideration.
- Senate elections for seats with terms ending this year should be underway. Newly elected senators will attend their first meeting on April 28, so replacements need to be in place by that date.
- Senators should have received an email with the Post Tenure Review Policy that was passed at FAC last week. This policy will be on the agenda next week. Please provide comments from your constituents to Tim, prior to the meeting.
- Chris Nomura and Sunny Wallace provided an update on the Interim Provost Search. The search committee narrowed the field to four candidates and President Green requested that all four be invited for campus interviews and stakeholder meetings. The President's Office will send a memo next week announcing the candidates' names, and interview sessions will be recorded and posted on the website. [Interim Provost & Executive Vice President Search](#).  
In response to a Senator's comment on the lack of transparency in the process, the Presidents' office acknowledged that transparency could be improved and plans to address this in future searches. It was also noted that the campus community will be able to submit candidate feedback through the website.

**Provost's Report**

- Vandal Giving Day set a record this year.
- The search committee for the Law Dean has identified finalist and interviews will start next week.
- The State Board of Education will be on campus Wednesday and Thursday for the April meeting. The events are at the Pitman Center for those interested in attending.

A senator requested an update on Program Health. Colleges and programs will have an opportunity to review their data to ensure accuracy prior to assessment. A memo outlining the approach for

instructional and non-instructional units will be sent out tomorrow and a preliminary assessment will be shared with units next week. The resulting quintile rankings will be preliminary; programs in the lower quintiles will have the opportunity to respond and provide context.

### **Invited Guest Presentations**

- Strategic Plan Update, Pillar 3 Adapt the educational Model - Andrew Fields, Pillar Champion for Pillar 3.

Andrew provided an overview of Pillar 3. The overall goal of Pillar 3 is to move the University to embrace several educational modalities and it has four signature initiatives: deliver the Vandal experience to all learners, expand academic reach and regional impact through targeted investment, develop a transfer pathway network, and expand continuing and adult education to focus on in-demand careers.

Discussion: A senator asked whether the committee is considering R1 graduate education. It was noted that the committee is addressing both undergraduate and graduate programs to support R1 goals. A Senator encouraged maintaining flexibility in course offerings, while recognizing the need for predictable scheduling for students. [U of I's Strategic Plan](#)

- Strategic Plan Update, Pillar 4 Harness research innovation and partnership– Dennis Becker, Pillar Champion for Pillar 4.

Dennis provided an overview of Pillar 4. The committee is focused on leveraging external partnerships, establishing policy on research space (e.g., efficient use and prioritization of space), and understanding changes in federal research grant F&A and indirect cost recovery rates to maintain the research enterprise.

Discussion: A senator noted the importance of considering disciplines with limited federal funding (e.g., theoretical science) in these discussions. Another senator emphasized the need to increase teaching assistantships across campus. It was noted that staffing cuts at NIH and NSF have delayed grant processing, but faculty are encouraged to continue submitting proposals, including unsolicited proposals to NSF. Discussion also addressed efforts to improve operational efficiency through AI-assisted tools while maintaining compliance requirements. It was suggested that OSP provide targeted outreach to departments about relevant funding opportunities rather than relying solely on broad email announcements. [U of I's Strategic Plan](#)

Given the time, Chair Murphy asked if there were any objections to amend the agenda to discuss the voting items first. Hearing no objections, the agenda was amended as proposed.

### **Committee Voting Items and Reports**

- FSH 3720 Sabbatical Leave – Dan Hickman, Chair of Sabbatical Committee, and Barb Kirchmeier, Member of Ad hoc Committee on NTT Faculty.

The policy changes were made to clarify language about the sabbatical application, schedule for applying, position description, and return from sabbatical. Changes were also made to the rating system total points to streamline the application review process. Given the changes to the state board policy on sabbaticals, sabbatical eligibility was also changed to allow any faculty member who has served at UI at least 6 years to apply. This change allows non-tenure track faculty to apply for sabbatical.

Discussion: A senator questioned the statement that the fiscal impact would be none, noting that costs could increase if more faculty take sabbaticals. It was clarified that allowing non-tenure-track faculty to apply does not require additional sabbaticals to be approved, and the

financial impact would vary by college. The importance of considering return on investment was noted.

Provost Lawrence indicated that when this policy was created, sabbaticals were funded centrally but now they are funded by individual colleges. He expressed support for the changes in the policy except for extending sabbatical eligibility to non-tenure track faculty. Concerns included increased competition between tenure track and non-tenure track faculty for limited college resources and the potential to create more divisions among faculty. It was noted that colleges manage and fund sabbaticals differently, which may benefit some non-tenure track faculty but not others. The Provost noted that non-tenure track faculty currently have access to Leave for Professional Improvement (FSH 3710), which is more flexible, and expressed concern that expanding sabbatical eligibility could increase administrative burden on those faculty and reduce flexibility. The Provost would like to instead focus on how we can enhance the process of Leave for Professional Improvement for non-tenure track faculty. The Provost reported discussing the proposed changes with the Deans, noting that some were indifferent, but most were opposed due to concerns about budgets, course coverage, and differing impacts across colleges. The Deans expressed interest in supporting non-tenure-track faculty and shared how they already do this through Leave for Professional Improvement as well as alternative approaches such as summer support, course releases, and shorter-term leave opportunities. It was also noted that approval of the proposal would require revisions to FSH 3710. The Provost expressed strong support for non-tenure track faculty but sees the potential for unintended consequences of the proposed change.

A senator expressed disappointment in how non-tenure track faculty are being treated and didn't see how the negatives of the proposed change outweigh the positives. It was noted the current policy allows tenure track faculty to use both sabbatical and professional improvement leave, making it unclear why non-tenure track faculty shouldn't be included in sabbatical eligibility. Discussion also included financial considerations, noting that full year sabbaticals may result in salary savings for colleges. It was noted that adjunct pay varies from \$4500-\$12,000 per class and colleges have taken different approaches to ensure they have resources to cover the sabbatical costs. It was noted that full year sabbaticals can be hard on faculty as they may have to find alternative sources of funding to make up for the reduction in salary. In some colleges, faculty are expected to come up with funding to support the costs of hiring adjuncts to cover their courses. A senator asked how many peer R1 institutions manage sabbaticals at the college level rather than centrally and encouraged the university to rethink this model. Some senators expressed strong support for the proposed changes.

Vote: 18/22 yes. 4/22 no. Approved.

### **Adjournment**

Motion to adjourn (Strickland), second (Long). The meeting was adjourned at 5:15 pm PDT (6:15 pm MDT). Vote: 18/19 yes, 1/19 5:15 pm

Respectfully Submitted,  
Chantal Vella  
Secretary of the University Faculty & Secretary to Faculty Senate

## In Workflow

1. Registrar's Office
2. Graduate Council Chair
3. Registrar's Office
4. Ready for UCC
5. UCC
6. Post-UCC Registrar
7. Faculty Senate Chair
8. Catalog Update

## Approval Path

1. Fri, 20 Feb 2026 16:09:48 GMT  
Anna Hall (annahall): Approved for Registrar's Office
2. Thu, 26 Mar 2026 17:02:16 GMT  
Stephanie Thomas (slthomas): Approved for Graduate Council Chair
3. Mon, 30 Mar 2026 16:55:49 GMT  
Anna Hall (annahall): Approved for Registrar's Office
4. Wed, 01 Apr 2026 16:20:42 GMT  
Anna Hall (annahall): Approved for Ready for UCC
5. Tue, 07 Apr 2026 21:57:59 GMT  
Anna Hall (annahall): Approved for UCC
6. Tue, 07 Apr 2026 21:58:26 GMT  
Anna Hall (annahall): Approved for Post-UCC Registrar

## New Proposal

Date Submitted: Fri, 20 Feb 2026 00:43:28 GMT

Viewing: **E-Grades**

Last edit: Tue, 07 Apr 2026 21:57:34 GMT

Changes proposed by: Dwaine Hubbard

### Faculty Contact

Faculty Name	Faculty Email
Lindsey Brown	lindseybrown@uidaho.edu

### Request Type

Add/Drop/Change an academic regulation

**Effective Catalog Year**  
2027-2028

**Title**  
E-Grades

**Request Details**  
This request is to discontinue the IP (in progress) grade.

**Attach State Form**

**Supporting Documents**  
E-Grades.pdf  
E-Grades red line.pdf

**Reviewer Comments**  
**Anna Hall (annahall) (Tue, 07 Apr 2026 21:57:34 GMT):** Passed unanimously at UCC.

Key: 185

## **E - Grades**

### **E-1. Grading System**

#### **E-1-a. Definitions of Grades**

For purposes of reporting and record, academic work is graded as follows:

- A: superior
- B: above average
- C: average
- D: below average
- F: failure
- I: incomplete work of passing quality (see [regulation F](#))
- W: withdrawal
- WA: withdrawal to audit
- WU: withdrawal from the university
- P: pass (see below)
- N: unsatisfactory and must be repeated (used only in [ENGL 1101](#) and [ENGL 1102](#))
- S: satisfactory (used only in CEU courses)
- CR: credit
- NC: no credit (may be used only in professional development courses)

#### **E-1-b. Grades of P**

Grades of P may be reported at the option of the department on a course-by-course basis in noncompetitive courses such as practicum, internship, seminar, and directed study. Grades of P are also reported in courses carrying the statement "Graded P/F" in the course description. In courses in which P's are to be used, the method of grading will be made known to the students at the beginning of the semester, and the grading system will be uniform for all students in the courses. Grades under the pass-fail option are not affected by this regulation because the conversion of the regular letter grade is made by the registrar after instructors turn in the class rosters.

#### **E-1-c. Mid-Semester Grades**

Mid-semester grades in undergraduate courses must also conform to the above regulations. It is permissible to report P's at mid-semester ONLY in courses that have been approved for grading on this basis.

## **E-2. Grades in Law Courses**

For additional provisions applicable to grades in law courses, see the [College of Law](#) section.

## **E-3. Computing Grade-Point Averages**

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

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

## **E-4. Replacing Grades**

### **E-4-a. Repeatable Courses**

Some courses are listed in this catalog as "repeatable" (i.e., the credits listed for the courses show a maximum number of credits that may be earned or show "credit arranged" or "max arranged," indicating that the courses may be repeated for credit without restriction as to maximum). Other courses show one credit entry for the course (e.g., "1 credit," "2 credits," etc.) and may be taken only once for credit (see procedure for repeating to replace a grade below). [See the section entitled "[Credit Designations](#)" for more information.]

### **E-4-b. Repeating a Course for Grade and Grade Point Average Improvement**

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

A graduate student may repeat a course in which a grade of C or lower has been earned only upon specific recommendation by the student's advisory committee and with approval of the major professor. All grades will remain on the student's record. The highest grade earned will be used for grade point average calculation. Enrollment will not be allowed for a third repeat attempt. Courses numbered 5000, 5010, 5020, 5030, 5040, 5970, 5980, 5990, 6000, 6010, 6030, 6040, 6980, and 6990 may be repeated but not for grade replacement.

See the [College of Law](#) section for the exception to this regulation applicable to students in that college.

#### **E-5. Reports of Grades and Grade Corrections**

Grades are reported to the registrar for all courses at the end of each academic session and at mid semester for undergraduate courses (see deadlines in the [academic calendar](#)). The assignment of grades and corrections of grades are the sole prerogative of the instructor and are reported by the instructor directly to the Registrar's Office via the U of I Faculty Web. All grades except I (see [regulation F](#)) are considered final when assigned by an instructor at the end of a term. An instructor may request a grade correction when a computational or procedural error occurred in the original assignment of a grade. No final grade may be revised as a result of re-examination or the submission of additional work after the close of the semester. Grade corrections must be processed within one year of the end of the term for which the original grade was assigned. In the event the instructor leaves the university, the departmental administrator may assign the final grade.

## **E - Grades**

### **E-1. Grading System**

#### **E-1-a. Definitions of Grades**

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- F: failure
- I: incomplete work of passing quality (see [regulation F](#))
- W: withdrawal
- WA: withdrawal to audit
- WU: withdrawal from the university
- P: pass (see below)
- ~~IP: in progress (see [E-2](#))~~
- N: unsatisfactory and must be repeated (used only in [ENGL 1101](#) and [ENGL 1102](#))
- S: satisfactory (used only in CEU courses)
- CR: credit
- NC: no credit (may be used only in professional development courses)

#### **E-1-b. Grades of P**

Grades of P may be reported at the option of the department on a course-by-course basis in noncompetitive courses such as practicum, internship, seminar, and directed study. Grades of P are also reported in courses carrying the statement "Graded P/F" in the course description. In courses in which P's are to be used, the method of grading will be made known to the students at the beginning of the semester, and the grading system will be uniform for all students in the courses. Grades under the pass-fail option are not affected by this regulation because the conversion of the regular letter grade is made by the registrar after instructors turn in the class rosters.

### **E-1-c. Mid-Semester Grades**

Mid-semester grades in undergraduate courses must also conform to the above regulations. It is permissible to report P's at mid-semester ONLY in courses that have been approved for grading on this basis.

### **E-2. In-Progress (IP) Grades**

#### **E-2-a. Grades in Undergraduate Senior Thesis or Senior Project**

The grade of IP (in progress) may be used to indicate at least minimally satisfactory progress in undergraduate courses such as senior thesis or senior project that have the statement "May be graded IP" in the course description. When the thesis or project is accepted, the IP grades are to be removed (see E-2-c). Grades of IP in undergraduate courses are considered to represent grades of at least C or P. If, in any given semester, the instructor considers the student's progress unsatisfactory, an appropriate letter grade (D or F) should be assigned for that semester.

#### **E-2-b. Grades in Graduate Research Courses**

The grade of IP (in progress) may be used in courses 5000 (Master's Research and Thesis), 5990 (Non-thesis Master's Research), and 6000 (Doctoral Research and Dissertation). When the thesis, dissertation, or other research document is accepted, or when a student ceases to work under the faculty member who is supervising their research, the IP grades are to be removed (see below). Grades of IP in graduate courses are considered to represent at least grades of B or P. If, in any given semester, the faculty member supervising the student's research considers the student's progress unsatisfactory, a regular letter grade (C, D, or F) should be assigned.

#### **E-2-c. Removal of IP Grades**

Departments may use on a department-wide basis either the Pass/Fail grading system or regular letter grades, as well as P, when removing the previously assigned IP grades (e.g., a student who enrolled for six credits in course 5000 one semester, four credits another semester, and five credits an additional semester could have 15 credits of IP grades removed with different grades for each of the blocks of credit registered for each semester, such as six credits of A, four credits of B, and five credits of P).

### **E-3.2. Grades in Law Courses**

For additional provisions applicable to grades in law courses, see the [College of Law](#) section.

### **E-4.3. Computing Grade-Point Averages**

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

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

## **E-54. Replacing Grades**

### **E-54-a. Repeatable Courses**

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### **E-54-b. Repeating a Course for Grade and Grade Point Average Improvement**

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

A graduate student may repeat a course in which a grade of C or lower has been earned only upon specific recommendation by the student's advisory committee and with

approval of the major professor. All grades will remain on the student's record. The highest grade earned will be used for grade point average calculation. Enrollment will not be allowed for a third repeat attempt. Courses numbered 5000, 5010, 5020, 5030, 5040, 5970, 5980, 5990, 6000, 6010, 6030, 6040, ~~and 6980~~, ~~and 6990~~ may be repeated but not for grade replacement.

See the [College of Law](#) section for the exception to this regulation applicable to students in that college.

### **E-65. Reports of Grades and Grade Corrections**

Grades are reported to the registrar for all courses at the end of each academic session and at mid semester for undergraduate courses (see deadlines in the [academic calendar](#)). The assignment of grades and corrections of grades are the sole prerogative of the instructor and are reported by the instructor directly to the Registrar's Office via the U of I Faculty Web. All grades except I ~~and IP~~ (see [regulation F and E-2](#)) are considered final when assigned by an instructor at the end of a term. An instructor may request a grade correction when a computational or procedural error occurred in the original assignment of a grade. No final grade may be revised as a result of re-examination or the submission of additional work after the close of the semester. Grade corrections must be processed within one year of the end of the term for which the original grade was assigned. In the event the instructor leaves the university, the departmental administrator may assign the final grade.



## 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](mailto:ui-policy@uidaho.edu).

### Faculty Staff Handbook (FSH)

X Addition  Revision\*  Deletion\*  Interim  Minor Amendment

Policy Number & Title: **FSH 3515 PERIODIC PERFORMANCE REVIEW OF 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](mailto:ui-policy@uidaho.edu). All changes must be made using “track changes.”

**Policy originator: Bob Borelli, Faculty Affairs Committee Chair**

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

**Reviewed by General Counsel:**  Yes  No Name & Date: Karl Klein 3/16/26

**Comprehensive review?**  Yes  No

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

This policy establishes procedures for periodic performance review of tenured faculty in compliance with Idaho State Board of Education Policy II.G.

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 3515 – Periodic Performance Review of Tenured Faculty

### Owner:

- **Position:** Vice Provost for Faculty
- **Email:** [vprovf@uidaho.edu](mailto:vprovf@uidaho.edu)

### Last updated:

**A. Purpose.** FSH 3515 contains all official University periodic performance review (PPR) procedures and supersedes any PPR procedure contained in college or unit bylaws that conflict with this policy.

**B. Scope.** This policy applies to all tenured faculty.

### C. Definitions

**C-1. Coordinator.** The administrator tasked with coordinating the review process is typically the unit administrator. If the unit administrator is the reviewee, the coordinator role will fall to the dean. If a supervisor of the unit administrator is the reviewee, the review will be coordinated by the Vice Provost for Faculty.

**C-2. Reviewee.** The tenured faculty member whose performance is under consideration.

**C-3. Tenure.** Faculty tenure is defined in FSH 3500 A-3.

**C-3. Unit.** For purposes of this policy, “unit” is defined as in FSH 3500 A-1.e, and refers to the unit in which the reviewee holds a tenured position.

### D. Policy

**D-1. In general.** The review must be conducted in terms of the tenured faculty member’s overall contributions to the unit and continuing performance of responsibilities as articulated in their position description. The review process is expected to be conducted with a spirit of fairness, integrity, and good faith.

**D-2. Review period.** The review is conducted at five-year intervals following the award of tenure, the reviewee’s most recent promotion, including promotion to Distinguished Professor, or the most recent review pursuant to FSH 3320-B-4, whichever is later. The review period shall be the five years preceding the PPR. In accordance with RGP II.G., there is an exception for associate professors in the promotion process. Generally, the promotion from the rank of associate professor to full professor is considered no earlier than the fifth full year after attaining the rank of associate professor, which is generally contemporaneous with the granting of tenure. In cases where a candidate submits an application for promotion from associate professor to professor rank in the same year that a PPR would otherwise be scheduled, the promotion review will fulfill the requirement for the PPR.

**D-3. Satisfactory performance of tenured faculty.** The basic standard for appraisal regarding the periodic performance review of tenured faculty shall be whether a reviewee satisfactorily performs the duties outlined in their position description.

### E. Procedure

#### E-1. Committee composition and selection

##### a. Faculty without administrative appointments

**1. Composition.** The PPR committee shall comprise three tenured faculty members from within the reviewee’s unit. In cases considering the review of full professors, the committee shall include at least one full professor. If there are not enough tenured faculty of rank in the unit, then faculty outside the unit, but within a closely related unit, may serve on the committee. Committee members are subject to the procedures for disclosure and recusal contained in FSH 3500 B-6. If there are not sufficient tenured faculty members of rank available to serve

on the committee, the unit administrator 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.

**2. Nominations.** The reviewee may submit for consideration up to two tenured faculty members from within their unit to the coordinator; the reviewee may also submit tenured members from other units should those members be qualified to evaluate the reviewee's performance with regard to their position description. The reviewee may submit qualified faculty outside of the unit if there are insufficient tenured faculty within the unit who can serve on the committee. The unit coordinator shall choose at least one of those submitted to serve on the committee. The reviewee may also submit up to two faculty member who shall be excluded from serving on the committee.

**3. Appointment of members.** The coordinator shall appoint the committee, including, if provided, at least one named person from the reviewee's list of nominees. The coordinator shall appoint qualified faculty outside the unit if there are insufficient tenured faculty within the unit. The committee members shall select a chair from their membership. When multiple faculty members in the same unit are up for review, the coordinator and the faculty members involved may determine whether a single committee can conduct all reviews or if separate committees should be formed for each individual review.

#### **b. Faculty with administrative appointments**

**1. Composition.** The PPR committee shall comprise three tenured faculty members, one of whom should be from the faculty member's unit, and one of whom should be a tenured faculty member holding a commensurable administrative position. In the case of unique administrative positions, such as a president, provost, or vice president, an administrator or executive at the rank of Dean or above should be included. Committee members are subject to the procedures for disclosure and recusal contained in FSH 3500 B-6.

**2. Nominations.** The reviewee may submit for consideration up to a combination of two tenured faculty members from within their unit or administrators with a commensurable position to the coordinator. The reviewee may also submit tenured members from other units, provided those members are qualified to evaluate the reviewee's performance with respect to their position descriptions. The reviewee may submit qualified faculty outside the unit if there are insufficient tenured faculty within the unit who can serve on the committee. The reviewee may also submit up to two names of faculty members or administrators who shall be excluded from serving on the committee.

**3. Appointment of members.** The coordinator shall appoint the committee, including, if provided, at least one name from the reviewee's list of nominees. The committee members shall select a chair from their membership. The coordinator shall appoint qualified faculty outside the unit if there are insufficient tenured faculty within the unit.

**E-2. Review materials.** The review shall be limited to the materials described below.

##### **a. Materials submitted by reviewee.**

1. Mandatory: Updated curriculum vitae in U of I format.
2. Optional: A self-evaluation summary of each area of the reviewee's responsibilities and achievements relative to the reviewee's post-tenure work activities during the review period reflected in their annual position descriptions following the procedures in FSH 3050 B. The self-evaluation summary shall be limited to three pages and must address responsibilities in the position description and the reviewee's continued contribution to the unit where they hold tenure.

**b. Materials submitted by coordinator.** The coordinator shall provide the following materials:

1. Position descriptions for the review period.
2. The official record, as maintained by the provost's office, of annual evaluation materials for the review period, including any responses to annual evaluations submitted by the faculty member.
3. If teaching is included in the reviewee's position descriptions, copies of all the reviewee's student course evaluation summaries as described in FSH 2700 D-2 for the period under review.
4. If the previous PPR review required a formal performance plan to realign a tenured faculty member's performance with their current position description, the reports and performance plan from the unit, unit administrator, dean, and provost shall be included in these materials.

**c. Clarification requests.** The review committee may request clarification, including limited additional materials, from the reviewee or coordinator when necessary. However, such requests should be clearly warranted and limited in both scope and volume. In general, the materials outlined in sections E-2.a and E-2.b are expected to provide sufficient information for the review process.

**E-3. Basis for evaluation.** The review shall be based on the PPR review materials submitted as they pertain to the reviewee's position descriptions for the review period and unit and college criteria for PPR as articulated in the unit and college bylaws, if any.

**E-4. Unit committee and administrator review.** The committee and unit administrator shall each determine if the reviewee's performance is satisfactory or unsatisfactory by reviewing the responsibilities outlined in the position descriptions during the review period and determining if the reviewee's PPR materials meet their position descriptions and the PPR expectations defined in the unit and college bylaws, if any.

**E-5. Unit committee's review and conclusion.** After reviewing the reviewee's continuing performance in each of the responsibilities articulated in their position descriptions, the committee shall make a holistic assessment of the reviewee's performance as satisfactory or unsatisfactory.

- a. If the committee determines the performance to be satisfactory, the committee chair shall sign the attestation form as satisfactory and forward it to the unit administrator.
- b. If the committee deems the performance unsatisfactory, they shall write a report detailing the problem areas in relation to the position description, responsibility areas, and the criteria articulated in the unit and college bylaws, if any.

**E-6. Unit administrator's review and conclusion.** The unit administrator shall consider the report submitted by the unit committee in making a holistic determination as to whether the reviewee's performance has been satisfactory or unsatisfactory.

- a. If the unit administrator deems the reviewee's performance satisfactory, they shall sign the attestation form as satisfactory.
- b. If the unit administrator deems the performance unsatisfactory, they shall write a report detailing the problem areas in relation to the position description responsibility areas and the criteria articulated in unit and college bylaws, if any, and will make a recommendation about the outcome of the post tenure review. If a faculty member receives at least four satisfactory annual evaluations during the period under review and the unit administrator's decision of unsatisfactory is contrary to the unit committee's decision, the unit administrator's report under this section must explain why the reasons justifying that contrary determination were not addressed during the relevant annual evaluations. If the unit administrator's finding of unsatisfactory contradicts the satisfactory finding of the unit committee, the unit administrator must request a report from the unit committee justifying the finding of satisfactory by the committee.

c. If the unit administrator disagrees with a finding of unsatisfactory performance by the unit committee, the unit administrator shall provide a report outlining how the reviewee does meet expectations based on the position description and annual evaluation materials for the review period. The report shall be limited to five pages. The reviewee may respond to the unit administrator's conclusion within five days of receipt if needed.

d. The coordinator shall provide the unit level decision and, if applicable, the committee's report and unit administrator's report to the reviewee for review.

**E-7. Faculty response.** Upon receipt of the unit committee's and unit administrator's decisions and, if applicable, reports, the reviewee may submit a response within five business days to the coordinator. This response will be included in materials forwarded to the dean, if distinct from the unit administrator, coordinator, and reviewee. If the dean or another executive is the reviewee, the materials are forwarded to the Vice Provost for Faculty.

**E-8. Forwarding to the dean.** The coordinator shall submit the materials, unit reports and any responses provided by the reviewee to the dean, if distinct from the unit administrator, coordinator, and reviewee. If the dean has another role in the review, the materials are forwarded to the Vice Provost for Faculty, who shall perform the duties assigned to the dean below.

a. If both the unit committee and unit administrator have signed the attestation form as satisfactory, the dean shall forward this finding to the provost.

b. If the unit administrator finds performance unsatisfactory or disagrees with a finding of unsatisfactory performance by the unit committee, the unit administrator shall send the report from Section E-6 above and all relevant materials to the dean. The dean shall forward the materials to the provost.

c. The dean may provide a thorough assessment regarding the finding which shall be provided in writing to the faculty member and unit administrator and limited to five pages within five working days. The reviewee may respond within five working days of receipt. The dean shall forward the materials to the provost.

d. All materials from the review and recommendations (committee, unit administrator, and dean) will be submitted to the Office of the Provost by April 1.

**E-9. Final decision and outcomes.** With the unit committee and unit administrator review complete, the dean shall forward the findings to the provost.

**a. Satisfactory performance.** If the unit committee and unit administrator find the reviewee's performance to be satisfactory, then the PPR is complete.

**b. Mixed review.** If the review contains both satisfactory and unsatisfactory conclusions, then the provost shall review all of the materials and reports generated at the unit and college level and make the administrative decision of satisfactory or unsatisfactory based on review of all materials and recommendations listed above.

**c. Unsatisfactory performance.** If the reviewee's performance is found unsatisfactory by the unit committee and unit administrator (or by the Provost due to a mixed review), then one of the following outcomes will occur. The provost shall make the final administrative determination on which of these three outcomes will apply.

**1. Performance plan.** In the event of an unsatisfactory PPR, the unit administrator must submit a proposal for a performance plan to the college dean. This will be a formal plan designed to realign the reviewee's performance with their current position description. The performance plan is expected to be crafted in good faith with both unit administrator, if any, dean, and the reviewee. It shall include a commitment by the reviewee to improve and a commitment by the institution to provide adequate support toward that

improvement. The dean shall approve the performance plan and submit it to the provost in writing for approval. If the unit administrator and dean, in consultation with the reviewee, cannot reach a reasonable agreement on a performance plan, all parties may seek a meeting (scheduled by the dean) with the Ombuds to discuss and amend the proposed performance plan. The dean shall submit it in writing to the provost. Once received by the provost, the faculty member must receive the approved plan to begin implementation. This process must be completed by May 15 of the academic year in which the review is conducted.

**2. Alternative resolutions.** The reviewee may request alternative resolutions, which may be adopted in the discretion of the provost.

**3. Termination.** The provost may recommend termination, as outlined in FSH 3910, provided that termination is a disfavored outcome when the faculty member has not previously been offered a performance improvement plan, the final decision of unsatisfactory was by the provost due to a mixed review, or the faculty member received all satisfactory annual evaluations during the period under review.

The decision to seek termination shall reside with the President, as outlined in FSH 3910.

**E-10. Appeal by faculty member.** Unsatisfactory performance determinations may be appealed per FSH 3840.

#### **E-11. Timeline**

**a. In general.** In March prior to the review year, the unit administrator shall provide written notification to each faculty member scheduled for review in the upcoming academic year. The faculty member may request an extension if appropriate. The PPR process will be conducted annually during the spring semester. The provost will communicate the review outcomes to the faculty member, unit administrator, and college dean before the end of the spring semester.

#### **b. Extensions**

**1. 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

**2. Other circumstances.** An extension of the timeline may be granted in other exceptional circumstances (RGP II.G.6.d.iv.2) that may impede a faculty member's progress toward achieving a satisfactory PPR, 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.

**3. Length of extension.** In most cases, extension of the time 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.

**4. Option to shorten extension.** A faculty member may choose to be considered for PPR on their original timeline, even if an extension has been granted.

#### **5. Procedure for requesting an extension**

a. The faculty member must request the extension from the provost in writing by the first week of the academic year in which the review process is scheduled to begin. The written request must include appropriate documentation of the childbirth, adoption, or other exceptional circumstance.

b. 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.

c. 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.

d. 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 self-evaluation; 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. If such information already exists in the materials, the candidate may choose to have that information redacted. Committee and administrator reports shall not mention the extended timeline.

**6. Effect of extension.** No additional productivity is expected when a faculty member extends the timeline for PPR. For example, if a decision would customarily take place in the fifth year, and it is extended to the sixth year, the standard of performance would remain the same as for a decision made in the fifth year.

#### **F. Related Policies**

- [Idaho State Board of Education Policy II.G. Policies Regarding Faculty](#)
- [FSH 3500 Promotion and Tenure](#)
- [FSH 3910 Dismissal and Discipline of Faculty](#)
- [FSH 3840 Procedures for Faculty Appeals](#)

## FSH 3515 – Periodic Performance Review of Tenured Faculty

### Owner:

- **Position:** Vice Provost for Faculty
- **Email:** [vprovf@uidaho.edu](mailto:vprovf@uidaho.edu)

### Last updated:

**A. Purpose.** FSH 3515 contains all official University periodic performance review (PPR) procedures and supersedes any PPR procedure contained in college or unit bylaws [that conflict with this policy](#).

**B. Scope.** This policy applies to all tenured faculty.

### C. Definitions

**C-1. Coordinator.** The administrator tasked with coordinating the review process is typically the unit administrator. If the unit administrator is the reviewee, the coordinator role will fall to the dean. If a supervisor of the unit administrator is the reviewee, the review will be coordinated by the Vice Provost for Faculty.

**C-2. Reviewee.** The tenured faculty member whose performance is under consideration.

**C-3. Tenure.** Faculty tenure is defined in FSH 3500 A-3.

**C-3. Unit.** For purposes of this policy, “unit” is defined as in FSH 3500 A-1.e, and refers to the unit in which the reviewee holds a tenured position.

### D. Policy

**D-1. In general.** The review must be conducted in terms of the tenured faculty member’s overall contributions to the unit and continuing performance of responsibilities as articulated in their position description. The review process is expected to be conducted with a spirit of fairness, integrity, and good faith.

**D-2. Review period.** The review is conducted at five-year intervals following the award of tenure ~~or~~, the reviewee’s most recent promotion, [including promotion to Distinguished Professor, or the most recent review pursuant to FSH 3320-B-4](#), whichever is later. The review period shall be the five years preceding the PPR. In accordance with RGP II.G., there is an exception for associate professors in the promotion process. Generally, the promotion from the rank of associate professor to full professor is considered no earlier than the fifth full year after attaining the rank of associate professor, which is generally contemporaneous with the granting of tenure. In cases where a candidate submits an application for promotion from associate professor to professor rank in the same year that a PPR would otherwise be scheduled, the promotion review will fulfill the requirement for the PPR.

**D-3. Satisfactory performance of tenured faculty.** The basic standard for appraisal regarding the periodic performance review of tenured faculty shall be whether a reviewee satisfactorily performs the duties outlined in their position description. ~~To ensure operational efficiency and fiscal responsibility, if a faculty member receives at least four satisfactory annual evaluations during the period under review, there is a rebuttable presumption that the faculty member will receive a finding of “satisfactory performance” under section E-9.a., unless there is clear and convincing evidence that a contrary determination is appropriate. Should a contrary determination be deemed appropriate, the unit administrator’s report under Section E-6.b must explain why the reasons justifying that contrary determination were not addressed during the relevant annual evaluations.~~

### E. Procedure

#### E-1. Committee composition and selection

##### a. Faculty without administrative appointments

**1. Composition.** The PPR committee shall comprise three tenured faculty members from within the reviewee's unit. In cases considering the review of full professors, the committee shall include at least one full professor. If there are not enough tenured faculty of rank in the unit, then faculty outside the unit, but within a closely related unit, may serve on the committee. Committee members are subject to the procedures for disclosure and recusal contained in FSH 3500 B-6. If there are not sufficient tenured faculty members of rank available to serve on the committee, the unit administrator 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.

**2. Nominations.** The reviewee may ~~nominates~~submit for consideration up to ~~threetwo~~ tenured faculty members from within their unit ~~by submitting their names~~ to the coordinator; the reviewee may also ~~nominates~~submit tenured members from other units should those members be qualified to evaluate the reviewee's performance with regard to their position description. The reviewee may ~~also submit up to three names of faculty members~~submit qualified faculty outside of the unit if there are insufficient tenured faculty within the unit who can serve on the committee. The unit coordinator shall choose at least one of those submitted to serve on the committee. The reviewee may also submit up to two faculty member who shall be excluded from serving on the committee.

**3. Appointment of members.** The coordinator shall appoint the committee, including, if provided, at least one named person from the reviewee's list of nominees. The coordinator shall appoint qualified faculty outside the unit if there are insufficient tenured faculty within the unit. The committee members shall select a chair from their membership. When multiple faculty members in the same unit are up for review, the coordinator and the faculty members involved may determine whether a single committee can conduct all reviews or if separate committees should be formed for each individual review.

#### **b. Faculty with administrative appointments**

**1. Composition.** The PPR committee shall comprise three tenured faculty members, one of whom should be from the faculty member's unit, and one of whom should be a tenured faculty member holding a commensurable administrative position. In the case of unique administrative positions, such as a president, provost, or vice president, an administrator or executive at the rank of Dean or above should be included. Committee members are subject to the procedures for disclosure and recusal contained in FSH 3500 B-6.

**2. Nominations.** The reviewee may ~~nominates~~submit for consideration up to ~~threea~~ combination of two tenured faculty members from within their unit ~~by submitting their names or administrators with a commensurable position~~ to the coordinator. The reviewee may also ~~nominates~~submit tenured members from other units, provided those members are qualified to evaluate the reviewee's performance with respect to their position descriptions. ~~The same process~~reviewee may be followed in submit qualified faculty outside the nomination of administrators, for which up to two may be nominated. ~~unit if there are insufficient tenured faculty within the unit who can serve on the committee.~~ The reviewee may also submit ~~the name~~up to two names of ~~one~~ faculty member ~~and one administrator~~members or administrators who shall be excluded from serving on the committee.-

**3. Appointment of members.** The coordinator shall appoint the committee, including, if provided, at least one name from the reviewee's list of nominees. The committee members shall select a chair from their membership. The coordinator shall appoint qualified faculty outside the unit if there are insufficient tenured faculty within the unit.

**E-2. Review materials.** The review shall be limited to the materials described below.

#### **a. Materials submitted by reviewee.**

1. Mandatory: Updated curriculum vitae in U of I format.

2. Optional: A self-evaluation summary of each area of the reviewee's responsibilities and achievements relative to the reviewee's post-tenure work activities during the review period reflected in their annual position descriptions following the procedures in FSH 3050 B. The self-evaluation summary shall be limited to three pages and must address responsibilities in the position description and the reviewee's continued contribution to the unit where they hold tenure.

**b. Materials submitted by coordinator.** The coordinator shall provide the following materials:

1. Position descriptions for the review period.
2. The official record, as maintained by the provost's office, of annual evaluation materials for the review period, including any responses to annual evaluations submitted by the faculty member.
3. If teaching is included in the reviewee's position descriptions, copies of all the reviewee's student course evaluation summaries as described in FSH 2700 D-2 for the period under review.
4. If the previous PPR review required a formal performance plan to realign a tenured faculty member's performance with their current position description, the reports and performance plan from the unit, unit administrator, dean, and provost shall be included in these materials.

**c. Clarification requests.** The review committee may request clarification, including limited additional materials, from the reviewee or coordinator when necessary. However, such requests should be clearly warranted and limited in both scope and volume. In general, the materials outlined in sections E-2.a and E-2.b are expected to provide sufficient information for the review process.

**E-3. Basis for evaluation.** The review shall be based on the PPR review materials submitted as they pertain to the reviewee's position descriptions for the review period and unit and college criteria for PPR as articulated in the unit and college bylaws, if any.

**E-4. Unit committee and administrator review.** The committee and unit administrator shall each determine if the reviewee's performance is satisfactory or unsatisfactory by reviewing the responsibilities outlined in the position descriptions during the review period and determining if the reviewee's PPR materials meet their position descriptions and the PPR expectations defined in the unit and college bylaws, if any.

**E-5. Unit committee's review and conclusion.** After reviewing the reviewee's continuing performance in each of the responsibilities articulated in their position descriptions, the committee shall make a holistic assessment of the reviewee's performance as satisfactory or unsatisfactory.

- a. If the committee determines the performance to be satisfactory, the committee chair shall sign the attestation form as satisfactory and forward it to the unit administrator.
- b. If the committee deems the performance unsatisfactory, they shall write a report detailing the problem areas in relation to the position description, responsibility areas, and the criteria articulated in the unit and college bylaws, if any.

**E-6. Unit administrator's review and conclusion.** The unit administrator shall consider the report submitted by the unit committee in making a holistic determination as to whether the reviewee's performance has been satisfactory or unsatisfactory.

- a. If the unit administrator deems the reviewee's performance satisfactory, they shall sign the attestation form as satisfactory.
- b. If the unit administrator deems the performance unsatisfactory, they shall write a report detailing the problem areas in relation to the position description responsibility areas and the criteria articulated in unit and

college bylaws, if any, and will make a recommendation about the outcome of the post tenure review. ~~If the conclusion is incongruous with previous performance reviews during the review period, the unit administrator must justify the conclusion in the report. If a faculty member receives at least four satisfactory annual evaluations during the period under review and the unit administrator's decision of unsatisfactory is contrary to the unit committee's decision, the unit administrator's report under this section must explain why the reasons justifying that contrary determination were not addressed during the relevant annual evaluations. If the unit administrator's finding of unsatisfactory contradicts the satisfactory finding of the unit committee, the unit administrator must request a report from the unit committee justifying the finding of satisfactory by the committee.~~

c. If the unit administrator disagrees with a finding of unsatisfactory performance by the unit committee, the unit administrator shall provide a report outlining how the reviewee does meet expectations based on the position description and annual evaluation materials for the review period. The report shall be limited to five pages. The reviewee may respond to the unit administrator's conclusion within five days of receipt if needed.

d. The coordinator shall provide the unit level decision and, if applicable, the committee's report and unit administrator's report to the reviewee for review.

**E-7. Faculty response.** Upon receipt of the unit committee's and unit administrator's decisions and, if applicable, reports, the reviewee may submit a response within five business days to the coordinator. This response will be included in materials forwarded to the dean, if distinct from the unit administrator, coordinator, and reviewee. If the dean or another executive is the reviewee, the materials are forwarded to the Vice Provost for Faculty.

**E-8. Forwarding to the dean.** The coordinator shall submit the materials, unit reports and any responses provided by the reviewee to the dean, if distinct from the unit administrator, coordinator, and reviewee. If the dean has another role in the review, the materials are forwarded to the Vice Provost for Faculty, who shall perform the duties assigned to the dean below.

a. If both the unit committee and unit administrator have signed the attestation form as satisfactory, the dean shall forward this finding to the provost.

b. If the unit administrator finds performance unsatisfactory or disagrees with a finding of unsatisfactory performance by the unit committee, the unit administrator shall send the report from Section E-6 above and all relevant materials to the dean. The dean shall forward the materials to the provost.

c. ~~If the~~The dean ~~disagrees with a~~ may provide a thorough assessment regarding the finding of unsatisfactory performance by which shall be provided in writing to the unit committee faculty member and the unit administrator, ~~the dean shall provide a report outlining the ways in which the reviewee does meet expectations based on the position description and annual evaluation materials for the review period. The report shall be limited to five pages- within five working days.~~ The reviewee may respond ~~to the dean's conclusion~~ within five working days of receipt ~~if needed~~. The dean shall sendforward the ~~report and all relevant~~ materials to the provost.

-d. All materials from the review and recommendations (committee, unit administrator, and dean) will be submitted to the Office of the Provost by April 1.

**E-9. Final decision and outcomes.** With the unit committee and unit administrator review complete, the dean shall forward the findings to the provost.

**a. Satisfactory performance.** If the unit committee and unit administrator find the reviewee's performance to be satisfactory, then the PPR is complete.

**b. Mixed review.** If the review contains both satisfactory and unsatisfactory conclusions, then the provost shall review all of the materials and reports generated at the unit and college level and make the administrative decision of satisfactory or unsatisfactory based on review of all materials and recommendations listed above.

**c. Unsatisfactory performance.** If the reviewee's performance is found unsatisfactory by the unit committee and unit administrator, (or by the Provost due to a mixed review), then one of the following outcomes will occur. The provost shall make the final administrative determination on which of these three outcomes will apply.

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**1. Performance plan.** In the event of an unsatisfactory PPR, the unit administrator must submit a proposal for a performance plan to the college dean. This will be a formal plan designed to realign the reviewee's performance with their current position description. The performance plan is expected to be crafted in good faith with both unit administrator, if any, dean, and the reviewee. It shall include a commitment by the reviewee to improve and a commitment by the institution to provide adequate support ~~towardstoward~~ that improvement. The dean shall approve the performance plan and submit it to the provost in writing for approval. If the unit administrator and dean, in consultation with the reviewee, cannot reach a reasonable agreement on a performance plan, all parties may seek a meeting (scheduled by the dean) with the Ombuds to discuss and amend the proposed performance plan. The dean shall submit it in writing to the provost. Once received by the provost, the faculty member must receive the approved plan to begin implementation. This process must be completed by May 15 of the academic year in which the review is conducted.

**2. Alternative resolutions.** The reviewee may request alternative resolutions, which may be adopted in the discretion of the provost.

~~\_\_\_\_\_~~ **3. Termination.** ~~Only after all efforts have been exhausted to support a faculty member's improvement in accordance with their performance plan, then the~~ The provost may recommend termination, as outlined in FSH 3910, provided that termination is a disfavored outcome when the faculty member has not previously been offered a performance improvement plan, the final decision of unsatisfactory was by the provost due to a mixed review, or the faculty member received all satisfactory annual evaluations during the period under review.

The decision to seek termination shall reside with the President, as outlined in FSH 3910.

~~The provost shall make the final administrative determination on which of these three outcomes will apply.~~

**E-10. Appeal by faculty member.** Unsatisfactory performance determinations may be appealed per FSH 3840.

### **E-11. Timeline**

~~—~~ **a. In general.** In ~~the January~~ March prior to the review year, the unit administrator shall provide written notification to each faculty member scheduled for review in the upcoming academic year. The faculty member may request an extension if appropriate. The PPR process will be conducted annually during the spring semester. The provost will communicate the review outcomes to the faculty member, unit administrator, and college dean before the end of the spring semester.

#### **b. Extensions**

**1. 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

**2. Other circumstances.** An extension of the timeline may be granted in other exceptional circumstances (RGP II.G.6.d.iv.2) that may impede a faculty member's progress toward achieving a satisfactory PPR, 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.

**3. Length of extension.** In most cases, extension of the time 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.

**4. Option to shorten extension.** A faculty member may choose to be considered for PPR on their original timeline, even if an extension has been granted.

**5. Procedure for requesting an extension**

a. The faculty member must request the extension from the provost in writing by the first week of the academic year in which the review process is scheduled to begin. The written request must include appropriate documentation of the childbirth, adoption, or other exceptional circumstance.

b. 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.

c. 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.

d. 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 self-evaluation; 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. If such information already exists in the materials, the candidate may choose to have that information redacted. Committee and administrator reports shall not mention the extended timeline.

**6. Effect of extension.** No additional productivity is expected when a faculty member extends the timeline for PPR. For example, if a decision would customarily take place in the fifth year, and it is extended to the sixth year, the standard of performance would remain the same as for a decision made in the fifth year.

**F. Related Policies**

- [Idaho State Board of Education Policy II.G. Policies Regarding Faculty](#)
- [FSH 3500 Promotion and Tenure](#)
- [FSH 3910 Dismissal and Discipline of Faculty](#)
- [FSH 3840 Procedures for Faculty Appeals](#)

December 19, 2025



OFFICE OF THE PRESIDENT  
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**TO:** Diane Whitney, Director of University Policy  
Francesca Sammarucca, Faculty Secretary

**FROM:** C. Scott Green, President

**SUBJECT:** Policy Item from December 3, 2025 Request

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In response to the approval consideration request of December 3, 2025, and pursuant to FSH 1460 F-2.a., I hereby disapprove the following policy item:

Faculty Staff Handbook

- FSH 3515 Periodic Performance Review of Tenured Faculty

I greatly appreciate the efforts of the Faculty Affairs Committee and the Faculty Senate to develop this policy; however, I cannot support the policy in its current form. The goal of the corresponding Board of Regent's policy (RGP II.G) is to create a legitimate review process of our tenured faculty. The proposed FSH 3515 contains elements and protections that undermine this goal and decrease accountability. I have discussed my concerns with some of our Regents as well as staff in the Office of the State Board of Education, and they share my concerns.

I offer seven points of concern. Addressing these will strengthen this policy, align it better with our Regents' goals, and make it an authentic review process:

1. **D-3:** The presumption of a positive review after four positive annual performance evaluations will bias the post-tenure review process (a review by peers) because it assumes a *de facto* outcome without doing a *bona fide* review. In addition, the requirement to explain anything other than the presumptive outcome is redundant because justification for a negative review already requires justification in processes outlined in E-5-b and E-6-b, and E-8 (to be added – see #3 below).
2. **E-1-a-2 and E-1-a-3:** As written, allowing the faculty member the ability to significantly influence the membership of their committee undermines the legitimacy of the review. This is not standard practice in any evaluation process. In many departments, it would allow the faculty under review to hand select their committee or a major component of it. I would be supportive of language permitting this for one colleague (not three) in a manner similar to our existing post



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208-885-6365  
president@uidaho.edu  
uidaho.edu/president

tenure review policy (see [FSH 3320-B-4-a](#)). This should be the case for committees assembled for faculty and faculty with administrative appointments (see E-1-b-2).

3. **E-8-A** and **E-8-C**: These sections disregard the critical role of the dean in the supervisory chain. The policy contains a significant inconsistency which must be addressed. The Dean is a critical link in the faculty member's supervisory chain and is responsible for assigning work to faculty (see [FSH 1420 A-1-c-8](#)). As written, the dean can override a negative outcome from the unit but cannot override a positive outcome of the unit. The dean must be able to do both if this review is to be thorough and acknowledge the dean's responsibilities. This would be consistent with other UI review processes (e.g., third year review, P&T, annual evaluation, etc.). Like the unit leader, a dean who provides a negative evaluation must also justify their evaluation so that the reasons for such a decision are transparent.
4. **E-9-c-3**: Board policy states that a president may take action for termination based on the outcome of a periodic performance review without requiring preliminary processes. This section requires an improvement plan prior to taking this step. While policy II.G identifies an improvement plan as a possible outcome for a negative review, our policy removes a possible outcome allowed within II.G and limits the options given to the institution by the Regents. In addition, any termination action is already subject to U of I's extensive processes which include the Dismissal Hearing Committee review ([FSH 3910](#)) and a termination decision is also appealable through the Faculty Appeals Hearing Board ([FSH 3840](#).) Both processes provide appropriate protection for faculty.
5. **E-9-c**: There is no clear process identified to follow a mixed review outcome in E-9-b. This aspect of the policy is incomplete and there should be a process (or clarify the same process) for a negative outcome decided by the provost.
6. **E-11-a**: 18 months between initial notification and review completion is an unnecessarily long timeline. It will also be a problem for implementation in the first year after this policy is approved. I suggest the notification take place in the fall semester, perhaps early September, of the review year.
7. **Missing**: The policy does not address a situation where a tenured faculty member is due for a review under this policy but recently completed (i.e. within 5 years) a peer review process as defined in [FSH 3320-B-4](#). It is appropriate to delay the review in this policy until five years after a FSH 3320 review. Both are a post tenure review process and would meet the requirement of RGP II.G.



## 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](mailto:ui-policy@uidaho.edu).

**Faculty Staff Handbook (FSH)**

Addition X Revision\*  Deletion\*  Interim  Minor Amendment

Policy Number & Title: **FSH 1640 Committee Directory**

**Administrative Procedures Manual (APM)**

Addition X Revision\*  Deletion\*  Interim  Minor Amendment

Policy Number & Title:

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

**Policy originator: Kristin Haltinner**

**Policy sponsor, if different from originator:**

**Reviewed by General Counsel:** \_\_ Yes Name & Date:

Parts of the policy were reviewed, other parts are minor changes

**Comprehensive review?** \_\_ No

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

Changes were made to the following sections of the policy:

- .43 Faculty Appeals Hearing Board, FAHB driven changes to membership and notice of summer meetings/expectations
- .64 Officer Education Committee, change in membership
- .77 Scientific Misconduct Board, change in name and new description of function to comply with recently approved changes to FSH 3230
- .79 Publications Board, deletion
- .91 University Curriculum Committee, revision of interdisciplinary position to intercollege curriculum member
- .92 University Development Council, deletion

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

None

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

None

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

July 1

# UI FACULTY-STAFF HANDBOOK

## CHAPTER ONE:

### HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

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1640

#### COMMITTEE DIRECTORY

##### A. University-Level Standing Committees

###### A-1 Committees under the jurisdiction of the Faculty Senate

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

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

.12 Institutional Animal Care and Use Committee
.14 Biosafety Committee, Institutional
.34 Provost Council
.48 Graduate Council
.50 Grievance Committee for Staff Employees
.51 Grievance Committee for Student Employees
.54 Institutional Review Board
.69 University Promotion and Tenure Committee
<del>.70 Publications Board</del>
.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.

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**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 Mental Health Center and include two assistant or associate deans, and (w/o vote) the registrar or that officer’s designee. To assure a quorum alternates are appointed for the dean and faculty positions by the chair of the APC from a list of those who have previously served on the committee.

##### C. ASSUMPTIONS AND PROCEDURES.

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

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

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

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

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

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

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

#### 1640.06

#### ADMINISTRATIVE HEARING BOARD (AdHB)

##### A. FUNCTION.

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

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

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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.

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 Director of Student Accounts. In selecting a chair, a tenured faculty member will receive priority.

#### 1640.08

#### ADMISSIONS COMMITTEE

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

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

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

#### 1640.10

#### AMERICANS WITH DISABILITIES ACT ADVISORY COMMITTEE

**A. FUNCTION.**

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

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

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

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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.

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

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

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

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

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

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

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

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

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

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

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#### 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 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 1<sup>st</sup> 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.

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

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

#### 1640.22

#### CAMPUS PLANNING ADVISORY COMMITTEE

**A. FUNCTION.**

**A-1.** To advise the Faculty Senate, Space Advisory Council, and the president concerning campus planning,

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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 and their environment.
- d. To be concerned with both short-term and long-term projects and with their immediate and future implications.
- e. To be concerned with the coordination of campus and community planning: keeping informed on development planning in the community, taking such planning into consideration in campus planning, and informing community planners of projected campus developments.

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

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

#### 1640.26

#### COMMENCEMENT COMMITTEE

##### A. FUNCTION.

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

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

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

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

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

#### 1640.28

#### COMMITTEE ON COMMITTEES

##### A. FUNCTION.

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

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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 manages the administrative process for solicitation of faculty and staff members to serve on university-wide standing committees and maintains committee membership lists.

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

#### 1640.34 PROVOST COUNCIL

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

**A-1.** Implementing academic policies and procedures.

**A-2.** Operating faculty personnel policies.

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

**A-4.** Developing academic budgetary priorities.

**A-5.** Implementing academic budgetary procedures.

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

#### 1640.36 DISMISSAL HEARINGS COMMITTEES

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

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

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

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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 Director of Facilities (or designee); three faculty members; two ASUI representatives; one member selected by the senior executive director from each of the following areas: Office of Information Technology, Center for Excellence in Teaching and Learning (CETL), Contracts and Purchasing Services; and the Director of General Education, ex officio without vote.

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

#### FSH 1640.41

#### FACULTY AND STAFF POLICY GROUP (FSPG)

##### A. FUNCTION.

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

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

#### 1640.42

#### FACULTY AFFAIRS COMMITTEE (FAC)

##### A. FUNCTION.

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

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

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

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

#### 1640.43

#### FACULTY APPEALS HEARING BOARD

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

**B. STRUCTURE AND MEMBERSHIP:** The board is composed of ten faculty members. Three must be departmental administrators and three must be employed at U of I locations outside of Moscow. In appointing members, the Committee on Committees must ensure that all members are at the rank of associate, full professor, or senior instructor and each of them have been employed at the U of I for longer than two years. Members of the FAHB may not also serve on the Dismissal Hearing Board at the same time. 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

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~~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 and often go into summer, 2) appeal hearings usually require a four-2-4 hour time block which will may 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-accept an appointment 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, a representative from Special Collections of the UI Library, and the City of Moscow Arts Program manager or designee.

**1640.48**

**GRADUATE COUNCIL**

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

**1640.50**

**GRIEVANCE COMMITTEE FOR STAFF EMPLOYEES**

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

**1640.51**

**GRIEVANCE COMMITTEE FOR STUDENT EMPLOYEES**

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

**1640.53**

**HONORS PROGRAM COMMITTEE**

**A. FUNCTION.**

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

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

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

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

**1640.54**

**INSTITUTIONAL REVIEW BOARD**

**A. FUNCTION.** The federal government requires the University of Idaho (University) to designate an Institutional Review Board (IRB) to ensure that human subject research conducted under the auspices of the University meets federal requirements. Under the approved federal-wide assurance for the University, the IRB shall apply the regulations set forth by United States Department of Health and Human Services (HHS) at [45 CFR 46](#) to all federally funded human subject research, and shall be guided by the ethical principles set forth in *The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research of the National Commission for the Protection of Human Subjects*. All non-federally funded or unfunded human subject research shall comply with these regulations unless otherwise specified by University policy. The IRB shall also apply the human subject

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research regulations established by the Food and Drug Administration for clinical investigations involving drugs, biologics, medical devices, and other test articles. (21 CFR 50; 56; 312, and 812). The IRB shall not approve FDA-regulated human subject research without prior approval for such research from the Office of Research and Economic Development. The IRB shall act in conformance with other federal laws and regulations germane to human subject research and with applicable state and local law. [See FSH 5200]

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

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

#### **B. STRUCTURE AND MEMBERSHIP.**

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

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

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

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

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

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

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

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

#### **1640.55**

#### **INFORMATION TECHNOLOGY COMMITTEE**

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

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

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

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

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

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

#### 1640.58 UBUNTU

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

#### **B. FUNCTION.**

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

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

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

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

**C. STRUCTURE.** Four faculty each serving three-year terms. Five staff members (including at least one from Staff Council, a representative from a center on campus directed to providing support for students from non-traditional backgrounds, 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

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undergraduate students, each serving a one-year term. One graduate student (appointed by GPSA or SBA), serving a one-year term. The following ex officio members without vote or their designees: a representative from Student Affairs, a representative from Human Resources, the Director of the Office of Civil Rights and Investigations. The chair will be chosen by the Committee on Committees and will be a voting member.

#### 1640.60

#### LIBRARY AFFAIRS COMMITTEE

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

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

#### 1640.64

#### OFFICER EDUCATION COMMITTEE

**A. FUNCTION.** [See also 1565 G.]

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

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

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

**A-4.** To carefully review and evaluate the academic credentials of proposed OEP instructional appointments and to report these evaluations and recommendations to the vice provost of academic [affairsfor faculty](#).

**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 Faculty Affairs](#), or designee (ex officio), ~~and two students (one ROTC and one non-ROTC)~~ and the [Director of Military and Veterans Affairs or designee \(ex officio\)](#).

#### 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 Director of Facilities.

**B. STRUCTURE.** Three members of the faculty, three members of the staff, two students, and (w/o vote) a representative from Parking and Transportation Services.

#### 1640.69

#### UNIVERSITY PROMOTION AND TENURE COMMITTEE

[See FSH 3500 for the function and structure of this faculty committee.]

#### 1640.70

## **PUBLICATIONS BOARD**

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

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

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

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

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

### **1640.71**

## **RADIATION SAFETY COMMITTEE**

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

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

### **1640.72**

## **RESEARCH COUNCIL**

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

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

1640.74

**SABBATICAL LEAVE EVALUATION COMMITTEE**

**A. FUNCTION.** To review applications for sabbatical leave, to make recommendations to the Faculty Senate for approval and referral to the president, to review the reports of those returning from sabbatical leave, and to evaluate annually the results of the program. [See also 3720.]

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

1640.76

**SAFETY AND LOSS-CONTROL COMMITTEE**

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

**B. STRUCTURE.** The committee is composed of 20 voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; a member from each of the Office of Information Technology, Auxiliary Services, University Library, and Office of Research and Economic Development; Director of Housing and Residence Life or designee; Director of Facilities or designee; senior human resources executive, or designee; a Staff Council representative; one undergraduate student; one graduate student; and a risk management representative from the State Board of Education, or designee; the three ex-officio non-voting members include the Commander, Moscow Police Department, campus subdivision; the Occupational Safety Specialist; and the University Safety Officer.

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

1640.77

**SCIENTIFIC RESEARCH MISCONDUCT COMMITTEE**

**A. FUNCTION.** ~~Members of this committee are selected to form an Inquiry Board. An inquiry board (FSH 3230 E-3F) which reviews Research Misconduct Allegations to determine if an investigation is warranted. 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 research misconduct to warrant an investigation. The purpose is not to determine whether scientific research 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 ~~the Scientific Research~~ Misconduct Committee (RSMC) 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 RSMC.

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.

### 1640.82

#### UNIVERSITY FACULTY COMPENSATION COMMITTEE

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

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

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

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

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

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

**B. INFORMATION GATHERING.** The committee is empowered to directly seek any information relevant to its function from the appropriate offices within the University. Further, the provost (or their designee) is the point of

contact for the committee to the administration and is responsible for notifying the committee of relevant matters pertaining to faculty compensation and assisting the committee in obtaining relevant information.

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

### **FSH 1640.83 STUDENT CONDUCT BOARD**

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

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

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

### **1640.84 STUDENT FINANCIAL AID COMMITTEE**

**A. FUNCTION.** [See also 2900.]

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

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

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

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

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

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

### **1640.86 TEACHER EDUCATION COORDINATING COMMITTEE**

**A. FUNCTION.** [See also 4300]

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

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

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

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

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

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

**1640.87**

**UNIVERSITY TEACHING COMMITTEE**

Preamble: In March 2020, FSH 1640.87 Teaching and Advising Committee was split into two committees: FSH 1640.87 University Teaching Committee and FSH 1640.88 University Advising Committee.

**A. FUNCTION.**

**A-1.** To promote a faculty and administrative culture dedicated to the enhancement of teaching and learning across all instructional modalities.

**A-2.** To review and make recommendations concerning policies and procedures that affect teaching and the assessment of student, program and institutional learning outcomes.

**A-3.** To monitor and advise on matters relating to student teaching evaluations and student learning outcomes, and to advise on the design and content of reports to the Vice Provost for Academic Initiatives, Faculty Senate, Institutional Assessment and Effectiveness, deans, unit leaders, and faculty.

**A-4.** To serve as an advisory resource for the Director of the Center for Excellence in Teaching and Learning to promote effective teaching.

**B. STRUCTURE.** Six faculty members, preferably some of whom have received university-level teaching awards; an associate dean; the director of general education; one undergraduate student; one graduate student; the Associate Director of Assessment and Accreditation or designee (without vote); and the Director of the Center for Excellence in Teaching and Learning or designee.

**1640.88**

## UNIVERSITY ADVISING COMMITTEE

Preamble: In March 2020, FSH 1640.87 Teaching and Advising Committee was split into two committees: FSH 1640.87 University Teaching Committee and FSH 1640.88 University Advising Committee.

**A. FUNCTION.** For the purposes of this policy, advising includes mentoring and retention activities.

**A-1.** To promote a faculty and administrative culture dedicated to effective student advising.

**A-2.** To review and make recommendations concerning policies and procedures that affect student advising.

**A-3.** To monitor the student advising program and to advise on the design and content of reports to the Vice Provost for Academic Initiatives, Faculty Senate, deans, unit leaders, and faculty.

**A-4.** To serve as an advisory resource for Executive Director of Student Success Initiatives to promote effective student advising.

**B. STRUCTURE.** Five faculty members, preferably some of whom have received university-level or college-level advising awards; an associate dean; 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). **B. STRUCTURE.** Five faculty members, preferably some of whom have received university-level or college-level advising awards; an associate dean; an academic advisor from University Advising Services; a University Advising Services associate director; two undergraduate students; and the Executive Director of Student Success Initiatives, or designee (without vote).

### 1640.89

#### UNIVERSITY COMMITTEE FOR GENERAL EDUCATION

**A. FUNCTION.**

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

**A-2.** The committee reports periodically (at least once a year) to the Faculty Senate on the status of general education.

**A-3.** This committee traditionally meets on Thursdays at 3:30 p.m.

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

**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, Associate Director of Assessment and Accreditation, or designee, Director of University Advising Services, or designee.

**1640.90**  
**UNIVERSITY ASSESSMENT & ACCREDITATION COMMITTEE (UAAC)**

**A. FUNCTION**

**A-1.** Facilitate communication on the development and implementation of the program review process, student learning outcomes assessment, and university-wide student achievement and satisfaction surveys in respective departments and colleges. The UAAC will support the development of assessment activities that assess university-wide student learning outcomes to ensure a quality education and co-curricular experience, continuous program improvement, and compliance with accreditation standards.

**A-2.** Facilitate communication between Institutional Assessment and Accreditation (IAA) and faculty.

**A-3.** Develop and implement program and learning outcomes assessment guidelines based on SBOE and NWCCU expectations.

**A-4.** Recognize those who are actively engaged in assessment work.

**A-5.** Review and comment on results from university-wide assessment plans and individual program assessment plans and processes and recommend ways for improvement.

**A-6.** Provide input and feedback on the online UI student learning outcomes reporting system as requested.

**A-7.** Serve as subject matter experts from colleges and units on student learning outcomes assessment and continuous program improvement.

**A-8.** Review Annual Program Reviews (APR) and specialized accreditation reports and assist with feedback to programs and the Provost's Office.

**A-9.** Review NWCCU reports and recommendations and provide input or feedback.

**A-10.** Assist with special projects pertaining to accreditation or APRs, as appropriate.

**A-11.** Advise on matters related to ongoing collection of data and evidence for accreditation standards.

**A-12.** Maintain a timeline for accreditation reporting.

**A-13.** Advise IAA on accreditation issues, as requested.

**B. STRUCTURE AND MEMBERSHIP.** Eleven faculty representatives, comprising one from Library and one from each of the following colleges: Agricultural and Life Sciences; Art and Architecture; Business and Economics; 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 for Academic Initiatives or designee, Associate Director of Assessment & Accreditation, a representative from the Division of Student Affairs, a representative from Strategic Enrollment management, the Director of General Education, and the Director of CETL or designee.

**1640.91**  
**UNIVERSITY CURRICULUM COMMITTEE**

**A. FUNCTION.** [See 1540 B and C and also 4110 and 4120.]

**A-1.** To act on catalog changes involving the curriculum, including changes in the general requirements and academic procedures, and to coordinate curricular matters among UI's major academic divisions.

**A-2.** To recommend policies and procedures concerning the matriculation, advising, and registration of students.

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

**B. STRUCTURE.** One faculty member from each college except Graduate Studies, of whom at least one must be a member of the graduate faculty and at least one of whom must have experience in an interdisciplinary area; one faculty member at large; one faculty member from the library; [one representative who also serves on the Intercollege Curriculum Committee](#); two upper-division undergraduate students; one graduate student; and the following without vote (or their designees): vice provost of academic affairs, registrar, secretary of the faculty, and the director of general education. 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.~~

**1640.94**  
**INTERCOLLEGE CURRICULUM COMMITTEE**

**A. FUNCTION**

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

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curriculum change proposals, and handling of sub/waiver requests for approved programs, if practices for such are not already set by existing program bylaws or guidelines for a specific program.

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

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

#### 1640.95

#### UNIVERSITY SECURITY AND COMPLIANCE COMMITTEE (USCC)

##### A. FUNCTION.

**A-1.** The USCC is charged with ensuring the University's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and planning and facilitating activities that support a safe and secure living, learning and working experience. USCC will focus on accurate disclosure (reporting of Clery crime statistics) and implementation of best practices regarding safety policies and procedures. The USCC will conduct an annual review of all reportable crimes prior to submitting crime statistics to the U.S. Department of Education. The committee will also perform a thorough review of the Annual Security and Fire Safety Report (ASFR) prior to its publication.

**A-2.** The USCC shall meet a minimum of three times each year. Topics will include, but not be limited to, the following:

- Review updates to the law, policies and procedures related to security and Clery Act compliance
- Ensure timely collection of Clery crime statistics from applicable jurisdictions
- Recommend enhancements to security policies
- Identify programming efforts and recommend improvements
- Review crime and disciplinary data to avoid report duplication
- Conduct a final review of the data elements for the ASFR and recommend policy changes
- Confirm procedures for distributing the ASFR.

**B. STRUCTURE.** Executive Director, Office of Public Safety, Security, & Parking who serves as Chair, one member from each of the following: Staff Council, Dean of Students, Moscow Police Department, Office of Civil Rights and Investigations, Environmental Health & Safety Fire Safety Specialist, two faculty members, one off-site representative (faculty/staff), two undergraduate students and one graduate student; and one member from General Counsel without vote.

##### Version History

**Amended January 2025.** Revisions to Sabbatical Leave Evaluation Committee, Admissions Committee, Ubuntu, and Dismissal Hearings Committee; addition of University Committee for Academic Certificates in Sustainability.

**Amended January 2024.** Committee directory sections renamed to clarify which committees are within the purview of Faculty Senate. Title of 1640.69 updated to University Promotion and Tenure Committee.

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**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.

**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.

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**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 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.

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**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.

**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.

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**Adopted 1979.**

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CHAPTER THREE:

EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

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3080

CLASSIFICATION AND APPOINTMENT OF UNIVERSITY POSITIONS

**LAST REVISION:** July 2022

**CONTENTS:**

- A. Positions Classified on the Basis of Duration
- B. Employee Classifications
- C. Appointing Authority and Legal Compliance
- D. Terms of Appointment
- E. Instruments of Appointment

**A. POSITIONS CLASSIFIED ON THE BASIS OF DURATION.**

**A-1. Permanent Positions.** A permanent position is one that is established with the intention that it will continue indefinitely. Once established, it continues to exist, whether filled or vacant, until abolished. In summary, a position is designated as “permanent” solely on the basis of intent as to its duration, irrespective of the duties, the appointment, the funding source, or any other consideration.

a. A permanent position may be a faculty (teaching, research, extension, or service) position or a staff (exempt or classified) position.

b. A permanent position may be part time (50% or greater) or full time and it may be filled by an appointment that is temporary, probationary, fixed-term, continuing, or at the pleasure of the president or the regents. It is the position, not the appointment, that is permanent.

c. A permanent position may be supported by appropriated or nonappropriated funds.

**A-2. Authorization of Permanent Positions.** Any permanent new position, regardless of funding source, requires Board approval prior to any form or manner of recruitment of applicants. [RGP II.B.3]

**A-3. Temporary Positions.** A temporary position is one that is established for a definite period: typically, the duration corresponds to the period of a grant, contract, or duration of work or project. Temporary hourly positions are governed by FSH 3090.

**A-4. Authorization of Temporary Positions.** Temporary positions may be established by the president or designee. There can be no commitment to continue a temporary position beyond the length of time specified when it is established; in particular, there can be no commitment to continue on appropriated funds a position initially established with nonappropriated funding.

**B. EMPLOYEE CLASSIFICATIONS.** Every UI employee, belongs to one of two categories--classified or exempt--that are defined as follows:

**B-1. Classified Employees.** “Classified employees at the University of Idaho are subject to the policies and procedures of the University of Idaho for its classified employees. Such policies and procedures require approval by the Board, and should be, in so much as practical, parallel to the provisions provided for state of Idaho classified employees in Chapter 53, Title 67, Idaho Code.” [RGP II.D.1.]

**B-2. Exempt Employees.** Exempt means any person appointed to or holding a position at an institution, agency, or school designated by the Board as non-classified and thus is not subject to the provisions of Chapter 53, Title 67, Idaho Code or the policies and procedures of the University of Idaho for its classified employees.

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#### Section 3080: Classification and Appointment of University Positions

January 2008

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The Board's designation of a position or employee as non-classified constitutes any designation necessary under Idaho law to designate such position or employee as an officer. [RGP II.D.2, see also FSH 3460 A-3.] Faculty employees comprise a large and unique subset of the Board's exempt employees. Thus, faculty employees are addressed specifically throughout these policies and procedures. [RGP II.D.2.]

**C. APPOINTING AUTHORITY AND LEGAL COMPLIANCE.** In the case of all appointments, compliance with UI's affirmative action and equal employment opportunity policy (see FSH 3065) and with the requirements of all applicable immigration and naturalization laws (see FSH 3070) is required. These procedures must be followed to ensure legal compliance.

**C-1.** Regents policy provides: "The Board [Regents] delegates all authority for personnel management not specifically retained to the executive director [of the State Board of Education] and the chief executive officers consistent with the personnel policies and procedures adopted by the Board. In fulfilling this responsibility, the executive director and chief executive officers, or their designees, may exercise their authority consistent with these policies and procedures provided, however, that the Board retains the authority for taking final action on any matter so identified anywhere in these policies and procedures." [RGP II.B.2.]

**C-2.** The Regents specifically retain the authority to make the initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of president's annual salary (RGP II.B.3.). In addition, the Regents specifically retain the authority to approve, for longer than one year, the employment agreement of any head coach or athletic director and all amendments thereto. [RGP II.B.3.]

#### **D. TERMS OF APPOINTMENT.**

**D-1. Classified Employees.** UI classified employees are appointed subject to the policies of the University and the Regents. (RGP II.D.1.) Initial appointment procedures are included in FSH 3065.

**D-2. Exempt Employees.** All salaried employees of UI, except faculty members with tenure, and the category described in D-2.b below, have fixed terms of employment. A contract for a fixed term of employment may not exceed ~~one year without prior approval by the Regents~~ the limits set by the Regents in RGP II.G.3.b. Employment beyond the contract period cannot legally be presumed. Reappointment to an additional fixed-term contract is at the discretion of the president and where applicable of the Regents. (RGP II.F.1.) Policies and procedures covering reappointment or nonreappointment of these employees are included in FSH 3900.

**a.** A category of exempt employees, referred to as "temporary or special project nonclassified employees," is recognized by the Regents. (RGP II.D.2.) This category includes (1) employees who are appointed to positions that are either temporary or for special projects [see A-3 above], and who generally meet specific position requirements for (a) grants or contracts of specified duration, or (b) part-time teaching or other responsibilities, and (2) employees who are appointed to fulfill the responsibilities of continuing positions on an emergency or temporary basis. [RGP II.D.2. These employees have no expectation of continuing employment beyond an existing contract period, and their service in no way qualifies them for consideration for tenure in that position. In no case are such employees legally entitled to advance notice of or reasons for a decision not to enter into another contract of employment for another period and such decision is not grievable or appealable in any way.

**b.** The UI president serves as such at the pleasure of the Board of Regents and may be dismissed from that position at any time with or without cause or written notice. [See also FSH 1420 A-1.]

#### **E. INSTRUMENTS OF APPOINTMENT.**

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**E-1. Classified Employees.** Each classified employee receives on appointment a letter from the department that defines their appointment and specifies the terms of employment (offer letter). Approved offer letter templates are available on the HR webpage.

**E-2. Exempt Employees.** Each salaried exempt employee serves pursuant to a letter of appointment (offer letter) that includes (1) the specific annual salary, (2) anticipated date of entry on duty, and (3) any special conditions of employment applying to the position. Approved offer letter templates are available on the HR webpage. The employee acknowledges receipt and acceptance of the terms of the letter by signing and returning a copy to the administrator who initiated the offer of appointment. Failure or refusal of the employee to sign and return a copy of the letter within the specified time is deemed rejection of the offer of employment unless the parties have mutually agreed to extend the time. If the employee does not sign and return the initial offer within the specified time UI may, at its discretion, extend another offer to the employee. Any alteration by the employee of the offer is deemed a counteroffer requiring an affirmative act of acceptance by the president or the president's designee.

**E-3. Faculty Members.** Offers of academic employment are made by academic colleges. Every faculty hire is approved by the dean to ensure consistent and diligent hiring practices have been followed. The letter offering the position should indicate: (1) that the offer is made on recommendation of the appropriate department faculty and with the approval of the president and Regents, (2) the specific salary, (3) the term of service and date of entry on duty, and (4) any special conditions of employment applying to this appointment. In addition, in the case of joint academic appointments, the letter of appointment will specify a single tenure-granting department. The letter may also specify such other matters as are desirable in order to define the primary elements of the contract of employment. In the case of joint academic appointments, the letter of appointment will specify a single tenure-granting department for the faculty member to advance in rank. The department administrator of the tenure-granting department will be responsible for coordinating the annual performance evaluation and other performance reviews with the other department(s) participating in the joint appointment.

#### Version History

**Amended July 2022.** Revised E-1 and E-2.

**Amended January 2008.** Revised A-1, A-3, A-4, B, B-1, B-2, C, C-2, D-2, and E-3. Editorial changes were made to A-1, C-1, and D-1.

**Amended January 2006.** Editorial changes.

**Amended July 2002.** Many sections of the handbook, including this one, underwent comprehensive review and substantial revision to bring them in line with revised SBOE/Regents policy.

**Amended July 2000.** Editorial changes.

**Amended July 1997.** Revised E-3. Editorial changes.

**Amended 1996.**

**Amended 1988.**

**Amended 1983.**

**Adopted 1979.**

**UI FACULTY-STAFF HANDBOOK**

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

Section 3080: Classification and Appointment of University Positions

January 2008

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**UI FACULTY-STAFF HANDBOOK**

Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

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January 2008

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Date



## 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](mailto: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's Chapter 60 – Purchasing APM 60.03; 60.10; 60.11; 60.13; 60.14

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

**Originator: Robert Akhnoukh**

**Policy Sponsor, if different from Originator: Brian Foisy**

**Reviewed by General Counsel**     Yes     No

**Name & Date:** Edith Pacillo

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.  
Review and update of policy was recommended by Internal Audit findings in June 2024. Formatting Updates, Removal of defunct policies since the introduction of JAGGAER and language updates are the majority of requested changes. Some contain increases to established thresholds in the process. Policy updates are primarily formatting changes, removal of old policy no longer applicable and delegated review & signature authority changes/updates to address organizational structure changes. Policy updates have been fully reviewed by Brian Foisy - DFA VP, Edith Pacillo – OGC, Robert Akhnoukh – Director, Contracts and Purchasing Services.
2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have? NA
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. January 1, 2026 or ASAP.

## 60.03 -- General Responsibilities within Purchasing Services

~~July 30, 2009~~

### Owner:

- **Position:** Purchasing Services Director
- **Email:** purchasing@uidaho.edu

**Last updated:** ~~July, 30, 2005~~ July 2026

A. **General.** Outlined below are the responsibilities, duties and required approvals of UI Purchasing Services and employees involved in and related to the University's purchasing process for goods and services.

B. **Procedure.** It shall be the responsibility of requesting units to ensure that all requisitions are properly entered on the University's [administrative E-procurement System\(JAGGAER\) computer system \(Banner\)](#) in order to secure necessary approvals and initiate Purchasing Services' process of purchasing goods or services. *[ed. 7-09]*

B-1. **Ensure Fund Availability.** It shall be the responsibility of the requesting unit to determine and ensure funds are available and properly budgeted for any proposed purchase. *[ed. 7-09]*

B-2. **Ensure Proper Accounting Codes.** It shall be the responsibility of the requesting unit to specify  [& review](#) the proper accounting codes for all proposed purchases. ~~Requisitions will be reviewed by Purchasing Services to verify budget and accounting codes. Any changes will be communicated directly to the requester.~~ *[ed. 7-09]*

B-3. **Develop Proper Specifications.** It shall be the responsibility of the requesting unit to develop specifications in accordance with these policies. Specifications are subject to review and approval by Purchasing Services [See [60.46](#)]. *[ed. 7-09]*

B-4. **Monitor Vendor Performance.** It shall be the responsibility of the requesting unit to monitor contractor performance, progress reports as required and payment requests. *[ed. 7-09]*

B-5. **Waivers Approved.** It shall be the responsibility of Purchasing Services to document and justify any special circumstances that limit or restrict competition, or require procedures other than those set forth in these policies.

B-6. **Contractual Obligations.** Purchasing Services shall be responsible for developing and updating standard contractual provisions and forms related to the purchasing function and for determining contract terms and conditions. Changes in standard contract terms and conditions require review and approval of General Counsel. *[ed. 7-09]*

**B-7. Processing Purchase Transactions.** Purchasing Services shall be responsible for the issuance of all purchase orders exceeding \$510,000 and the signing of select contracts [See 60.20]. Purchasing Services has delegated authority to units for processing purchase transactions for goods and materials limited to no more than \$510,000 through either the use of Purchase Orders [See 75.32] or the use of a University Purchasing Card [See 75.37]. All service contracts must be routed through Purchasing Services for administrative approval and signature. [*ed. 7-07, rev. 7-09.*]

**B-8. Competitive Bid Process.** Purchasing Services shall be responsible for the solicitation and opening of Requests for Bids and Requests for Proposals in accordance with these policies. Purchasing Services, with concurrence from the requesting unit, shall be responsible for analyzing such bids or proposals for compliance with the specifications and for determining compliance with all other requirements of the Request for Bids or Proposals. [*ed. 7-09*]

**B-9. Bid Protest Resolution.** All bid protests require resolution by the Director of Contracts and Purchasing Services. [*ed. 7-09*]

**B-10. Debarment, Suspension and Exclusion.** Purchasing Services shall be responsible to ensure compliance of all procurements over \$25,000 with (E.O.) 12549. [*add. 7-09*]

**B-11. Documentation.** Purchasing Services shall maintain documentation related to all aspects of purchases utilizing a competitive process. Such documentation shall be available for public inspection upon request (Public Records Requests). [*ren. 7-09*]

### Version History

2026 – Minor amendments to clarify the existing policy without changing its core intent. Increase to established thresholds in B-7, B-10

2009 – Amended to clarify the delegated authority granted to departments is limited to goods and add that service agreements must be routed through Purchasing. Adds language indicating that Purchasing Services is responsible for compliance to Federal debarment requirements.

2005 – Minor amendments to language.

## 60.10 -- Requests for Quotations (RFQs)

~~Last updated August 23, 2005~~ November 5, 2007

### Owner:

- Position: Purchasing Services Director
- Email: purchasing@uidaho.edu

Last updated: November 5, 2007 July, 2026

A. **General.** The issuance of Requests for Quotations (RFQ) is a method of soliciting offers from vendors in order to establish pricing, specification or performance standards, and the terms and conditions for the purchase of goods or services. [rev. 11-07]

B. **Procedure.** For purchases totaling no more than \$~~50,000~~100,000 per order, a RFQ may be used, ~~either~~ by Purchasing Services ~~or by the department itself~~. To the extent possible, quotations must be solicited from a minimum of three responsible and responsive vendors in a fair and ethical process.

#### **B-1. Quotation Solicitation. Such RFQs shall include:**

- ia) Clearly defined specifications for the purchase of goods or a complete statement of work to be performed for the purchase of services.
- iib) University's General Terms and Conditions [See 60.06].
- iiic) Required delivery or completion schedule.
- ivd) Any other provisions, procedures, or statement, as deemed necessary by the Purchasing Services' Manager.
- ve) RFQs shall allow sufficient time, as deemed appropriate by the Buyer, to permit prospective vendors to prepare and submit RFQ responses.

**B-2. Standard Specifications.** Specifications contained in the RFQ will, where practical, be non-restrictive so as to provide an equal basis for competition and participation by an optimum number of qualified vendors. Unless otherwise stated, reference to any equipment, materials or supplies by trade name, make, or catalog number shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. The final decision as to whether an item is an equivalent or a satisfactory alternate shall rest with Purchasing Services [See 60.46].

**B-3. Opening of Quotes.** RFQs are not required to be sealed and are not opened in a public manner. RFQ responses are generally opened and recorded as they are received. Vendor responses should be received prior to designated opening date and time in order to be considered.

**B-4. Evaluation of Quotes.** Award should be made to the lowest responsive, responsible vendor whose offering meets the following criteria:

i) The lowest price.

ii) Conformity to the specifications or minimum acceptable requirements of the RFQ.

iii) Agreement to the University's terms and conditions as described within the RFQ.

iv) Such other information as may be secured having a bearing on the decision to award the contract.

**B-5. Quotation Solicitation Records.** For each RFQ issued by UI, Purchasing Services shall retain a record which should include a copy of the RFQ, a list of all vendors receiving the RFQ, all vendor responses, and any other information prepared or received during the quotation process. This record shall be available for public inspection.

**C. Award of Contract.** The contract will be awarded on the basis of the best vendor response to the RFQ as defined in these policies, or as Purchasing Services' Manager may determine to be in the best interests of UI.

~~D. Sample Request for Quotations (RFQ) Form.~~

{See

[www.purchasing.uidaho.edu/documents/Departmental%20RFQ.pdf&pid=75981&doc=1http://www.its.uidaho.edu/purchasing/forms.htm](http://www.purchasing.uidaho.edu/documents/Departmental%20RFQ.pdf&pid=75981&doc=1http://www.its.uidaho.edu/purchasing/forms.htm)]

[Version History](#)

[2026 - Amendments to clarify the existing policy and an increase to established threshold in B; review recommended by internal audit.](#)

[2007 - Added specificity regarding Requests for Quotations](#)

[2005](#)

**60.11 -- Requests for Bids (RFBs)**  
**Last updated November 5, 2007**

**Owner:**

- **Position:** [Purchasing Services Director](#)
- **Email:** [purchasing@uidaho.edu](mailto:purchasing@uidaho.edu)

**Last updated:** ~~November 5, 2007~~ [July, 2026](#)

A. **General.** The issuance of Requests for Bids (RFB) is a method of soliciting offers from vendors in a sealed process in order to establish pricing, specification or performance standards, and the terms and conditions for the purchase of goods and services. [rev. 11-07]

B. **Procedure.** For purchases totaling more than \$~~50,000~~[100,000](#) per order, a RFB must be used. Purchasing Services has the sole responsibility for issuing RFBs. To the extent possible, quotations must be solicited from a minimum of three responsible and responsive vendors in a fair and ethical process. Vendor's responses to RFB's must be made on the University's bid form and must be completed, executed, and submitted in accordance with the instructions of the bid document.

B-1. **Solicitation of Bids.** Purchasing Services shall ensure adequate RFBs are prepared which clearly define the goods or services needed in order for bidders to properly respond to the request. Such RFBs shall include:

- a) Clearly defined specifications for the purchase of goods or a statement of work to be performed for the purchase of services.
- b) University's General Terms and Conditions [See [60.06](#)].
- c) Required delivery or completion schedule.
- d) Any solicitation statements required by state or federal agencies.
- e) Any other provisions, procedures, or statements, as deemed necessary by Purchasing Services.

B-2. **Standard Specifications.** Specifications contained in the RFB will, where practical, be non-restrictive so as to provide an equal basis for competition and participation by an optimum number of qualified bidders. Unless otherwise stated, reference to any equipment, material or supplies by trade name, make, or catalog number shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. The final decision as to whether an item is an equivalent or a satisfactory alternate shall rest with Purchasing Services [See [60.46](#)].

- a) RFB Timing. RFBs shall allow sufficient time (no less than ten (10) calendar days) to permit prospective bidders to prepare and submit bids.

**B-3. Addendums to RFBs.** If, after the issuance of a RFB, but before the time set for submitting bids, it is necessary to amend any part of the RFB, such information shall be sent to each firm to whom a RFB has been furnished in the form of an addendum with sufficient time to permit all prospective bidders to consider such information in submitting or modifying their bids. In addition, any information given to a prospective bidder concerning a RFB must be furnished promptly to all other prospective bidders, as an addendum to the RFB, if such information is necessary to bidders in submitting bids.

**B-4. Late Bids.** Bids that do not arrive in time for a bid opening will not be considered and will be returned to the sender, unopened, with a letter explaining that the bid response was received too late for consideration.

**B-5. Bid Modification or Withdrawal.** Bids may be modified or withdrawn by written notice received in Purchasing Services no later than the exact time set for submittal. Any modification or request for withdrawal of bids received after the stated bid submittal time will not be considered.

**B-6. Opening of Bids.** At the place, date and time set forth in the RFB, all bids received in accordance with the bid submittal requirements in the RFB shall be publicly opened and read aloud to those persons present by the Buyer.

**B-7. Evaluation of Bids.** Award should be made to the lowest responsive, responsible vendor whose offering meets the following criteria:

- a) The lowest price.
- b) Conformity to the specifications or minimum acceptable requirements of the RFB.
- c) Agreement to the University's terms and conditions as described within the RFB.
- d) The ability, capacity, and skill of the vendor to perform the contract or provide the service required.
- e) Ability of the vendor to perform contractual obligations within the time specified.
- f) The vendor's compliance with laws relating to the contract for the goods or services.
- g) Such other information as may be secured having a bearing on the decision to award the contract.
- h) Bidders may be requested to furnish to the Purchasing Services' Manager acceptable evidence of their ability to perform, such as firm commitments by subcontractors, equipment, supplies and facilities, and to show their ability to obtain the necessary personnel.

**B-8. Rejection of Bids.** The UI reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive irregularities or informalities and to contract in the best interest of the University.

**B-9. Bid Review Memo.** It is the Buyer's responsibility to evaluate all bids received and to determine the apparent successful bidder. A bid review memo shall be completed and sent to the requester as a method of advising them of the status of their request as well as to solicit their concurrence with the Buyer's bid evaluation. In addition, if an additional technical evaluation is required, the bid review memo provides the requester the opportunity to assist in the evaluation of the bids.

**B-10. Bid Solicitation Records.** For each RFB issued by UI, Purchasing Services shall retain a record which should include a copy of the RFB, a list of all vendors who received the RFB, all vendor responses, and any other information prepared or received during the bid process. This record shall be available for public inspection.

C. **Electronic Commerce.** The use of electronic solicitation of bids may be used in circumstances that provide an open and fair competitive market. Purchasing Services' Manager may apply the use of such techniques as reverse auction, electronic posting, or electronic advertisement of solicitations as appropriate to the buying situation. *[add. 11-07]*

D. **Award Basis.** The contract will be awarded on the basis of the best bid as defined in these Policies, or as Purchasing Services' Manager may determine to be in the best interests of the University. ~~Award of contracts in excess of \$250,000 may require the review and approval of the Executive Director of the Board of Regents or the Board of Regents itself~~ Certain contracts may require Board of Regents approval, in accordance with SBOE policy as amended from time to time. [See 60.20]. *[ren. 11-07]*

#### Version History

2026 – Updates following review as recommended by internal audit. Increase threshold for bid requirement in B.

2007 – Revise language around procedures to improve clarity of specifications.

2005

**60.13 – Waiver of Competitive Bid Process (~~formerly Sole Source Procurements~~)  
~~June 9, 2015~~**

**Owner:**

- Position: Purchasing Services Director
- Email: [purchasing@uidaho.edu](mailto:purchasing@uidaho.edu)

**Last updated:** ~~June 9, 2015~~ July, 2026

**A. General.** Purchases exceeding the competitive bid threshold (see APM 60.02) shall be made in a manner that provides maximum practicable open and free competition appropriate to the type of product or service to be provided. A preference for a particular proprietary item does not justify a waiver of the bid requirements if there is more than one potential source for that item. *[rev. 1-10, 4-11, 6-15]*

The following are non-exhaustive examples of circumstances that may justify waiving the competitive bid process: *[rev. 4-11]*

- Spare parts or replacement parts for existing equipment where proprietary items can only be acquired from the manufacturer or from a single distributor.
- Property rights of a company for an item or service that make a mandatory critical feature non-competitive. *[add. 1-10]*
- Routine expenses such as utility charges. *[rev. 1-10]*
- Compatibility of equipment or accessories is the paramount consideration.
- Equipment is experimental or developmental. *[rev. 1-10]*

**B. Procedure.** The determination to waive the competitive bid process may be made only by the Director of Contracts and Purchasing Services (CPS). Any request by a unit to restrict a purchase to one potential supplier must be accompanied by an explanation as to why no other item or vendor is suitable or a statement that no other vendor exists to meet the need. ~~Request should be submitted on the current bid waiver request form found on the CPS website.~~ *[rev. 1-10, 4-11, 6-15]*

~~Pursuant to Idaho Code 67-5720(2)9225, w~~When there is only one (1) vendor for the property to be acquired, unless the property is required for a life-threatening situation or a situation that is immediately detrimental to the public welfare or property, notice of a bid waiver procurement shall be published on the CPS website for a period of ~~seven~~five (75) business days. *[add. 6-15]*

**C. Exceptions to Competitive Bid Requirements.** The following are exempt from competitive bid requirements:

- Goods purchased for the sole purpose of resale in retail operations, such as, the Bookstore or Golf Pro Shop;
- Products manufactured by, or services provided by, Rehabilitation Facilities (as defined in APM 60.51) that satisfy the requirements of APM 60.51 Section B; and *[add. 2-12]*
- Publications, periodicals, manuscripts or other goods in either hard copy or electronic format purchased for Library collections.
- Sequencing and analysis services for the continuation of research.
- Hotel room block agreements.
- Software Renewals.
- Repair and Maintenance agreement renewals.
- Blanket Orders not to exceed \$50,000 per fiscal year.
- Performing Artists/Speakers
- Curriculum
- Herd Animals
- **External Legal Counsel (Office of the General Counsel)**

These procurements are still subject to applicable laws, regulations, and Board of Regents policies. Materials, supplies, services or goods required to maintain operations in these service facilities must continue to follow competitive acquisition policies. *[add. 4-11]*

**D. Information.** CPS shall conduct negotiations, determine price, availability, and terms for purchases exceeding the competitive bid threshold (see APM 60.02). Sole source letters alone from vendors are not accepted as an exception to the competitive bid process. For further information on the process to waive competitive bidding, call CPS at (208) 885-6116. *[rev. 1-10, ren. & rev. 4-11, ed. 6-15]*

#### Version History

July, 2026 - Minor amendments to clarify the existing policy without changing its core intent or requirements; recommended by internal audit. Addition to exception items list and sole source letter clarification.

2015 - Update to existing policy to require electronic notice of bid waiver purchases on the Office of Contracts and Purchasing's website, which makes the current policy consistent with both Regents policy and state law.

2012 - Establishes the competitive exemption (as practiced) for retail operations and Library collections.

2010 - This addition adds language in the example section to provide competitive exceptions for copy write protection or patents which are a critical feature in an item to be purchased.

2005

## 60.14 – Direct Negotiations

~~Last updated August 24, 2005~~

### Owner:

- Position: Purchasing Services Director
- Email: [purchasing@uidaho.edu](mailto:purchasing@uidaho.edu)

~~Last updated: August 24, 2005~~ July, 2026

A. **General.** In lieu of competitive bidding, negotiations may be conducted whenever any of the following conditions are applicable:

- The public good, as determined by Purchasing Services' Manager, will not permit the competitive bid process due to time constraints.
- It is impractical to secure competition by competitive bidding in situations such as: sole source supply; through a competitive bid process; no responsive and/or responsible bids are received at acceptable levels of price, service, or terms; services are to be performed by a utility; or the prices for work or services are established by law or regulation.
- The purchase is for experimental, developmental or research work, or for the manufacture or furnishing of property for experimentation, development, research or test.

B. **Process.** Negotiations will be conducted under the direction of, or by Purchasing Services staff to arrive at the most favorable pricing, availability and terms for the UI. Any requests totaling more than \$510,000 should be confirmed by a written offer from the vendor.

### Version History

July 2026 – Increase to established thresholds for vendor confirmation.

July 2005



## 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: **40.03 New and Major Renovation Building Policy**

\*Note: If revision or deletion, request original document from [ui-policy@uidaho.edu](mailto: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.

This policy was interim approved in Sept 22, 2025 for updates to new APM format. This is to formalize the approval. Attached redline represents the changes receiving interim 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 40.03 – New and Major Renovation Building Policy**

~~Created January 23, 2008~~ **Owner:**

- **Position:** Senior AVP Finance & Planning, Division of Finance & Administration
- **Email:** [vpfinance@uidaho.edu](mailto:vpfinance@uidaho.edu)

**Last updated: Interim Approval Sept 22, 2025**

### **A. Purpose.** ~~2008~~

*Preamble:* The responsible use of all forms of energy and the good health of the University of Idaho and local communities are high priorities ~~of~~ the University of Idaho, which is committed to environmental, economic, and social sustainability. This policy furthers these priorities by developing sustainable building standards for new buildings and major ~~building~~-renovation projects. - Sustainable building standards will yield cost savings through reduced operating costs; help to provide a healthy and productive environment for students, faculty, staff, and visitors; and contribute to the University's goals of protecting, conserving, and enhancing the region's and State's environmental resources. -For further information, contact Architectural and Engineering Services at 885-6246.

**B. Scope.** This policy applies to all new buildings and major renovations of existing buildings and facilities under the purview of the Regents, University of Idaho. This includes buildings and facilities located on the main campus of the university in Moscow, Idaho, as well as at all centers and locations statewide. This policy applies to all University divisions, departments, offices, and their contractors responsible for financing, planning, designing, developing, constructing, renovating, and managing University-owned facilities and buildings, regardless of location. Where other state agencies (e.g., Division of Public Works or Idaho State Building Authority) have responsibility for delivering the construction or renovation project, the

~~A.~~—University will strive to work with the agency in developing and delivering a project meeting the standards outlined above.

### **C. Definitions.**

**AC-1. LEED:**—Leadership in Energy and Environmental Design developed by the U.S. Green Building Council. - The LEED Green Building Rating System is the national benchmark for high performance green buildings. -Current rating systems and resources can be found at <http://www.leedbuilding.org/>. U.S. Green Building Council.

### **D. B.**—**Policy.**

**BD-1. -General.** -It is the policy of the University to finance, plan, design, construct, manage, renovate, and maintain its facilities in a sustainable fashion. -While construction of sustainable buildings potentially incurs additional ~~first~~initial costs – both in terms of design fees and construction costs, - sustainable buildings have reduced operating costs. The University recognizes that investments in sustainable building usually have short payback periods and yield substantial savings over the life cycle of the completed facility.

**BD-2. -Sustainable Building Standard.** -All new construction and major ~~remodels~~renovations (in excess of 50% of state replacement value) shall be certified as meeting or exceeding a ~~LEED~~ LEED Silver ~~LEED~~ rating or equivalent according to the latest edition of the US Green Building Council's LEED rating system and accompanying Reference Guide. -Design and project management teams are encouraged to meet higher LEED rating levels such as Gold or Platinum. -Use of an alternative green building standard is allowed ~~as long as if~~ a clear rationale is provided as to why the alternative standard should be considered equivalent or superior to LEED Silver or Gold. ~~Particular emphasis should~~Emphasis will be placed on achieving ~~the~~ LEED points related to optimizing energy performance, advanced commissioning, and measurement and verification while advancing the mission of the building, the campus, and the University.

~~**BD-3. Responsibility.** This policy applies to all university divisions, departments, offices and their contractors responsible for financing, planning, designing, developing, constructing, renovating and managing University owned facilities and buildings, regardless of location. Where other state agencies (e.g., Division of Public Works or Idaho State Building Authority) have responsibility for delivering the construction or renovation project, the university will strive to work with the agency in developing and delivering a project meeting the standards outlined above.~~

**B-4.-Exemptions.** -Buildings ~~whose~~for which the primary use is ~~for~~ agricultural or machinery storage, animal shelters, and similar ~~functional and pragmatic~~ uses are exempt from this policy until a LEED rating system is designed suitable to these types of structures.

## **E. Contact Information**

- **Position:** SAVP Finance & Planning, Division of Finance & Administration
- **Email:** [vpfinance@uidaho.edu](mailto:vpfinance@uidaho.edu)

## **F. Related Policies**

**F-1.** All new buildings and major renovations of existing buildings and facilities projects shall comply with the requirements of Board of Regents Policy V.K. – Construction Projects.

**F-2. University of Idaho policies related to Capital Planning and Design include:**

- APM 40.05 Architectural & Engineering Services
  - APM 40.06 Privately Funded Capital Projects
  - APM 40.07 Facility Maintenance Endowment
  - APM 40.08 Donated Services or Materials
- 

**Version History**

2008



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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: **40.10 University Space**

\*Note: If revision or deletion, request original document from [ui-policy@uidaho.edu](mailto: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.

This policy was interim approved in Sept 22, 2025 for updates to new APM format. This is to formalize the approval. Attached redline represents the changes receiving interim 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 40.10 – University Space**

~~Updated March 22, 2017~~

### **A. Definitions**

#### **A Owner:**

- **Position:** Senior AVP Finance & Planning, Division of Finance & Administration
- **Email:** [vpfinance@uidaho.edu](mailto:vpfinance@uidaho.edu)

**Last updated:** [edit](#)

**A. Purpose.** This policy governs the allocation of space Units and subdivisions of the University. This includes how space is allocated in fulfillment of the strategic mission of the University, the process for request for space from the Units, the process governing consideration of such space requests, the process for strategic reallocation, and the process for final resolution of space and institutional space needs.

**B. Scope.** This policy applies to all space, facilities and space within facilities under the purview of the Regents, University of Idaho, to include buildings and facilities located on the main campus of the University in Moscow, Idaho, as well as at all centers and locations statewide. This policy applies to all University Units seeking to occupy space at such facilities in fulfillment of their role and missions in accordance with the University's overall role, mission, and strategic objectives.

### **C. Definitions.**

**C-1. Unit:** refers to primary management ~~units~~Units within the University ~~of Idaho (University)~~, including recognized colleges, administrative ~~units~~Units, and recognized University Centers located remotely from the main Moscow campus. ~~{rev. 3-17}~~.

**AC-2. President:** refers to the President of the University of Idaho, or ~~his/her~~their designee, having final authority over space policies, procedures, and allocations at ~~university~~University sites statewide. ~~{add. 3-17}~~.

**AC-3. Space Advisory Council (SAC).** The SAC is a group established with the goal of providing advisory input regarding the development and implementation of University of Idaho space related policies and processes and to serve as an impartial reviewer for resolution of space issues not resolved through the routine policies and processes. -SAC membership will be determined by the President and will normally include representative

stakeholders from entities such as Executive leadership, Staff Council, Faculty Senate, ASUI, and Facilities. ~~[add. 3-17]~~

## **BD. Policy**

~~**B-1. Policy Statement.**~~ All University owned or operated buildings, space, and land, regardless of fund source or location, or use by a particular Unit, are assets of the University as a whole, and are subject to assignment or reassignment to meet the overall needs and best interest of the University. -Long-range planning for optimum use of these valuable University assets is a continuing process.- Policies and procedures that guide space assignment and reassignment are the responsibility of the President. -Unless otherwise specified by the President, space assigned to a Unit may be reassigned by the Unit leader or reallocated within and among internal divisions or departments of the Unit to meet its goals and purposes, consistent with accreditation needs of the University and University space and facilities policies. -Any reassignment of space between one Unit and another is subject to prior approval by the President and may necessitate input from the SAC. ~~[rev. 3-17]~~

In the event University controlled space is inadequate or unavailable, University program space needs may be addressed through leasing property not owned or otherwise controlled by the University. All lease agreements must be signed by the Vice President for Infrastructure or designee, and where required, must be authorized by the Board of Regents for the University prior to execution.- Prior to submission to the Vice President or Board of Regents, the University Real Estate Officer is assigned responsibility to review, process, and coordinate all University leasing activity and ensure adequacy of leasing terms and compliance with University policies.- Proposals for leasing must be consistent with University program priorities and budgetary confirmation of the financially responsible party within the University, and shall be approved by the responsible Unit administrator (e.g. dean, appropriate VP) prior to initiation of lease negotiations by the Real Estate Officer. ~~[rev. 3-17]~~

Assignment of campus space is documented and maintained by the Facilities department. Units are to notify Facilities when changing space allocation ~~and/or~~ room uses within the Unit and complete an annual space audit to confirm space allocation and room usage. ~~[add. 3-17]~~

## **G. Procedure.**

~~**C-1. Requesting Campus Space.** Units desiring additional existing University space are to complete and submit a University Space Request Form, found at <http://www.uidaho.edu/infrastructure/facilities/aes>. [ed. 3-17]~~

## **E. Procedures.**

**E-1. Requests for Campus Space.** 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 herein. 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, found at <http://www.uidaho.edu/infrastructure/facilities/aes> or by contacting the University Space Planner within A&E Services at 208-885-6246.

**E-2. Reporting of Changes in Space Use, Assignment, or Allocation.** A & E Services maintains a database of all University Space, its functional use, assignment and allocation. Units which reallocate or reassign space internally within the Unit, or which negotiate a swap of space use and assignment with other Units, or which 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

## **F. Contact Information.**

- **Position:** SAVP Finance & Planning, Division of Finance & Administration
- **Email:** [vpfinance@uidaho.edu](mailto:vpfinance@uidaho.edu)

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## **Version History**



## 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](mailto: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: **40.12 Sustainability Revolving Loan Fund**

\*Note: If revision or deletion, request original document from [ui-policy@uidaho.edu](mailto: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.

This policy was interim approved in Sept 22, 2025 with a change to shorten the repayment window and to shift in program ownership from Facilities/Infrastructure to Sustainability; otherwise was format update. Attached redline represents the changes receiving interim approval. 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 40.12 – Sustainability Revolving Loan Fund

### Owner:

- **Position:** Director, [FacilitiesSustainability](#)
- **Email:** [facilitiesuofi-sustainability@uidaho.edu](mailto:facilitiesuofi-sustainability@uidaho.edu)

**Last updated:** ~~November 01, 2017~~ [March 31, 2025](#)

**A. ~~General Purpose.~~** The University of Idaho Sustainability Revolving Loan Fund (SRLF) funds innovative projects that reduce environmental impacts and provide economic benefits. The SRLF may fund energy conservation, renewable energy, waste and recycling and other sustainability projects that demonstrate sustainable design and that save money. Savings resulting from a SRLF funded project shall be used to repay the loan from the SRLF. The SRLF shall serve as a source of money from which loans may be made for projects; as repayments are made, the money is made available for additional projects.

The SRLF has several goals:

1. To foster sustainable design and environmentally sound technologies and practices at UI-owned facilities.
2. To reduce risk and budget shortfalls associated with rapidly rising energy, waste and other costs.
3. To educate and inspire UI students, staff and faculty about the cost-effectiveness of sustainable practices.
- 3.4. To create opportunities to use our campus as a living laboratory for students studying sustainability issues.
- 4.5. To serve as a role model to other state and national organizations in environmental and fiscal responsibility.
- 5.6. To maintain itself financially into the foreseeable future without compromising—and supporting when possible—student, community and institutional initiatives for a socially and environmentally just and sustainable world.

**B. Scope.** Any university employee may apply for funding through the SRLF.

**C. Definitions.** None.

**DCB. Applicability Policy.**

**DC-1. Project types.** Funded projects can be of any type as long as they advance the effort to increase the sustainability of University of Idaho operations, and are for uses consistent with permissible uses of public funds. Several projects with different payoff periods and rates can be bundled in one proposal. This will enable projects with short-term payoffs to offset projects with long-term payoffs for an average that meets SRLF criteria. Funds can be used on new construction and renovation only to cover the cost difference between a code-compliant option and a high-performance option.

**DC-2. Project durations.** Projects need to be paid off in 10-5 years or less. Several projects with different payoff periods and rates can be bundled in one proposal. This will enable projects with short-term payoffs to offset projects with long-term payoffs for an average that meets SRLF criteria. Funds can be used on new construction and renovation only to cover the cost difference between a code-compliant option and a high performance option.

### **EDC. Procedures.**

**EG-D-1. Allocation of savings.** After receiving startup funding, the SRLF will be self-sustaining. The intent is to grow the SRLF over time using the cost savings accrued from sustainability projects. Many formulas for allocation of savings and repayment are possible and will be considered. Example formulas include the following:

- a. 80% of estimated savings paid to SRLF until 120% of loan is covered, adjusted for inflation, for projects with payback of 2 years or less.
- b. 50% of estimated savings paid to SRLF until 150% of loan is covered, adjusted for inflation, for projects with payback of >2 to 5 years.

To be funded, projects need to explicitly state the repayment formula and the budget(s) from which loan repayment is to be made as well as the mechanism for repayment. Projects providing shorter payback periods and higher repayment percentages will be prioritized.

### **EDC-2. Award decision making process.**

a. SRLF project proposals shall be reviewed by the SRLF Board ("Board"), which shall make funding recommendations to the Vice President for Infrastructure University Sustainability Director. Board members, other than ex-officio members, shall be appointed by the Vice President for Infrastructure University Sustainability Director to three year three-year terms. The Board shall consist of the Sustainability Manager, the Associate Vice President for Operations, and one representative from each of the following entities on campus: Architectural and Engineering Services facilities, ASUI, staff affairs, students, and faculty.

The UISC Student Programs Coordinator shall be an ex officio board member with full voting privileges. The Sustainability Coordinator and the university Senior Budget Analyst shall be non-voting ex officio members. [rev. 7-16, ed. 11-17]

**b.** Board decisions will be made by majority vote, with a quorum present. Projects may only be funded in response to a request for proposals (RFP) issued by the Board. The Board shall issue an RFP at least once per year. The Board will determine which projects to recommend for funding based on the criteria in this policy and any additional criteria it establishes and includes in the RFP. The Board shall forward its recommendations for project funding to the ~~Vice President for Infrastructure~~ University Sustainability Director or designee, who shall have final funding decision-making authority. [ed. 11-17]

**c.** ~~The U~~ Sustainability Coordinator Manager will be responsible for managing the issuance of the RFP, collecting proposals, staffing the Board, notifying applicants of award decisions, and otherwise providing administrative support to the Board.

**EDG-3. Administration of SRLF.** The SRLF will be administered by the ~~Assistant Vice President for Facilities Management~~ University Sustainability Director, or designee, subject to the University's policies ~~and the general oversight of Vice President for Infrastructure~~. [rev. 7-16]

**FE. Contact Information.** The Office of Sustainability is the primary resource center for the policy and is available to answer specific questions.  
<https://www.uidaho.edu/sustainability>

**G. Forms.** None.

**H. Related Policies.** None.

## Version History