

University of Idaho  
2025 – 2026 Faculty Senate Agenda

Meeting #18

Tuesday, January 20, 2026, at 3:30 pm  
Zoom Only

- I. Call to Order
- II. Approval of Minutes (VOTE)
  - Minutes of the 2025-2026 Faculty Senate Meeting # 17 (January 13, 2026)  
**Attach. #1**
- III. Chair’s Report
- IV. Provost’s Report
- V. Invited Guest Presentations
  - CEC Summary – Trina Bower, Assistant Vice President, University Budget and Planning. **Attach. #2.**
- VI. Committee Voting Items and Reports
  - CEC Recommendation – Heather Taff, Chair of Staff Compensation Committee. **Attach. #3.**
  - CEC Recommendation – Brenda Bauges, Chair of Faculty Compensation Committee. **Attach. #4.**
  - 2025 Ad Hoc Faculty Compensation Committee Recommendation. **Attach. #5.**
  - UCC 413 – Business Information and Analytics (BSBUS) - Tracey Anderson, College of Business and Economics. **Attach. #6.**
  - UCC 460 – Forest Nursery Management and Technology (AS) - Charles Goebel, College of Natural Resources. **Attach. #7.**
- VII. Other Policy Business
  - FSH 3230 – Research Misconduct – Kay Dee Holmes, Office of Research Assurance. **Attach. #8.**
  - FSH 4130 – Standard Course Numbers – Jerry McMurtry, Dean of the College of Graduate Studies. **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 # 17 (January 13, 2026)
- **Attach. #2** CEC Summary
- **Attach. #3** Staff CEC Recommendation
- **Attach. #4** Faculty CEC Recommendation
- **Attach. #5** 2025 Faculty CEC Recommendation
- **Attach. #6** UCC 413
- **Attach. #7** UCC 460
- **Attach. #8** FSH 3230
- **Attach. #9** FSH 4130

## **2025 – 2026 Faculty Senate – Pending Approval**

### Meeting # 17

Tuesday, January 13, 2026, 3:30 pm – 5:00 pm PST

Zoom only

**Present:** Barannyk, Borrelli, Erickson, Haltinner (vice chair), Hagen, Harrison, Hu, Kenyon, Lawrence (provost, w/o vote), Long, Maas, Murphy (chair), Ramirez, Remy, Rinker, Rivera, Roe, Shook, Thorne, Tohaneanu, Vella, Victoravich

**Absent:** Miller, Strickland

### **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 #16 (December 9, 2025) were approved as circulated.

### **Chair's report**

- The chair acknowledged and welcomed Chantal Vella as the incoming Secretary of the Faculty.
- The chair reported that the University's external textbook vendor, VitalSource, is holding in-person and virtual drop-in sessions to address any questions, concerns or feedback with the textbook process this semester. More information was provided in the Daily Register.
- The chair reported that multiple senators had raised concerns about dropping participation rates using the new student evaluation forms and asked senators to send along any concerns that had been raised to them. Senate leadership will discuss and decide how to proceed on this issue.
- The chair reported that President Green had rejected the draft of FSH 3515 (Periodic Performance Review of Faculty) that was approved at UFM last month. The President's memo on the reasons for rejection was included in the binder for this meeting. Senate leadership will work with the Provost's Office to determine next steps.

### **Provost's Report**

- The Provost reported that Spring enrollment is up 7.5% over last spring in the early report. This number may change in the coming weeks, but it is a positive first indicator.
- The Provost reminded senators that syllabi must now be on Canvas starting on the first day of classes and that there is an April deadline for accessibility compliance with Title II related to course material accessibility. Faculty can work with CETL to obtain resources to help with attaining compliance for their materials.
- The Provost reported that the former Policy Coordinator has now left the University and a search will be commenced to fill a part-time position for the rest of the semester. Clarification was made that this part-time position could be filled by, for example, a current law student or some other member of our community.
- The Provost reported that the legislative session has now begun and that he will endeavor to provide updates throughout the session when appropriate to do so. The Provost also reminded

senators that the person who speaks on behalf of the University is the President (or his designee) and that individual members of the community should ensure that it is clear that they are speaking in their individual capacity if they are asked to provide any comment or interview of any kind.

- The Provost mentioned the upcoming faculty gathering on Jan. 21, hosted by the College of Business and Economics, in the Alberston Building.
- The Provost mentioned that there has been a change at the Legislature this year and that JFAC will not be scheduling the higher education institutions for presentations this year (previously known as “Education Week”).
- Questions for the Provost:
  - A couple of senators raised questions regarding the President’s rejection of FSH 3515. A brief discussion was had and the matter (not being on the agenda as a discussion item) was deferred until a future date for a more fulsome discussion of the issue.
  - A senator raised a point about personnel changes in the Legislature and how that might impact the Legislature’s work relevant to the University. The Provost indicated that he was aware of the change, but it was too early to say how that change may impact things going forward.

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

- UCC 604 – Native American Law Graduate Certificate. Jerry Long, College of Law.  
This is the creation of a new academic certificate to replace the former emphasis in this area.  
No questions were raised.  
Vote: 18/18 yes; 0/18 no. UCC 604 was approved.
- UCC 608 – Agricultural Law Graduate Certificate. Kristi Running, College of Law.  
This is the creation of a new academic certificate to replace the former emphasis in this area.  
No questions were raised.  
Vote: 18/18 yes; 0/18 no. UCC 608 was approved.
- FSH 4310 – Academic Advising and Mentoring, Chantal Vella, Chair of University Advising Committee.  
This is a comprehensive policy update. The chair provided a brief historical summary of the reasons necessitating this update to the policy and the history of the policy change itself, noting that the redline approved last year had been rejected by President Green and had been reworked by Advising Committee this year. Chantal described how the updated redline addressed President Green’s concerns.  
Discussion
  - A senator raised a question about how the use of professional advisors was addressed in faculty position descriptions. Another senator pointed out that, in their college, position descriptions had been updated to address this issue and the Provost mentioned that other relevant policies had also been updated to reflect the shift from advising to mentoring for some faculty.
  - A question was raised as to how it would be addressed if no faculty members were willing to do advising or mentoring in a particular major and it was pointed out that this would be handled at the college level.

- A question was raised as to how mentoring would be defined under this policy and Chantal referred to particular language the committee included in the redline addressed to that issue.
  - Another senator provided a summary of how advising works in their college.
- Vote: 16/18 yes; 2/18 no. FSH 4310 was approved.

### **Other Policy Business**

- Curriculum Change Timelines – Erin James, Chair of Curriculum Committee, and Gwen Gorzelsky, Vice Provost for Academic Initiatives.

Erin and Gwen provided an update on how recent State Board timing changes impacted the University's internal curriculum change processes. Associated materials created to assist people in understanding these timing changes were included in the binder. Erin emphasized that widespread communication is very important on this issue because failure to meet the new deadlines could result in significant delays in curriculum development.

#### Discussion

- A question was raised as to what resources might be available to assist faculty in understanding the differences between Group A, B, and C changes. Currently, we rely on in-college experts, University Curriculum Committee members, the UCC website, and the Registrar's Office to assist faculty when needed on this issue.
  - Another senator pointed out that, because the difference between Group B and Group C changes is tricky, it may be best for people to plan their timing based around a Group C change, even if you believe that a particular proposal might be a Group B change.
- Sabbatical Approvals (Consent Item). The sabbaticals circulated in the binder were approved by consent.
  - FSH 1580 – Bylaws of Faculty Senate (VOTE), Tim Murphy, Faculty Senate Chair.  
This item did not come out of committee and is simply being proposed by the chair. The redline circulated in the binder is intended to address the fact that Senate and committee meetings are currently being held electronically even though the bylaws have not been updated accordingly. The redline also addresses the usual order of business, the effect of policy proposals that come from senate standing committees, and some other minor clean-up items.  
Senator Long moved to approve the policy redline; seconded by Senator Kenyon.

#### Discussion

- Senator Long raised a concern about the way electronic vote counts were confirmed and corrected. He then moved to amend the redline to delete the last sentence of Section 14, Clause I and replace it with the following: "In the event that the corrected tally reflects a different outcome than that reported at the meeting when the vote occurred, Senate will treat the vote as if it occurred at the meeting in which the corrected tally is reported." Senator Barannyk seconded the motion. A brief discussion was had on the merits of the motion and other alternatives. Vote: 15/18 yes; 3/18 no. The motion to amend was approved.
  - Further discussion was had about whether a person could be barred from Senate if they were maliciously voting despite knowing that they were not authorized to vote.
- Vote on the motion approving the redline: 17/18 yes, 1/18 no. FSH 1580 was approved.

### **New Concerns or Issues**

- No new concerns or issues were raised.

**Adjournment**

The agenda being completed, the chair adjourned the meeting at 4:47 p.m. PST (5:47 p.m. MT).

Respectfully Submitted,

Tim Murphy  
Chair of Faculty Senate

FY2026 CEC SUMMARY Snapshot as of May, 2025	STAFF			FACULTY			TOTAL			STAFF	FACULTY
	GENERAL EDUCATION	NON-GENERAL EDUCATION	TOTAL	GENERAL EDUCATION	NON-GENERAL EDUCATION	TOTAL	GENERAL EDUCATION	NON-GENERAL EDUCATION	TOTAL	% OF TOTAL	% OF TOTAL
FY2026 Target Salary	\$ 58,373,819	\$ 53,524,471	\$ 111,898,291	\$ 54,647,763	\$ 27,219,594	\$ 81,867,357	\$ 113,021,583	\$ 80,744,065	\$ 193,765,648	57.75%	42.25%
Pre-CEC Salary Excluding Separate Stipends	\$ 49,161,878	\$ 49,488,317	\$ 98,650,195	\$ 47,194,602	\$ 24,340,352	\$ 71,534,954	\$ 96,356,479	\$ 73,828,669	\$ 170,185,148	57.97%	42.03%
Across the Board Increase (\$1.55/Hour)	\$ 2,263,569	\$ 2,602,057	\$ 4,865,625	\$ 1,207,990	\$ 752,735	\$ 1,960,725	\$ 3,471,559	\$ 3,354,792	\$ 6,826,350	71.28%	28.72%
Up to Minimum Classified/Exempt Minimums	\$ 6,002	\$ 1,510	\$ 7,512	\$ -	\$ 3,128	\$ 3,128	\$ 6,002	\$ 4,639	\$ 10,640	70.60%	29.40%
Up to 80% of Target	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A
Decreases	\$ (2,184)	\$ (41,818)	\$ (44,002)	\$ -	\$ -	\$ -	\$ (2,184)	\$ (41,818)	\$ (44,002)	100.00%	0.00%
Merit Pool Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A
Rounding	\$ 4	\$ 1	\$ 5	\$ -	\$ 1	\$ 1	\$ 4	\$ 2	\$ 6	81.25%	18.75%
Promotion and Tenure Increments	\$ -	\$ -	\$ -	\$ 307,947	\$ 157,732	\$ 465,678	\$ 307,947	\$ 157,732	\$ 465,678	0.00%	100.00%
University-Wide CEC	\$ 2,267,390	\$ 2,561,750	\$ 4,829,140	\$ 1,515,937	\$ 913,596	\$ 2,429,533	\$ 3,783,327	\$ 3,475,346	\$ 7,258,673	66.53%	33.47%
Additional Unit Funded Non-Merit	\$ 894	\$ 7,301	\$ 8,195	\$ 14,256	\$ -	\$ 14,256	\$ 15,150	\$ 7,301	\$ 22,451	36.50%	63.50%
Additional Unit-Funded Merit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A
Additional Unit-Funded Increases	\$ 894	\$ 7,301	\$ 8,195	\$ 14,256	\$ -	\$ 14,256	\$ 15,150	\$ 7,301	\$ 22,451	36.50%	63.50%
Separate Stipend Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A
<b>Total CEC Investment in Salaries</b>	<b>\$ 2,268,285</b>	<b>\$ 2,569,051</b>	<b>\$ 4,837,335</b>	<b>\$ 1,530,193</b>	<b>\$ 913,596</b>	<b>\$ 2,443,789</b>	<b>\$ 3,798,478</b>	<b>\$ 3,482,647</b>	<b>\$ 7,281,124</b>	<b>66.44%</b>	<b>33.56%</b>
Final FY2026 Salary Excluding Separate Stipends	\$ 51,395,738	\$ 52,057,368	\$ 103,453,106	\$ 48,724,795	\$ 25,253,965	\$ 73,978,760	\$ 100,120,533	\$ 77,311,332	\$ 177,431,865	58.31%	41.69%
Overall Increase in Salary over FY2025	4.54%	5.19%	4.87%	3.24%	3.75%	3.42%	3.91%	4.72%	4.26%		
Total Merit Increases (Pool + Unit Funds)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A
Amount needed to bring all up to 80% of target	\$ 863,517	\$ 497,819	\$ 1,361,336	\$ 205,503	\$ 76,895	\$ 282,398	\$ 1,069,020	\$ 574,713	\$ 1,643,734	82.82%	17.18%
Amount needed to bring all up to 100% of target	\$ 8,717,309	\$ 6,348,723	\$ 15,066,032	\$ 6,700,975	\$ 2,567,081	\$ 9,268,056	\$ 15,418,284	\$ 8,915,803	\$ 24,334,088	61.91%	38.09%
Starting Average % of Target			85.73%			87.56%			88.73%		
Average Increase as % of Target			4.74%			3.68%			2.95%		
Final Average % of Target			90.46%			91.25%			91.67%		
# Eligible Employees			1,522			738			2,260	67.35%	32.65%
Average Increase / Eligible Employee			\$ 3,178			\$ 3,311			\$ 3,222		
# Employees Not Eligible for CEC			170			24			194		
# Employees Brought Towards 80% of Target			N/A			N/A			N/A	N/A	N/A
# Employees Receiving Merit			N/A			N/A			N/A	N/A	N/A
# Eligible Still Below 80% of Target			272			73			345	78.84%	21.16%

Calculations do not include employees ineligible for CEC



**To:** President Scott Green  
**From:** University of Idaho Staff Compensation Committee  
**Date:** December 19, 2025  
**Re:** FY27 Staff CEC Allocation Recommendations

**Mailing Address:**  
875 Perimeter Drive MS 4332  
Moscow, ID 83844-4332  
[comptaskforce@uidaho.edu](mailto:comptaskforce@uidaho.edu)  
[Staff Compensation Committee](#)

Dear President Green,

In accordance with [FSH 1640.81](#), the University of Idaho Staff Compensation Committee submits the following recommendations for the distribution of the FY2027 Change in Employee Compensation (CEC) allocation to our general education base budget.

Throughout the Fall 2025 semester, the committee has conducted meetings to discuss issues related to staff compensation and to determine a set of priorities for allocating the FY2027 CEC. These recommendations were presented to Staff Council on December 10, 2025.

To ensure our work reflected the experiences and priorities of staff across the university, the committee administered a university-wide Staff Compensation Survey in Fall 2025. The survey received **581 responses**, representing a strong cross-section of classified and exempt employees across all campus locations. This response rate was at a 95% confidence level with a margin of error of around  $\pm 4\%$ . Survey participation was nearly evenly split between classified (52%) and exempt (48%) staff, and responses reflected employees with a wide range of experience and tenure at the university.

Several clear themes emerged from the survey:

- **Strong support for equity-based adjustments.** A majority of respondents agreed that CEC should prioritize moving employees toward their target rates as a matter of equity. Staff ranked **“Focus on equity (bringing all staff to 80–100% of market target)”** as their top priority in the allocation of CEC funds.
- **High importance placed on salary alignment with the UI market system.** While only about one-third of staff reported feeling knowledgeable about how salaries align with the UI market system, **over 50% rated this alignment as “very” or “extremely important.”**
- **Widespread concern regarding salary compression and below-market pay.** Respondents reported high levels of concern about compression, with many noting that newer employees are often hired at or above the pay levels of long-term staff.
- **Longevity recognition identified as a significant gap.** Although staff generally disagreed that longevity is adequately recognized today, they rated longevity recognition as highly important and expressed strong support for establishing **automatic, structured longevity-based increases.**
- **Desire for greater transparency and clarity in compensation practices.** Many respondents indicated limited understanding of how compensation decisions are made and requested clearer communication, more consistent processes, and improved access to market and target-rate information.
- **Interest in committee focus areas that support equity, transparency, and system improvements.** The topics most frequently selected for committee attention included: transparency in CEC, the target-rate system, merit-pay process improvements, and longevity recognition.

The committee's priorities are focused on ensuring equity, transparency, and consistency in compensation.

Our paramount objective remains the attainment of calculated target salaries for all employees, a foundational principle of our market-based compensation system. This system determines equitable target annual pay by combining local and national market rates with individual factors including years of service, education, and years in position.

Based on a majority of the committee and contingent upon state legislature approval of FY2027 CEC funds, we recommend the following CEC distribution:

### **Priority 1**

#### **80% of Target Pay**

The committee recommends bringing employees up to 80% of target pay. The committee's highest priority is ensuring all positions reach at least 80% of their calculated target annual pay. This recommendation aligns with the University of Idaho's established market-based compensation system, which originally set 80% as an interim standard eight years ago due to funding constraints, with the intention of progressive increases toward 100% of target pay.

While current budget limitations may preclude advancing the minimum threshold beyond 80% in FY27, the committee emphasizes the importance of progress to 100% of target pay as a fundamental goal for future compensation planning. The committee would like to recognize and thank the leadership for implementing the requirement of hiring into vacant positions at least 80% of target pay but feels that further investment must be made to retain employees. By putting this policy in place, we anticipate the need for less CEC funding to bring employees up to 80% of target in the future and we are optimistic that the university will be able to make progress towards 100% of target pay in future fiscal years.

The committee recognizes the need to fund faculty promotion increases. While the committee understands the need for these increases, we maintain they should ideally be funded by a source other than CEC. Since recent state legislature sessions have not provided separate promotion funding, the committee acknowledges the necessity of using CEC funds for this purpose. To promote equity between faculty and staff the committee recommends that the CEC allocation for faculty promotions be matched with equivalent CEC funding to assist in bringing staff up to 80% of target pay.

### **Priority 2**

Once the 80% target pay priority is met, the committee recommends disbursing the remaining CEC funding: 75% to fund across-the-board increases and 25% to fund a strategic/merit pool of funding.

#### **Across-the-Board Pay**

The committee recommends that 75% of the remaining funding after employees are brought up to 80% of target pay, be allocated to across-the-board (ATB) increases. We recommend a hybrid ATB increase as a minimum percentage increase or a minimum dollar increase (calculated on a \$75,000 annual salary), whichever is greater, for each eligible employee.

The examples below illustrate a few possibilities but do not represent an exhaustive list of options.

- A. 1% minimum increase or a \$750 minimum increase, whichever is greater.
- B. 1.5% minimum increase or a \$1,125 minimum increase, whichever is greater.
- C. 2% minimum increase or a \$1,500 minimum increase, whichever is greater.

This recommendation is informed by two key factors:

1. The [Consumer Price Index](#) increased 3.0% for the 12 months ending October 2025, 2.6% in 2024, 3.4% in 2023, 6.5% in 2022, and 7% in 2021. The cumulative impact of several years of high

inflationary rates affects employees' purchasing power overall. By setting a minimum percentage increase it would maintain purchasing power for those above a \$75,000 annual salary.

2. Lower-compensated employees have been disproportionately impacted by increased living costs. Utilizing this methodology will positively impact the 74% of full-time staff whose salaries are below \$75,000. Setting a minimum salary increase would provide meaningful support to our most financially vulnerable employees.

### **Strategic/Merit Pay**

The committee recommends that 25% of the remaining CEC funding, after bringing employees up to 80% of target pay, be allocated to strategic/merit pay. The committee recommends distributing these funds so units may address a variety of strategic needs that exist within their specific unit. The funds should be used to make progress toward one or more of the following unit objectives:

- Address salary inequities
- Mitigate salary compression or inversion
- Recognize outstanding performers

As illustrated by survey results from Staff Compensation Survey 2025, 61% of staff indicated a desire for merit pay to remain a component of CEC. The committee recommends creating specific, measurable goals surrounding merit increases, to create a transparent process that allows employees to clearly understand what is required to qualify for merit-based pay increases.

The committee recognizes that over the last several years, the CEC allocation to our general education base budget has not provided sufficient funding to keep up with inflation, thus making it difficult to advance employee target annual pay. This has resulted in a struggle to recruit and retain staff and has created a hardship for the entire University. As charged in [FSH 1640.81](#), the committee would like to advocate for salary increases in staff pay beyond what the CEC allocated funding provides to retain valuable employees. The latest data from the [Bureau of Labor Statistics](#) indicates that the labor market will continue to decline for many demographic groups. This makes it imperative to address the issue and the committee urges leadership to adopt staff retention as a university-wide priority.

We want to reiterate the intentions of the University of Idaho Staff Compensation Committee, which is to be the voice of staff when discussing matters relevant to compensation. It serves to increase morale, lessen turnover and attrition, and retain those highly skilled staff who are instrumental in the operations of the University of Idaho. We kindly ask that you consider the proposal outlined above and welcome you to ask questions should any arise.

Sincerely,

Staff Compensation Committee Voting Members:

Lindsey Brown	Cretia Bunney
Tricia Durgin	Rebecca Frost
Amy Huck	Kimberly Osborne
Tammy St. John-Tesky	Audrey Stribling
Heather Taff	



Date: January 20, 2026

To: Provost Lawrence, Faculty Senate

From: Faculty Compensation Committee

Subject: Recommendations for Changes to Employee Compensation

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Dear Faculty Senate and Provost Lawrence,

The Faculty Compensation Committee (FCC) is aware that funding for raises is at least partially dependent on sufficient allocation of financial resources by the legislature. We are also aware that the legislature, similar to last year, might choose to allocate funds for raises with specific stipulations (i.e. across the board percentage allocation for each employee). However, to the extent that the legislature allocates funds for employee compensation that is not specifically limited to required allocations, the FCC recommends the following distribution priorities. The FCC also recommends that the University of Idaho increase promotion raises to adjust for inflation since the last change occurred in 2006. Finally, the FCC has considered a number of other factors that should be taken into account in future CEC distribution discussions. However, the FCC will not be making any recommendations on these items at this time, but does intend to investigate the issues and explore options for later discussion.

### **1) CEC distributions priorities**

The FCC recommends equity be prioritized in raises over merit. To that end, the FCC recommends that any general allocation of compensation funding not necessary for promotion and tenure raises, be divided as follows.

#### *1st Portion Allocation Priority (45%)*

The FCC recommends that 45% of funds be focused on moving employees closer to target. Rather than a straight allocation for those at a certain level (i.e. all those under 80% for example), the committee suggests that this be done in tiers. This is due to fairness concerns, retention concerns, and the inability to know the amount of funding the university will be allocated.

Specifically, the FCC would like to target different proportions to three tier levels: employees who are less than 80% of target, less than 90% of target, and less than 100% of target. Those in the first category would get a greater percentage of fund allocation, but not to the exclusion of the other two categories. Rather, the percentage of allocation would decrease at each tier. Not knowing how much funding will be available, it is difficult for the FCC to suggest a proportionality formula.

### *2nd Portion Allocation Priority (45%)*

The FCC suggests that another 45% of funds be allocated “across the board.” That is, all employees would get the same percentage increase. For example, if the amount in this “second portion” has sufficient funding to allow all employees a 2% raise, then that would be the amount of increase across the board. The FCC recommends these raises be in the form of percentages of current salary rather than “flat” raises (i.e. a set total dollar amount for the coming year).

### *3rd Portion Allocation Priority (10%)*

The FCC suggests that the final 10% of funds be allocated for performance increases pursuant to the standards and procedures in FSH3420.

## **2) Tenure and promotion raises**

As set forth in last year’s ad hoc committee letter, the promotion and tenure raises have not changed since 2006. Adjusting for inflation, this means that the value of those rates have decreased by approximately 37%. As mentioned by the ad hoc committee, “the equivalent spending power of a \$6,000 raise in 2006 would require a raise of approximately \$9500 in 2024,” a 58% increase.

The FCC contends that those faculty who have performed at a level warranting successful promotion and/or tenure should be valued through compensation increases that reflect the worth of their efforts and service to the University. Without compensating for inflation, the University is inherently saying the value of those efforts decreases year over year. With the advancement of the University of Idaho to R1 status, while continuing our mission as a land grant institution, this is a serious concern, especially if the University wants to continue to retain high-performing faculty and attract new faculty.

Therefore, the FCC recommends that the current promotion rates increase by 58% beginning this academic year. The FCC recommends that the promotion rates be reviewed annually thereafter to adjust for inflation.

### **3) Other Considerations**

The FCC considered the below factors in its discussion of the foregoing recommendations. It determined that further exploration and investigation on these topics are required prior to making any formal recommendations. Thus, the FCC will investigate these topics as potential future initiatives.

- FSH3420 and transparency in the performance increase processes.
- Cost of living by campus location
- Proportionality metric(s) to replace the 'across the board' strategy for tiered target salary allocations
- Retroactive P&T salary increases

Respectfully,

*The Faculty Compensation Committee: Brenda Bauges, R. A. Borrelli, Lide Chen, Dale Graden, Carolina Manrique Hoyos, Corey McKenna, Leticia Ribeiro da Silva dos Santos, Benjamin Ridenhour, Kenneth Wallen*

To: Provost Lawrence

From: Faculty Ad Hoc Salary Committee



Subject: Recommendations for Changes to Employee Compensation

Dear Provost Lawrence,

The Faculty Ad Hoc Salary Committee appreciates the opportunity to provide recommendations on how best to allocate funds for faculty raises in alignment with market-based compensation goals while balancing equity, fairness, and strategic objectives. In accordance with the unanimous vote by Faculty Senate, we propose the following steps be taken in order:

***1) Total CEC distributions be divided between staff and faculty groups based (at a minimum) on the current proportion of total payroll across these groups.***

We first acknowledge that many staff salaries have not kept up with inflation, which results in an inability to retain high-quality employees and generally decreases morale and motivation across campus. However, since 2022 the growth in total number of staff positions has grown at roughly twice the rate of faculty positions, accordingly the total salary to this group has grown 36% faster than the growth of faculty salaries (17.6% vs 12.9%). Indeed, the faculty group is now more than \$5.2 million behind targets compared to the staff deficit of \$4.4 million, despite making up a smaller portion of total payroll.

The faculty is concerned about the continued decrease in the proportion of total payroll allocated to faculty. For example, the proportion of payroll going to faculty has dropped by 1% within the last two years (44.2% in 2023 to 43.2% in 2025), and considerably more since 2018. As such, we recommend a mechanism that (at a minimum) holds the proportion of payroll to staff and faculty groups constant. Despite having record research and near record enrollment, the proportion of payroll going to faculty has decreased substantially across time. This problem is exacerbated by the incommensurability between staff and faculty targets. Despite claims to the contrary, determination of staff targets is not as objective as determination of faculty targets. As such, they may be gameable, which is evidenced by their notable increase beyond national wage growth. Any system that allocates a single pot of money between staff and faculty based on “targets” is therefore fundamentally flawed.

***2) Set Promotion and Tenure Funds Aside.***

The total sum of funds required to meet promotion and tenure raises are calculated, set aside and applied in Step 6.

*Rationale:* Promotion and tenure raises are among the few guaranteed salary increases faculty members receive. To align with the CEC and market-based compensation goals, promotion and tenure funds should be awarded only after adjustments have brought faculty closer to their target salary levels. These funds should be seen as a reward for promotion, not as a mechanism to address salary gaps. Additionally, we recommend that promotion raises increase by \$750 each year for the next five years for AY assistant professors being promoted to associate professor ranks. Raises for other promotions (e.g., AY associate to full) should be increased proportionally. Raises associated with promotions have not changed since 2006. In practice, this means that

faculty “real” promotion rates have decreased by 37%. For example, the equivalent spending power of a \$6,000 raise in 2006 would require a raise of approximately \$9,500 in 2024.

**3) Ensure Faculty Below 80% of Target Are Raised to 80%.**

After funds are set aside for Promotion and Tenure, the remaining pool should be used to bring all faculty projected to be below 80% of target to that threshold.

*Rationale:* As in previous years, a minimally acceptable baseline of 80% of the target salary should be maintained for faculty who meet or exceed expectations. Over time, the institution should aspire to move this threshold towards 100% of target for those who consistently meet or exceed high performance expectations.

**4) Replace “Across-the-Board” Raises with a Proportional Formula.**

We recommend seventy-five percent of the fund remaining after steps 2 and 3 be used to provide raises based on the following:

If faculty are at, or above, 105% of target, no raise is received via the below formula. Otherwise, use the below formula for all faculty.

$$Raise_i = \frac{\$ \text{ away from } 105\% \text{ of } target_i}{\sum_{i=1}^N \$ \text{ away from } 105\% \text{ of } target_i} * [Total \text{ Available}]$$

*i* indexes individuals 1 to *N*, where *N* equals the total number of individuals below 105%.

*\$ away from 105% target<sub>i</sub>* = Dollars of salary for each individual who is below 105% of target. This part calculates how much each employee’s salary currently falls short of a pre-set target salary. If an employee’s current salary is close (or above) the target, they are “behind” by only a small amount, while others with larger gaps are further “behind.”

$\sum_{i=1}^N \$ \text{ away from } 105\% \text{ of } target_i$  = Total of all employees' dollar amount below 105% of targets. This is the combined shortfall for all employees, adding up how much everyone is collectively behind 105% of total target salary. This value represents the overall raise amount necessary for all faculty to be at 105% of target.

*Total Available* = 75% of the amount remaining in CEC pool.

Each term should be calculated after steps 2 and 3 occur. Each employee's raise is determined by dividing their individual shortfall by the total shortfall for all employees. This gives a percentage that represents their "share" of the need. Multiplying this percentage by the total available gives the dollar amount each employee will receive.

*Rationale:* This formula ensures raises are proportional to each faculty member’s gap from their target salary, prioritizing those further behind. For example, someone at 80% of their target might move to 86%, while someone at 95% might move to 97%. This approach is: 1) Fair, it narrows salary gaps proportionally rather than applying a flat percentage increase or fixed dollar amount; 2) Equitable, it strategically directs funds toward achieving salary equity and alignment with target levels; and 3) Transparent, the calculation is based on objective targets and current salaries, eliminating arbitrary allocations.

**5) Performance-Based Raises.**

We recommend twenty-five percent of the CEC funds remaining after steps two and three be used in step five to provide incentives and rewards for faculty.

*Rationale:* Transparent and well-communicated performance-based raises incentivize productivity and help retain high-performing individuals who might otherwise pursue opportunities elsewhere.

**6) Apply Set-aside Tenure and Promotion Funds.**

Lastly, award all funds set aside in Step 2.

**Additional Recommendations**

In addition to the CEC recommendations, the committee would like to highlight and emphasize several factors that we believe are critical to support faculty morale, retention, and productivity.

First, faculty salaries have fallen significantly behind market rates such that recruiting new, high-quality faculty has become more difficult and (anecdotally) successful faculty are beginning to look for employment elsewhere. In just the past two years, the total deficit from actual to target faculty salaries has increased by approximately \$2.2 million.

Second, the current stagnation of regular and research faculty rates has led to a substantial decrease in real-wage earnings. For example, the average research faculty salary has increased ~17.5% since 2018, while the cost of living has increased by roughly 27%. This equates to a ~1.6% average real earnings loss each year. If this trend continues, the average research faculty member would earn just 61% (~1.6%\*25 years) of the salary provided to the same group in 2018. During this same period, some staff and higher-level administrative positions have had (average) raises that have vastly outpaced inflation. This outcome is untenable for a University with R1 aspirations. Indeed, it is likely not a coincidence that the U of I reached all-time research expenditure levels and is on the cusp of receiving R1 status following the committed effort to raise salaries that occurred when the market-based salary model was first introduced.

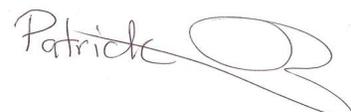
Lastly, the committee supports performance-based raises but is concerned that the opaque nature by which these funds are distributed has led to allegations of unfairness and favoritism. As such, we have proposed that the Faculty Affairs Committee develop a revised process with increased transparency.

These recommendations represent a thoughtful and strategic approach to achieving market-aligned compensation while addressing equity and performance concerns. Thank you for considering our recommendations. We look forward to working collaboratively to achieve these goals.

Sincerely,



On behalf of the Ad Hoc Faculty Salary Committee



## In Workflow

1. **078 Chair**
2. **13 Curriculum Committee Chair**
3. **13 Dean**
4. **Assessment**
5. **DLI**
6. **Provost Q 1**
7. **Degree Audit Review**
8. **Registrar's Office**
9. **Ready for UCC**
10. **UCC**
11. **Faculty Senate Chair**
12. Provost Q 2
13. State Approval
14. NWCCU
15. Catalog Update

## Approval Path

1. Thu, 04 Sep 2025 02:34:07 GMT  
Tracey Anderson (taanderson): Approved for 078 Chair
2. Thu, 04 Sep 2025 23:18:48 GMT  
Yunhyung Chung (yunchung): Rollback to 078 Chair for 13 Curriculum Committee Chair
3. Fri, 05 Sep 2025 00:27:20 GMT  
Tracey Anderson (taanderson): Approved for 078 Chair
4. Fri, 26 Sep 2025 19:54:08 GMT  
Yunhyung Chung (yunchung): Approved for 13 Curriculum Committee Chair
5. Sat, 27 Sep 2025 00:21:54 GMT  
Lisa Victoravich (lvictoravich): Approved for 13 Dean
6. Mon, 29 Sep 2025 19:31:41 GMT  
Christine Slater (cslater): Approved for Assessment
7. Thu, 02 Oct 2025 16:51:16 GMT  
Nicole Remy (nremy): Approved for DLI
8. Tue, 14 Oct 2025 17:10:12 GMT  
Sande Schlueter (sandeschlueter): Approved for Provost Q 1
9. Fri, 21 Nov 2025 18:01:24 GMT  
Rebecca Frost (rfrost): Approved for Degree Audit Review
10. Wed, 03 Dec 2025 18:35:37 GMT  
Anna Hall (annahall): Approved for Registrar's Office
11. Wed, 03 Dec 2025 23:40:21 GMT  
Anna Hall (annahall): Approved for Ready for UCC

12. Wed, 10 Dec 2025 00:53:38 GMT  
Anna Hall (annahall): Approved for UCC

## History

1. May 2, 2021 by Amy Kingston (amykingston)
2. Mar 24, 2022 by David Barnes (dabarnes)
3. Dec 20, 2022 by Lori Baker-Eveleth (leveleth)
4. Apr 3, 2023 by Sydney Beal-Coles (sbeal)
5. Apr 3, 2023 by Sydney Beal-Coles (sbeal)
6. Mar 4, 2024 by Lori Baker-Eveleth (leveleth)
7. Apr 8, 2024 by Sydney Beal-Coles (sbeal)
8. Jan 14, 2025 by Tracey Anderson (taanderson)
9. Jan 23, 2025 by Sydney Beal-Coles (sbeal)

Date Submitted: Thu, 04 Sep 2025 00:16:55 GMT

Viewing: **413 : Business Information and Analytics (BSBUS)**

Last approved: Thu, 23 Jan 2025 20:09:50 GMT

Last edit: Tue, 09 Dec 2025 23:49:49 GMT

Changes proposed by: Tracey Anderson

### Faculty Contact

Faculty Name	Faculty Email
Tracey Anderson	taanderson@uidaho.edu

### Type A Changes

CIP

### Type B Changes

### Type C Changes

### Description of Change

Type A Change:

Changing CIP number from non-STEM to the more appropriate STEM CIP number

designation.

Old Number: 52.1201

New Number: 52.1301

The space for the proposed CIP number below does not allow for the input of a new number.

**Will this request have a fiscal impact of \$250K or greater?**

No

**Academic Level**

Undergraduate

**College**

Business & Economics

**Department/Unit:**

Accounting

**Effective Catalog Year**

2026-2027

**Program Title**

Business Information and Analytics (BSBUS)

*Please note: Majors and certificates over 30 credits need to have a appropriate SBOE form approved before the program can be created in curriculum.*

**Program Credits**

120

**CIP Code**

52.1201 - Management Information Systems, General.

**Emphasis/Option CIP Code(s)**

**Curriculum:**

Required course work includes the university requirements (see [regulation J-3](#)), the college requirements, and:

Course List			
Code		Title	Hours
<a href="#">College of Business &amp; Economics Requirements</a>			54-57

Course List		
Code	Title	Hours
Major Requirements		24
Total Hours		78-81

## Major Requirements

Course List		
Code	Title	Hours
<a href="#"><u>BIA 4400</u></a>	Data Visualization for Managerial Decision Making	3
<a href="#"><u>BIA 4530</u></a>	Database Design	3
<a href="#"><u>BIA 4610</u></a>	Advanced Business Analytics	3
<a href="#"><u>BIA 4650</u></a>	Data Management and Security in the Cloud	3
<a href="#"><u>ECON 4530</u></a>	Econometrics	3
<a href="#"><u>OM 3780</u></a>	Project Management	3
Select at least two additional Restricted BIA elective courses from the following OR two 4000-level courses offered by the College of Business and Economics and one course from the following:		6
<a href="#"><u>OM 4700</u></a>	Supply Chain Analytics	
<a href="#"><u>MKTG 4310</u></a>	Marketing Analytics	
<a href="#"><u>ACCT 3050</u></a>	Accounting Information Systems	
<a href="#"><u>ACCT 4210</u></a>	Accounting Data Analytics	
<a href="#"><u>FIN 4630</u></a>	Portfolio Management	
<a href="#"><u>CS 2120</u></a>	Practical Python	
<a href="#"><u>CYB 1100</u></a>	Cybersecurity and Privacy	
<a href="#"><u>CYB 2100</u></a>	Cybersecurity Architectures and Management	
Total Hours		24

Courses to total 120 credits for this degree

## A. PGA Golf Management Option

Course List		
Code	Title	Hours
<a href="#"><u>PGA 1030</u></a>	Introduction to PGA Golf Management	2
<a href="#"><u>PGA 1050</u></a>	Introduction to PGA Teaching and Coaching (Level 1)	3
<a href="#"><u>PGA 1500</u></a>	PGA Golf Management I	3
<a href="#"><u>PGA 2050</u></a>	Intermediate PGA Teaching and Coaching (Level 2)	3
<a href="#"><u>PGA 2510</u></a>	PGA Golf Management II	3
<a href="#"><u>PGA 2980</u></a>	Internship (Max 6 credits)	4
<a href="#"><u>PGA 3050</u></a>	Advanced PGA Teaching and Coaching (Level 3)	3
<a href="#"><u>PGA 3850</u></a>	PGA Golf Management III	3
<a href="#"><u>PGA 3980</u></a>	Internship	<b>6</b>
Total Hours		30

In addition to all other requirements, students must take at least 9 credits from outside the CBE in addition to those specifically required. These may be chosen from the restricted electives or from other courses.

### Courses to total 134 credits for this degree

#### Degree Maps:

Plan of Study Grid		
Fall Term 1		Hours
<a href="#"><u>BUS 1900</u></a>	Integrated Business and Value Creation	3
<a href="#"><u>COMM 1101</u></a>	Fundamentals of Oral Communication	3
<a href="#"><u>ENGL 1101</u></a>	Writing and Rhetoric I	3
<a href="#"><u>MATH 1143</u></a>	Precalculus I: Algebra	3
Scientific Ways of Knowing Course		4
Hours		16
Spring Term 1		Hours
<a href="#"><u>BUS 2100</u></a>	Business Career Readiness	1
<a href="#"><u>ECON 2201</u></a>	Principles of Macroeconomics	3
<a href="#"><u>ENGL 1102</u></a>	Writing and Rhetoric II	3
Scientific Ways of Knowing Course		4
American Experience Course		3
Hours		14

### Fall Term 2

<u>ACCT 2010</u>	Introduction to Financial Accounting	3
<u>ECON 2202</u>	Principles of Microeconomics	3
<u>BLAW 2650</u>	Legal Environment of Business	3
<u>PHIL 2080</u>	Business Ethics	3
or <u>PHIL 1103</u>	or Introduction to Ethics	3
<u>STAT 2510</u>	Statistical Methods	3
<u>BUS 2200</u>	Business Foundations of Excel	1
	Hours	16

### Spring Term 2

<u>ACCT 2020</u>	Introduction to Managerial Accounting	3
<u>BUS 2300</u>	Business Professionalism	1
<u>BUS 3540</u>	Business Analytics	3
<u>MGT 3100</u>	Leading Organizations and People	3
<u>BIA 3500</u>	Managing Information	3
<u>ENGL 2070</u> OR <u>ENGL 2080</u> OR <u>ENGL 3130</u> OR <u>ENGL 3170</u> OR <u>PHIL 2010</u>		3
	Hours	16

### Fall Term 3

<u>FIN 3010</u>	Financial Resources Management	3
<u>MKTG 3210</u>	Marketing	3
<u>BIA 4530</u>	Database Design	3
<u>OM 3700</u>	Introduction to Operations and Supply Chain Management	3
Social and Behavioral Ways of Knowing Course		3
	Hours	15

### Spring Term 3

<u>ECON 4530</u>	Econometrics	3
<u>BIA 4400</u>	Data Visualization for Managerial Decision Making	3
Humanistic & Artistic Ways of Knowing Course		3
Elective Course		3
Major Elective Course		3
	Hours	15

### Fall Term 4

<u>BIA 4650</u>	Data Management and Security in the Cloud	3
<u>OM 3780</u>	Project Management	3
Restricted, Major Elective Course		3
Restricted, Major Elective Course		3
UPDV ECON, Major Elective Course		3
	Hours	15

### Spring Term 4

<u>BIA 4610</u>	Advanced Business Analytics	3
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<u>BUS 4900</u>	Strategic Management	3
	International Course	3
	Major Elective Course	3
	Elective Course	1
	Hours	13
	Total Hours	120

The degree map is a guide for the timely completion of your curricular requirements. Your academic advisor or department may be contacted for assistance in interpreting this map. This map is not reflective of your academic history or transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding your official degree/certificate completion status.

## A. PGA Golf Management Option

### Plan of Study Grid

		Hours
<b>Fall Term 1</b>		
<u>BUS 1900</u>	Integrated Business and Value Creation	3
<u>COMM 1101</u>	Fundamentals of Oral Communication	3
<u>ENGL 1101</u>	Writing and Rhetoric I	3
<u>MATH 1143</u>	Precalculus I: Algebra	3
<u>PGA 1030</u>	Introduction to PGA Golf Management	2
	Scientific Ways of Knowing Course	4
	Hours	18
<b>Spring Term 1</b>		
<u>BUS 2100</u>	Business Career Readiness	1
<u>ECON 2201</u>	Principles of Macroeconomics	3
<u>ENGL 1102</u>	Writing and Rhetoric II	3
<u>PGA 1500</u>	PGA Golf Management I	3
<u>PHIL 2080</u>	Business Ethics	3
	or <u>PHIL 1103</u> or Introduction to Ethics	3
	Scientific Ways of Knowing Course	4
	Hours	17
<b>Summer Term 1</b>		
<u>PGA 2980</u>	Internship	2
	Hours	2
<b>Fall Term 2</b>		
<u>ACCT 2010</u>	Introduction to Financial Accounting	3
<u>BLAW 2650</u>	Legal Environment of Business	3
<u>BUS 2200</u>	Business Foundations of Excel	1

<u>ECON 2202</u>	Principles of Microeconomics	3
<u>STAT 2510</u>	Statistical Methods	3
<u>PGA 2510</u>	PGA Golf Management II	3
	Hours	16

### Spring Term 2

<u>ACCT 2020</u>	Introduction to Managerial Accounting	3
<u>BUS 2300</u>	Business Professionalism	1
<u>BUS 3540</u>	Business Analytics	3
<u>MGT 3100</u>	Leading Organizations and People	3
<u>BIA 3500</u>	Managing Information	3
<u>PGA 1050</u>	Introduction to PGA Teaching and Coaching (Level 1)	3
	Hours	16

### Summer Term 2

<u>PGA 2980</u>	Internship	2
	Hours	2

### Fall Term 3

<u>FIN 3010</u>	Financial Resources Management	3
<u>BIA 4400</u>	Data Visualization for Managerial Decision Making	3
<u>MKTG 3210</u>	Marketing	3
<u>OM 3700</u>	Introduction to Operations and Supply Chain Management	3
<u>PGA 2050</u>	Intermediate PGA Teaching and Coaching (Level 2)	3
	Hours	15

### Spring Term 3

<u>ECON 4530</u>	Econometrics	3
<u>PGA 3850</u>	PGA Golf Management III	3
	Humanistic & Artistic Ways of Knowing Course	3
	Restricted Elective, Major Elective Course	3
	Restricted Elective, Major Elective Course	3
	Hours	15

### Summer Term 3

<u>PGA 3980</u>	Internship	3
	Hours	3

### Fall Term 4

<u>BIA 4650</u>	Data Management and Security in the Cloud	3
<u>BIA 4530</u>	Database Design	3
<u>OM 3780</u>	Project Management	3
<u>ENGL 2070</u> OR <u>ENGL 2080</u> OR <u>ENGL 3130</u> OR <u>ENGL 3170</u> OR <u>PHIL 2010</u>		3
	American Experience Course	3
	Hours	15

### Spring Term 4

<u>BIA 4610</u>	Advanced Business Analytics	3
<u>BUS 4900</u>	Strategic Management	3
<u>PGA 3050</u>	Advanced PGA Teaching and Coaching (Level 3)	3
International Course		3
UPDV ECON, Major Elective Course		
	Hours	12
<b>Summer Term 4</b>		
<u>PGA 3980</u>	Internship	3
	Hours	3
	Total Hours	134

The degree map is a guide for the timely completion of your curricular requirements. Your academic advisor or department may be contacted for assistance in interpreting this map. This map is not reflective of your academic history or transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding your official degree/certificate completion status.

**Catalog Program Description:**

The Business Information and Analytics (BIA) program prepares students to use data, technology, and analytical tools to solve real business problems and guide strategic decision-making. Students develop strong skills in data management, predictive and prescriptive analytics, business intelligence, and technology-enabled solutions. Through hands-on projects, industry-relevant software, and applied learning, graduates are equipped to analyze trends, optimize performance, and translate data into actionable insights for organizations across all sectors.

**Distance Education Availability**

*To comply with the requirements of the Idaho State Board of Education (SBOE) and the Northwest Commission on Colleges and Universities (NWCCU) the University of Idaho must declare whether 50% or more of the curricular requirements of a program which may be completed via distance education.*

**Can 50% or more of the curricular requirements of this program be completed via distance education?**

No

**Geographical Area Availability**

**In which of the following geographical areas can this program be completed in person?**

Moscow

## Student Learning Outcomes

### Have learning outcomes changed?

Yes

### Learning Objectives

1. Students will develop the ability to effectively plan, execute, and manage data-driven projects to ensure successful outcomes.
2. Students will acquire proficiency in econometric techniques and predictive modeling to analyze trends and forecast business performance based on data.
3. Students will master the creation of compelling visualizations that clearly communicate complex data insights and support managerial decision-making.
4. Students will understand database design principles and practices to effectively organize, manage, and retrieve data in various business contexts.
5. Students will develop advanced analytical skills and understand best practices in data management, cloud computing, and security to ensure data integrity and confidentiality.

**A clearly stated rationale for this proposal must be included or the University Curriculum Committee will return the proposal for completion of this section. The rationale should provide a detailed summary of the proposed change(s). In addition, include a statement in the rationale regarding how the department will manage the added workload, if any.**

#### Alignment of Curriculum with STEM Criteria

- Quantitative & Analytical Focus: The BIA curriculum emphasizes quantitative analysis, data modeling, optimization, and decision sciences—core components of “Management Science.”
- Technical Content: Courses typically include data analytics, business intelligence, predictive modeling, and sometimes programming languages (Python, R, SQL). These are STEM-based technical competencies, not just business theory.
- Problem-Solving Orientation: Students are trained to apply mathematical, computational, and statistical methods to solve complex organizational and business problems, consistent with STEM definitions.

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#### 2. Precedent from Peer Institutions

- Many AACSB-accredited universities have reclassified MIS, Business Analytics, and related programs under 52.1301 Management Science to gain STEM designation.
- Examples include Arizona State, University of Michigan–Dearborn, University of North Carolina Wilmington, and University of Houston.
- Positioning BIA under 52.1301 ensures that the University of Idaho remains competitive with peer institutions in program marketing and graduate placement.

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### 3. Workforce Relevance and Employer Expectations

- High Demand for Analytics Skills: Employers increasingly seek graduates who combine business acumen with advanced data science and analytical skills.
- STEM Talent Pipeline: Classifying BIA as STEM ensures graduates are recognized as part of the technical workforce, making them more marketable domestically and internationally.
- Industry Fit: Sectors such as finance, consulting, technology, and supply chain management require precisely the blend of business + STEM skills taught in BIA.

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### 4. Student Recruitment & Retention Advantages

- International Student Attraction: STEM designation allows international graduates to apply for the 24-month STEM OPT extension (total of 36 months), making the program much more attractive globally.
- Competitive Advantage: Students comparing programs nationwide are likely to choose those with STEM designation due to career and visa opportunities.
- Retention of Top Talent: STEM designation helps keep high-achieving international students in the U.S. workforce, benefiting both students and employers.

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### 5. Strategic Fit for the College & University

- AACSB & Accreditation Alignment: AACSB emphasizes innovation, analytics, and alignment with workforce needs; BIA under STEM signals commitment to those priorities.
- Interdisciplinary Strength: The program bridges business, data science, and technology—precisely the type of interdisciplinary work STEM classification encourages.
- Future-Proofing: As business disciplines evolve, analytics and quantitative methods are increasingly central, making STEM designation a forward-looking classification.

## Supporting Documents

### Reviewer Comments

**Yunhyung Chung (yunchung) (Thu, 04 Sep 2025 23:18:48 GMT):** Rollback: Minor change

**Rebecca Frost (rfrost) (Fri, 21 Nov 2025 18:01:18 GMT):** Updated 4-year maps to reflect missing UPDV Econ course. Please verify if footnote 1 to the PGA Options is referring to the restricted electives, as the courses that can be replaced are not included in the curriculum. If it is meant to refer to the two restricted electives then the UPDV Econ can be moved and the total for the program will be 131 credits.

**Anna Hall (annahall) (Thu, 04 Dec 2025 22:50:33 GMT):** Removed footnote from PGA Golf Management Option since it was not applicable to this program.

**Anna Hall (annahall) (Mon, 08 Dec 2025 21:22:58 GMT):** Added statement to PGA option curriculum that courses to total 134 credits for the degree.

**Anna Hall (annahall) (Tue, 09 Dec 2025 23:49:49 GMT):** Per UCC: updated catalog program description after working with Tracey.

## In Workflow

1. **161 Chair**
2. **11 Curriculum Committee Chair**
3. **11 Dean**
4. **Assessment**
5. **Degree Audit Review**
6. **Registrar's Office**
7. **Ready for UCC**
8. **UCC**
9. **Faculty Senate Chair**
10. Provost Q 2
11. State Approval
12. NWCCU
13. Catalog Update

## Approval Path

1. Sun, 14 Sep 2025 23:30:06 GMT  
Charles Goebel (cgoebel): Approved for 161 Chair
2. Thu, 25 Sep 2025 14:24:59 GMT  
Steven Shook (shook): Approved for 11 Curriculum Committee Chair
3. Thu, 25 Sep 2025 15:53:43 GMT  
Dennis Becker (drbecker): Approved for 11 Dean
4. Thu, 25 Sep 2025 17:15:48 GMT  
Christine Slater (cslater): Approved for Assessment
5. Mon, 24 Nov 2025 20:31:54 GMT  
Rebecca Frost (rfrost): Approved for Degree Audit Review
6. Wed, 03 Dec 2025 18:36:00 GMT  
Anna Hall (annahall): Approved for Registrar's Office
7. Wed, 03 Dec 2025 23:40:24 GMT  
Anna Hall (annahall): Approved for Ready for UCC
8. Tue, 09 Dec 2025 21:31:45 GMT  
Anna Hall (annahall): Approved for UCC

## History

1. Jun 8, 2022 by Charles Goebel (cgoebel)
2. Oct 11, 2024 by Sydney Beal-Coles (sbeal)

Date Submitted: Sun, 14 Sep 2025 23:17:52 GMT

Viewing: **460 : Forest Nursery Management and Technology (A.S.)**

Last approved: Fri, 11 Oct 2024 18:57:56 GMT

Last edit: Mon, 08 Dec 2025 20:40:08 GMT

Changes proposed by: Charles Goebel

**Faculty Contact**

Faculty Name	Faculty Email
Charles Goebel	cgoebel@uidaho.edu

**Type A Changes**

**Type B Changes**

Change to the total number of credits required to earn a certificate or degree

**Type C Changes**

**Description of Change**

Add FOR 2800 Properties of Artificial Growth Media (1 credit) to degree program.

**Will this request have a fiscal impact of \$250K or greater?**

No

**Academic Level**

Undergraduate

**College**

Natural Resources

**Department/Unit:**

Forest, Rangeland & Fire Sci

**Effective Catalog Year**

2026-2027

**Program Title**

Forest Nursery Management and Technology (A.S.)

*Please note: Majors and certificates over 30 credits need to have a appropriate SBOE form approved before the program can be created in curriculum.*

**Program Credits**

73

**CIP Code**

01.0606 - Plant Nursery Operations and Management.

**Emphasis/Option CIP Code(s)****Curriculum:**

Required course work includes:

Course List		
Code	Title	Hours
<a href="#"><u>ASM 1120</u></a>	Introduction to Agricultural Systems Management	3
<a href="#"><u>CHEM 1101</u></a> & <a href="#"><u>1101L</u></a>	Introduction to Chemistry and Introduction to Chemistry Laboratory	4
<a href="#"><u>COMM 1101</u></a>	Fundamentals of Oral Communication	3
<a href="#"><u>ECON 2201</u></a>	Principles of Macroeconomics	3
or <a href="#"><u>ECON 2202</u></a>	Principles of Microeconomics	
<a href="#"><u>ENGL 1101</u></a>	Writing and Rhetoric I	3
<a href="#"><u>ENGL 1102</u></a>	Writing and Rhetoric II	3
<a href="#"><u>FOR 1300</u></a>	Careers in Forest Nursery Management and Technology	1
<a href="#"><u>FOR 1800</u></a>	Forest Nurseries Tour	1
<a href="#"><u>FOR 2110</u></a>	Forest Biology & Dendrology	3
<a href="#"><u>FOR 2850</u></a>	Nursery Insects and Disease	2
<a href="#"><u>FOR 2800</u></a>	Properties of Artificial Growth Media	1
<a href="#"><u>FOR 2810</u></a>	Nursery Irrigation and Fertilization	1
<a href="#"><u>FOR 2880</u></a>	Sustainable Nursery Design and Management	3
<a href="#"><u>FOR 2980</u></a>	Forest Technology Internship	1
<a href="#"><u>LARC 2880</u></a>	Plant Materials & Design 1	3
<a href="#"><u>MATH 1123</u></a>	Math in Modern Society	3
or <a href="#"><u>MATH 1143</u></a>	Precalculus I: Algebra	
<a href="#"><u>MKTG 3210</u></a>	Marketing	3

Course List		
Code	Title	Hours
<a href="#"><u>PLSC 1020</u></a>	The Science of Plants in Agriculture	3
<a href="#"><u>PLSC 2010</u></a>	Principles of Horticulture	3
<a href="#"><u>PLSC 3000</u></a>	Plant Propagation	4
<a href="#"><u>SOIL 2050</u></a>	The Soil Ecosystem	3
<a href="#"><u>SOIL 2060</u></a>	The Soil Ecosystem Lab	1
<a href="#"><u>AGEC 3330</u></a>	Introduction to Sales	3
or <a href="#"><u>MKTG 4220</u></a>	Sales Management	
Select 12 General Education credits of electives		12
Total Hours		70

73 required credits for this degree.

#### Degree Maps:

Plan of Study Grid		
Fall Term 1		Hours
<a href="#"><u>ASM 1120</u></a>	Introduction to Agricultural Systems Management	3
<a href="#"><u>ENGL 1101</u></a>	Writing and Rhetoric I	3
<a href="#"><u>FOR 1300</u></a>	Careers in Forest Nursery Management and Technology	1
<a href="#"><u>FOR 1800</u></a>	Forest Nurseries Tour	1
<a href="#"><u>MATH 1123</u></a>	Math in Modern Society	3
or <a href="#"><u>MATH 1143</u></a>	or Precalculus I: Algebra	
<a href="#"><u>PLSC 1020</u></a>	The Science of Plants in Agriculture	3
Humanistic and Artistic Ways of Knowing Course		3
Hours		17
Spring Term 1		Hours
<a href="#"><u>CHEM 1101</u></a>	Introduction to Chemistry	3
<a href="#"><u>CHEM 1101L</u></a>	Introduction to Chemistry Laboratory	1
<a href="#"><u>ENGL 1102</u></a>	Writing and Rhetoric II	3
<a href="#"><u>FOR 2800</u></a>	Properties of Artificial Growth Media	1
<a href="#"><u>FOR 2810</u></a>	Nursery Irrigation and Fertilization	1
<a href="#"><u>PLSC 2010</u></a>	Principles of Horticulture	3
<a href="#"><u>SOIL 2050</u></a>	The Soil Ecosystem	3
<a href="#"><u>SOIL 2060</u></a>	The Soil Ecosystem Lab	1

American Experience Course		3
Hours		19
<b>Summer Term 1</b>		
<u>FOR 2980</u>	Forest Technology Internship	1
Hours		1
<b>Fall Term 2</b>		
<u>FOR 2110</u>	Forest Biology & Dendrology	3
<u>FOR 2850</u>	Nursery Insects and Disease	2
<u>LARC 2880</u>	Plant Materials & Design 1	3
<u>MKTG 3210</u>	Marketing	3
International Course		3
Humanistic and Artistic Ways of Knowing Course		3
Hours		17
<b>Spring Term 2</b>		
<u>AGEC 3330</u>	Introduction to Sales	3
or <u>MKTG 4220</u>	or Sales Management	
<u>COMM 1101</u>	Fundamentals of Oral Communication	3
<u>ECON 2201</u>	Principles of Macroeconomics	3
or <u>ECON 2202</u>	or Principles of Microeconomics	
<u>FOR 2880</u>	Sustainable Nursery Design and Management	3
<u>FOR 2590</u>	Forest Harvesting Practicum	3
<u>PLSC 3000</u>	Plant Propagation	4
Hours		19
Total Hours		73

**Catalog Program Description:**

No Change

**Distance Education Availability**

*To comply with the requirements of the Idaho State Board of Education (SBOE) and the Northwest Commission on Colleges and Universities (NWCCU) the University of Idaho must declare whether 50% or more of the curricular requirements of a program which may be completed via distance education.*

**Can 50% or more of the curricular requirements of this program be completed via distance education?**

No

**Geographical Area Availability**

**In which of the following geographical areas can this program be completed in person?**

Moscow

## Student Learning Outcomes

**Have learning outcomes changed?**

No

## Learning Objectives

After completing the Associate of Science in Forest Nursery Management and Technology, students will:

- 1) Be able to identify forest and rangeland plants and understand how they grow in relation to abiotic components such as light, moisture, and soil nutrients.
- 2) Be able to identify and manage important insects and diseases that impact forest nurseries.
- 3) Understand and apply basic horticultural concepts and technology to manage real-world problems and solutions related to sustainable forest nursery management.
- 4) Understand and apply basic business principles and marketing practices to sustainably manage forest nurseries.

**A clearly stated rationale for this proposal must be included or the University Curriculum Committee will return the proposal for completion of this section. The rationale should provide a detailed summary of the proposed change(s). In addition, include a statement in the rationale regarding how the department will manage the added workload, if any.**

Course was inadvertently left off of degree program in catalog.

## Supporting Documents

### Reviewer Comments

**Rebecca Frost (rfrost) (Mon, 24 Nov 2025 20:30:46 GMT):** Created 2 year plan. Updated PLSC 3000 to the 4 credits indicated in the catalog. Added FOR 2590 to the plan as it is the only identified capstone for this type of program. These additions bring the total for the program to 73 credits.

**Rebecca Frost (rfrost) (Mon, 24 Nov 2025 20:31:45 GMT):** FOR 2590 should be added to required courses unless there is another capstone course that will be designated for this program.

**Anna Hall (annahall) (Mon, 08 Dec 2025 20:40:08 GMT):** Updated proposal to Type B change since the addition of FOR 2800 increases the program by 1 unit which needs to be reported to SBOE and NWCCU.

Key: 460



## 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  Revision\*  Deletion\*  Interim  Minor Amendment  
Policy Number & Title: **FSH 3230 SCIENTIFIC MISCONDUCT**

### 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: Kay Dee Holmes, Office of Research Assurances**

**Policy sponsor, if different from originator: Chris Nomura, VPRED**

**Reviewed by General Counsel:**  Yes  No Name & Date: Manisha Wilson, 12/9/25

**Comprehensive review?**  Yes  No

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change.  
Complete rewrite. FSH 3230 has not been updated since July 1999 even though there have been several updates to the federal research misconduct regulations (42 CFR 93). ORA is updating its policy at FSH 3230 to align with significant changes made to 42 CFR 93 in October 2024.
- 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 3230 - RESEARCH MISCONDUCT

## Owner:

- **Position:** Office of Research Assurances Director
- **Email:** ored-ora@uidaho.edu

**Last updated:** January 01, 2011

## CONTENTS:

- A. Purpose
- B. Scope
- C. Definitions
- D. General Principles
- E. Receipt & Assessment of Allegation
- F. The Inquiry
- G. The Investigation
- H. Institutional Administrative Actions

**A. PURPOSE.** This policy states the process and establishes the procedures for adjudicating allegations of Research Misconduct at the University of Idaho in a prompt and impartial manner.

## B. SCOPE

**B-1.** This policy applies only to misconduct that meets the definition of both Research and Research Misconduct.

**B-2. Not covered.** This policy is limited to addressing misconduct related to Research proposals, results, data, or records. It does not apply to misconduct in the research setting that does not affect the integrity of the research record, such as misallocation of funds, sexual harassment, or discrimination.

## C. DEFINITIONS

**C-1. Accepted Practices of the Relevant Research Community** means practices established by federal regulations or the entity funding the research, as well as commonly accepted professional codes or norms within the overarching community of researchers and institutions that apply for and receive research funds.

**C-2. Allegation** means a disclosure of possible Research Misconduct through any means of communication and brought directly to the attention of an official of the University or the entity funding the research.

**C-3. Assessment** means a consideration of whether an allegation of Research Misconduct appears to be within the definition of Research Misconduct—and is sufficiently credible and specific such that that potential evidence of research misconduct may be identified. The Assessment only reviews information that is readily accessible and relevant to the Allegation.

**C-4. Complainant** means a person who makes an Allegation of Research Misconduct.

**C-5. Conflict of Interest** means the real or apparent interference of one person's interests with the interests of another person, where potential bias may occur due to prior or existing personal or professional relationships.

**C-6. Day** means calendar day unless otherwise specified. If a deadline falls on a Saturday, Sunday, federal holiday, or other day the University is closed to the public, the deadline will be extended to the next day that is not a Saturday, Sunday, federal holiday, or day the University is closed to the public.

**C-7. Deciding Official ("DO")** means the UI official who makes the final determination on an allegation of Research Misconduct and any responsive institution actions. The Provost is the University's Deciding Official. The same individual cannot serve as the DO and the Research Integrity Officer.

**C-8. Fabrication** means making up data or results and recording or reporting them.

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Research Misconduct

---

**C-9. Falsification** means manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

**C-10. Good Faith**

- a. **As applied to a Complainant or witness:** means having a reasonable belief in the truth of the allegation or testimony based on the information known to the Complainant or witness at the time. An allegation or cooperation with a Research Misconduct Proceeding is not in good faith if made with knowledge of or reckless disregard for information that would negate the allegation or testimony.
- b. **As applied to an Inquiry Board or Investigation Committee member:** means cooperating with the Research Misconduct Proceeding by impartially carrying out the duties assigned for the purpose of helping an institution meet its responsibilities under this policy. A Board or Committee member does not act in good faith if their acts or omissions during the Proceedings are dishonest or influenced by personal, professional, or financial conflicts of interest with those involved in a Proceeding.

**C-11. Inquiry** means preliminary information gathering and preliminary fact-finding that meet the requirements of the funding agency.

**C-12. Inquiry Board (“Board”)** means three individuals selected from the Scientific Misconduct Committee (“SMC”) (see [FSH 1640.77](#)) to review a Research Misconduct Allegation(s) to determine if there is sufficient evidence to warrant an Investigation.

**C-13. Institutional Record** comprises:

- a. The records that the University compiled or generated during a Research Misconduct Proceeding, except records the University did not consider or rely on. These records include, but are not limited to:
  1. Documentation of the Assessment.
  2. If an Inquiry is conducted: the Inquiry report and all records (other than drafts of the report) considered or relied on during the Inquiry, including, but not limited to, research records and the transcripts of any transcribed interview conducted during the Inquiry, information the Respondent provided to the University, and the documentation of any decision not to investigate.
  3. If an Investigation is conducted: the Investigation report and all records (other than drafts of the report) considered or relied on during the Investigation, including, but not limited to, research records, transcripts of each interview conducted, and information the Respondent provided to the institution.
  4. The Deciding Official’s decision(s).

**C-14. Intentionally** means to act with the aim of carrying out the act.

**C-15. Investigation** means the formal examination and evaluation of all relevant facts to determine if misconduct occurred, and if so, to determine the responsible person and the seriousness of the misconduct.

**C-16. Investigation Committee (“Committee”)** means the group of people that review an Allegation(s) to determine if Research Misconduct occurred.

**C-17. Knowingly** means to act with awareness of the act.

**C-18. Notice** means a written or electronic communication served in person, by mail, or its equivalent to the last known street address, facsimile number, or email address of the addressee.

**C-19. Person** means any individual, corporation, partnership, institution, association, unit of government, or other legal entity, however organized.

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3230: Research Misconduct

---

**C-20. Plagiarism** means the appropriation of another person’s ideas, processes, results, or words, without giving appropriate credit.

- a. Plagiarism includes the unattributed verbatim or nearly verbatim copying of sentences and paragraphs from another’s work that materially misleads the reader regarding the contributions of the author. It does not include the limited use of identical or nearly identical phrases that describe a commonly used methodology.
- b. Plagiarism does not include self-plagiarism or authorship or credit disputes, including disputes among former collaborators who participated jointly in the development or conduct of a research project. Self-plagiarism and authorship disputes do not meet the definition of Research Misconduct.

**C-21. Preponderance of the evidence** means proof by evidence that, compared with evidence opposing it, leads to the conclusion that the fact at issue is more likely true than not.

**C-22. Research** means a systematic experiment, study, evaluation, demonstration, or survey designed to develop or contribute to general knowledge (basic research) or specific knowledge (applied research) by establishing, discovering, developing, elucidating, or confirming information. This applies to all fields of science, engineering and mathematics, as well as research in economics, education, law, linguistics, medicine, psychology, social sciences, statistics, and research involving human subjects or animals.

**C-23. Research Integrity Officer (“RIO”)** means the UI official responsible for administering the University’s written policies and procedures for addressing allegations of research misconduct in compliance with federal regulations. The University’s vice president for research and economic development is the RIO. For PHS policy purposes, the RIO is also the Institutional Certifying Official (see 42 CFR 93 for details).

**C-24. Research Misconduct** means fabrication, falsification, or plagiarism, in proposing, performing, or reviewing Research, or in reporting Research results. Research Misconduct does not include honest error or difference of opinion.

**C-25. Research Misconduct Proceeding (“Proceeding” or “Proceedings”)** means any actions related to alleged Research Misconduct taken under this policy, including Allegations, Assessments, Inquiries, Investigations, or federal agency oversight reviews.

**C-26. Research Record** means the record of data or results that embody the facts resulting from scientific inquiry. Data or results may be in physical or electronic form. Examples of items, materials, or information that may be considered part of the research record include, but are not limited to, research proposals, raw data, processed data, clinical research records, laboratory records, study records, laboratory notebooks, progress reports, manuscripts, abstracts, theses, records of oral presentations, online content, lab meeting reports, and journal articles.

**C-27. Respondent** means the person against whom an allegation of Research Misconduct is directed or who is the subject of a Research Misconduct Proceeding.

**C-28. Retaliation** means an adverse action taken against a Complainant, witness, Board or Committee member by an institution or one of its members in response to (1) a good faith allegation of Research Misconduct; or (2) good faith cooperation with a Research Misconduct Proceeding.

#### D. GENERAL PRINCIPLES.

**D-1. Responsibility to report misconduct.** All employees or individuals associated with UI should report observed, suspected, or apparent Research Misconduct to the Research Integrity Officer (“RIO”). If an individual is unsure whether conduct falls within the definition of Research or Research Misconduct, they may call the Research Integrity Office at (208) 885-2142 to informally discuss the conduct. The RIO will refer the individual or Allegation to the appropriate office or official if the conduct is not within the Research Misconduct definition.

**D-2. Discretionary six-year limitation.** The Research Integrity Officer may dismiss an Allegation brought more

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Research Misconduct

---

than six years after the alleged Research Misconduct occurred, with the following exceptions:

- a. **Subsequent Use:** The six-year limitation is renewed when Respondent cites to portions of, republishes, or uses a research record for the potential benefit of Respondent and that is the subject of the Research Misconduct Allegation.
- b. **Health or safety to the public:** the alleged misconduct, if it occurred, would possibly have a substantial adverse effect on the health or safety of the public.

**D-3. Order of review.** The order of review for Research Misconduct policies is: 1) the relevant funding agency policies, (2) FSH 3230, and (3) 42 CFR 93 if an issue or term is not addressed in the preceding policies.

**D-4. Requirements for Findings of Research Misconduct.** A finding of Research Misconduct requires that:

- a. There was a significant departure from Accepted Practices of the Relevant Research Community;
- b. The misconduct was committed intentionally, knowingly, or recklessly; and
- c. The Allegation was proven by a Preponderance of the Evidence.

**D-5. Confidentiality.**

- a. **Meetings.** To maintain confidentiality, all meetings during Proceedings are closed to anyone whose attendance has not been specifically requested by the Board, Committee, or RIO.
- b. **Identity of Respondents, Complainants, Witnesses.** Disclosure of the identity of Respondents, Complainants, or witnesses in a Proceeding is limited to the extent possible to those who need to know, consistent with a thorough, competent, objective, and fair Proceeding, and as allowed by law. This limitation on disclosure of Respondent, Complainant, or witness identities no longer applies once University makes a final determination of Research Misconduct findings. However, the University must disclose the identity of Respondents and Complainants to the appropriate federal agency as required by that agency's policies.
- c. **Need to know.** Those who need to know may include institutional review boards, journals, editors, publishers, co-authors, or collaborating institutions.
- d. **Records.** Subject to applicable law, confidentiality must be maintained for records or evidence from which a research subject's identity may be discovered. Disclosure of these records is limited to those who have a need to know to carry out Proceedings.
- e. **Data.** This section does not prohibit the University from managing published data or acknowledging that data may be unreliable.

**D-6. Retaliation.** Retaliation is strictly prohibited. The RIO shall take reasonable and practical steps, as determined by the RIO, to protect the positions and reputations of Good Faith Complainants, witnesses, or Committee or Board members from retaliation for their participation in a Proceeding.

**D-7. Protecting the Respondent.** Inquiries and Investigations shall be conducted in a manner that ensures (1) fair treatment to the Respondent(s), and (2) confidentiality without compromising public health or safety or preventing a thorough Inquiry or Investigation.

**D-8. Cooperation with Inquiries and Investigations.** University employees shall cooperate or assist with Proceedings and are obligated to provide relevant evidence of misconduct as requested by the RIO, DO, or their delegates. .

**D-9. Admission of Guilt**

- a. **Proceedings may be suspended.** Proceedings may be suspended and the case forwarded to the DO for a final decision if a Respondent admits guilt during the Proceedings. The RIO and DO must both agree to suspend the Proceedings, and such action must be consistent with this and other University policies.
- b. **Requirements.** An admission of guilt must meet all of the below criteria for Proceedings to be suspended:

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Research Misconduct

---

1. The admission is made in writing and signed by the Respondent.
2. The admission specifies the falsification, fabrication, or plagiarism that occurred and the research records affected.
3. The admission has all the elements for a Research Misconduct finding as required by this policy or the federal agency's policies.
4. The Board or Committee (whichever was undergoing Proceedings when the admission was given) provides a written statement describing how it determined that the scope of the misconduct was fully addressed by the admission and confirming the Respondent's culpability.
5. The funding agency is given notice and any required documentation as required by its policies.

**c. Funding agency determination.** The University shall comply with any direction or -action required by the applicable funding agency after receiving notification of an admission of guilt.

#### E. RECEIPT & ASSESSMENT OF ALLEGATION

##### E-1. Submitting an Allegation

**a. Who may receive an Allegation.** An Allegation of Research Misconduct may be submitted to the Office of Research Assurances, an appropriate college dean, department chair, or unit head, who then forwards it to the Office of Research Assurances if the Allegation appears to constitute a Research Misconduct Allegation. A prospective Complainant may discuss a concern with ORA or any of the preceding persons before submitting an Allegation.

**b. Written Allegations preferred.** ORA prefers written allegations because they allow for careful, considered, documented statements of concern and relevant facts. Upon receipt of an Allegation, ORA shall review the matter, including possible Conflicts of Interest, and act according to this policy.

**E-2. Conducting the Assessment.** Upon receiving an Allegation, the RIO or other designated University official will immediately conduct an Assessment to determine whether the Allegation warrants an Inquiry. An Inquiry is warranted if the Allegation is: (1) within the definition of Research Misconduct, (2) within the scope of the funding agency's policies or this University policy, and (3) sufficiently credible and specific so that potential evidence of Research Misconduct may be identified.

**E-3. Interviews.** Interviews are not conducted during an Assessment. The Assessment period should be brief or carried out as expeditiously as possible.

**E-4. Proceed directly to an Investigation.** The RIO may choose to send an Allegation directly to an Investigation if: (1) the applicable funding agency's policies permit and the evidence presented for the Allegation is extensive, or (2) a non-federal research sponsor notified the University of the Allegation.

##### E-5. Assessment results

**a. Inquiry required.** An Inquiry must be conducted if the Allegation meets the three criteria in section E-2. If the RIO or other designated institutional official determines that requirements for an Inquiry are met, they must: (1) Document the Assessment in the Institutional Record; and (2) Promptly sequester all research records and other evidence, consistent with applicable federal regulations and promptly initiate the Inquiry.

**b. No Inquiry.** If the Assessment determines that the requirements for an Inquiry are not met, the RIO shall document why in the Institutional Record. The documentation must be detailed enough to facilitate and support later review by the funding agency.

#### F. THE INQUIRY.

**F-1. Criteria warranting an Inquiry.** An Inquiry is warranted if the Allegation (1) falls within the definition of Research Misconduct, (2) is within the scope of the funding agency or the University's policy, and (3) is sufficiently credible and specific so that potential evidence of Research Misconduct may be identified. The Inquiry is conducted by the Inquiry Board ("Board").

##### F-2. Inquiry Purpose

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Research Misconduct

---

- a. **Is an Investigation Warranted?** The Inquiry determines if an Allegation warrants an Investigation. An Investigation is warranted if (1) there is a reasonable basis for concluding that the Allegation falls within the definition of Research Misconduct, and (2) preliminary information gathering and fact finding from the Inquiry indicate the Allegation may have substance.
- b. **Initial review of evidence.** An Inquiry only conducts an initial review of the evidence. It does not entail a full review of all the evidence or exhaustive interviews or analysis.
- c. **Not examined at Inquiry.** The Inquiry does not determine if Research Misconduct occurred, who was responsible, or if the Allegation was the result of honest error or difference of opinion. However, if any evidence emerges suggesting that the issue may stem from honest error or a difference of opinion, that evidence must be noted in the inquiry report. (See section F-3.j).

#### F-3. Process.

- a. **Start date.** An Inquiry begins on the day the Inquiry charge meeting is held (see section F-3.g) and ends when the DO makes a decision (see section F-3.l).
- b. **Time to complete.** The Board must complete its review within 90 days of the charge meeting unless an extension is granted. The Inquiry is complete when the DO makes a decision.
- c. **Extension Request.** The Board must submit an extension request to the RIO if it needs more than 90 days to complete the Inquiry. The extension request must state: (1) the status of the Inquiry, (2) reasons for the delay, (3) a timeline for completing outstanding actions, and (4) the date the Inquiry will be completed. The Respondent shall be notified of any extension granted. The final Inquiry report must include the reason and justification for any extension.
- d. **Sequestration of Research Records.** The RIO must ensure that all original research records and materials relevant to the Allegation are immediately secured if the Assessment determines that an Inquiry is warranted. Research records must be sequestered before notifying the Respondent of the Allegation.
- e. **Notice to Respondent and Written Response**
  1. **Written Notice.** The Respondent shall be notified in writing of the Inquiry no later than the day the Inquiry begins. The written notice shall have a summary of the Allegation(s) and explain the process for reviewing the Allegation(s).
  2. **Additional Respondents or Allegations.** If the Inquiry identifies additional Respondents, the University must notify them. Only Allegations specific to a Respondent will be included in the notification. If additional Allegations are raised, the Respondent(s) shall be notified in writing of the additional Allegations.
  3. **Respondent's written response to Allegation.** Respondent shall provide a written response to the Allegation(s) within 14 days of receiving the written notice from the RIO. The Respondent's response should: (1) address the substance of the Allegation in detail, specifically referencing any research records that support the response, and (2) clearly identify all relevant research records and explain how these records were created, their relevance to the Allegation, and their location. Respondent shall provide any records not already given.
  4. **Additional time to respond.** If Respondent needs more time to give a written response, the Respondent shall send a written request and justification for additional time to the RIO with a new proposed deadline to provide the response. The RIO may approve, modify, or deny the request.
  5. **Records.** Respondent's response shall identify and provide the RIO with all records that could reasonably relate to the research that is the subject of the Allegation, regardless of their location.
- f. **Appointing the Board & qualifications.** The RIO shall inform the SMC Chair (see [FSH 1640.77](#)) that an Inquiry is being initiated. The SMC Chair shall then appoint three members from the SMC to conduct the

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Research Misconduct

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Inquiry. A person serving on a Board may not have a real or apparent Conflict of Interest in the case, must be unbiased, and must have expertise to evaluate the allegations, evidence and issues, and conduct interviews as needed. No member of the Board may have a primary appointment in the Respondent's department.

- g. **Inquiry Charge.** The RIO or delegate will prepare a written charge for the Board that describes the Allegation(s), any related issues identified during the Assessment, and the Inquiry's purpose.
- h. **Charge Meeting.** The RIO or delegate will meet with the Board to review the charge and discuss the Allegations, any related issues, and the procedures for conducting the Inquiry. The RIO will answer any questions and may assist the Board with organizing plans for conducting the Inquiry. The RIO and institutional counsel will be present or available to advise the Board as needed.
- i. **Interviews.** Interviews are not required during an Inquiry. Witnesses or Respondents may be interviewed if they would provide additional information to help the Board fulfill its charge.
- j. **The Inquiry report.** The Board shall write a report of their findings and recommendations. The Inquiry report must meet the relevant funding agency's requirements. At a minimum, the Inquiry report must include all of the below:
  - 1. The names, professional alias, and positions of the Respondent and Complainant.
  - 2. The Allegation(s) that were considered.
  - 3. The Board members' names and titles/positions.
  - 4. The identity of any federal support for the research at issue.
  - 5. The basis for recommending that any alleged misconduct warrants an Investigation.
  - 6. The Respondent or Complainant's comments on the report.
  - 7. A list of the research records reviewed.
  - 8. Potential evidence of honest error or difference of opinion, if any.
- k. **Comments and the final Inquiry report.**
  - 1. Respondent. The Respondent must be given the opportunity to review and comment on the Board's draft Inquiry report. The Respondent must provide any comments within 14 days.
  - 2. Complainant. At the RIO's discretion, the Complainant may be given relevant portions of the draft Inquiry report for comment. The RIO may set reasonable conditions for the report's review to maintain confidentiality.
  - 3. Final Inquiry report. The Board shall finalize the Inquiry report after the comments from the Respondent and Complainant (if applicable) are received. The Board may revise the Inquiry report based on a Respondent or Complainant's comments. Any comments from the Respondent must be included in the final Inquiry report.
- l. **Decision by the DO.** The RIO will transmit the final Inquiry report to the DO. The DO will review the Inquiry's findings and decide if an Investigation is warranted. The DO must make this decision within 90 days of the first meeting of the Board or within the period of any granted extension. The Inquiry is complete when the DO renders a decision.
- m. **Notice of the Inquiry determination.**
  - 1. Respondent. The RIO shall notify the Respondent of the DO's decision. The notice shall include a copy of the Inquiry report and a copy of or refer to the University and the applicable funding agency policies for Research Misconduct Allegations.
  - 2. Complainant. The RIO shall decide if the Complainant should be notified of the Inquiry's findings. If the University provides notice to one Complainant in a case, it must provide notice to all Complainants in the case, to the extent possible.
  - 3. The Funding Agency. If the DO determines that an Investigation is warranted, the University shall

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Research Misconduct

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notify the funding agency and provide any additional information required by the agency's policies.

#### **G. THE INVESTIGATION.**

**G-1. Criteria warranting an Investigation.** An Investigation is warranted if the DO determines from the Inquiry that: (1) there is a reasonable basis for concluding the Allegation is within the definition of Research Misconduct, and (2) preliminary information-gathering and fact-finding suggests the Allegation may have substance. The Investigation is conducted by the Investigation Committee ("Committee").

#### **G-2. Purpose.**

- a. **Did Research Misconduct occur?** The Investigation determines if Research Misconduct did or did not occur. Research Misconduct occurred if (1) there was a significant departure from Accepted Practices of the Relevant Research Community, (2) the misconduct was committed intentionally, knowingly, or recklessly, and (3) the allegation was proven by a Preponderance of the Evidence.
- b. **Additional Allegation.** The Investigation also explores the extent of the Allegation and if there are additional instances of possible misconduct that justify broadening the scope beyond the initial Allegation(s). This is especially important if the Allegation involves clinical trials, potential harm to human subjects or the public, or if it affects research that forms the basis for public policy, clinical practice, or public health practice.

#### **G-3. Process.**

- a. **Start date.** An Investigation begins on the day the Committee charge meeting is held (see section G-3.f) and ends when the DO makes a final decision (see section G-3.1).
- b. **Time to Complete.** The Investigation must begin within 30 days after the DO determines an Investigation is warranted and be completed within 180 days unless an extension is granted. This includes conducting the Investigation, preparing the Investigation report, making the draft report available to the Respondent for comment, submitting the report to the DO to render a decision, and submitting the report to the funding agency if any.
  1. **Extension Request.** If an Investigation cannot be finished in 180 days, the Committee shall send an extension request to the RIO. The extension request must state: (1) the status of the Investigation, (2) the reasons for the delay, (3) a timeline for completing outstanding actions, and (4) the date the Investigation will be completed. The Respondent shall be notified of any extensions granted. If the Investigation is not completed by the deadline stated in the status update report to the RIO, the Committee shall send another status update report to the RIO with the information stated above.
  2. **Sequestration of the Research Records.** The RIO will immediately sequester any pertinent research records not already sequestered. This sequestration should occur before or at the time the Respondent is notified that an Investigation has begun.
- c. **Notice to federal funding agency.**
  1. **Initial notice.** The RIO shall notify the applicable funding agency, as required by its policies, that an Investigation is underway. This notification must occur before or when the Investigation begins.
  2. **Additional notices.** The RIO shall apprise the funding agency of any developments during the Investigation that may affect current or potential funding for the Respondent(s) under Investigation or that the funding agency needs to know to ensure appropriate use of federal funds or protect the public interest.
- d. **The Committee.**
  1. **Role of the Committee.** The Committee shall review records and evidence, conduct interviews, and obtain additional evidence it believes is necessary to make an informed recommendation to the DO on the merits of the Allegation.

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Research Misconduct

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2. Appointment. The DO appoints the Committee. The Committee shall have at least three people who do not have a real or apparent Conflict of Interest in the case; are unbiased; and have expertise to evaluate the allegations, evidence, issues, interview the principal and key witnesses, and conduct the Investigation. At least one member of the Committee cannot be affiliated with UI. A person who served on a Board may not serve on a Committee for the same Allegation.
- e. **The charge to the Committee.** The RIO or delegate shall write a charge to the Committee that: (1) states the subject matter and purpose of the Investigation, (2) describes the Allegation(s) and related issues identified during the Inquiry, (3) defines Research Misconduct, and (4) identifies the Respondent.
- f. **Charge meeting.** The RIO will convene a charge meeting for the Committee to review the written charge, the Inquiry report, and the procedures and standards for conducting the Investigation, including the necessity for confidentiality and developing an Investigation plan. The Committee will be given a copy of these instructions and applicable federal regulations.
- g. **Interviews.** The Committee must interview each Respondent, Complainant, and any available person reasonably identified as having information regarding any relevant aspect of the Investigation, including witnesses identified by the Respondent. All interviews shall be recorded or transcribed and comply with the requirements of the applicable funding agency. The Respondent shall not be present during witness interviews but will be given a transcript of the interviews for review.
- h. **Additional possible allegations or subject matter.** The Committee shall diligently pursue all significant issues and leads relevant to the Investigation, including evidence of additional instances of possible Research Misconduct. The Committee shall notify the RIO if it becomes aware of information during the Investigation that (considering the information's credibility, specificity, and significance) gives rise to an additional possible allegation of Research Misconduct or substantially changes the subject matter of the Investigation. The RIO shall notify the relevant Respondent(s) in writing of additional Allegation(s).
- i. **Additional Respondents.** The Committee shall notify the RIO of any information that suggests additional Respondent(s). The RIO shall determine if a separate Inquiry is required for the additional Respondent(s) or if they should be incorporated into the current Investigation. Respondent(s) included in the current Investigation have the same notice and other rights as any other Respondent in an Investigation.
- j. **The Investigation report.** The Investigation report must meet the relevant funding agency's requirements or the requirements in 42 CFR 93.
- k. **Comments on the draft Investigation report.**
  1. Respondent. The RIO shall send the Respondent a copy of the draft Investigation report. Respondent has 30 days to review or comment on the report before it is sent to the DO. The Committee shall consider the comments and address them in the final Investigation report. Respondent's comments shall be attached to the Investigation report.
  2. Complainant. The RIO may send the Complainant a copy or portions of the draft Investigation report for comment. The Complainant shall have 30 days from the date the draft report was received to submit any comments to the Committee.
  3. Confidentiality. The RIO shall inform the Respondent or Complainant of the confidentiality restrictions associated with the draft Investigation report, or portions thereof, before making it available for comment. The RIO may establish reasonable conditions to ensure the draft report's confidentiality, such as requiring the recipient to sign a confidentiality statement or to come to the RIO's office to review the report.
  4. Final Investigation report. The Committee shall finalize the Investigation report after receiving the Respondent or Complainant's (if applicable) comments. The Committee may revise the Investigation report based on the comments. The Committee shall transmit the final Investigation report to the RIO who will submit it to the DO. The DO's determination (see section G-3.1) together

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Research Misconduct

---

with the Committee's report, constitutes the final Investigation report

#### **l. Decision by DO.**

- i. Final decision. The DO shall make the final decision as to whether Research Misconduct occurred, based on a Preponderance of the Evidence. The DO's decision should be consistent with the definition of Research Misconduct, the UI and relevant funding agency policies, and the evidence reviewed and analyzed by the Committee. The DO may return the report to the Committee for further fact-finding or analysis if more information is needed to make a final decision. The DO's decision is final and is not subject to appeal within UI or to the Regents.
- ii. DO's Decision. The DO's decision must be in writing and state at a minimum: (1) if Research Misconduct occurred and, if so, who committed the misconduct; and (2) a description of the institutional actions taken or to be taken.

**m. Notifying Respondent & Complainant.** After the DO makes a final decision, the RIO shall notify the Respondent, relevant funding agency, and Complainant (if necessary) of the final decision in writing.

**n. Transmit Institutional Record.** After the DO makes a final decision, the RIO will transmit the Institutional Record to the funding agency as required by its policies. The University will comply with any direction received from the applicable funding agency regarding the Institutional Record or Proceedings.

## **H. INSTITUTION ADMINISTRATIVE ACTIONS.**

**H-1. Institution Action.** If the DO determines that Research Misconduct occurred, the DO, in consultation with the RIO, will decide on appropriate institutional actions to be taken. The actions may include but are not limited to: withdrawal or correction of pending or published abstracts and papers emanating from the research where Research Misconduct was found; removal of the responsible person from the relevant project; a letter of reprimand; special monitoring of future work; probation; suspension; salary reduction; initiation of steps leading to possible rank reduction or termination of employment; or restitution of funds as appropriate.

**H-2. Restoring Respondent's Reputation.** If the DO determines no Research Misconduct occurred, the RIO will make reasonable efforts to restore a Respondent's reputation, if needed. Possible efforts may consist of but are not limited to: notifying persons aware of or involved in the Proceedings of the final decision, publicizing the final decision in forums where the Allegation was previously publicized, or expunging all reference to the Allegation from the Respondent's personnel file. The DO must first approve any UI action to restore the Respondent's reputation.

**H-3. Restoring Complainant or Others' Reputations.** Upon completion of Proceedings, the DO will determine what steps, if any, are needed to restore the position or reputation of the Complainant or other persons who cooperated in good faith with Proceedings. The RIO shall implement the steps the DO approves.

**H-4. Allegations Not Made in Good Faith.** If relevant, the DO will determine whether an Allegation of Research Misconduct was made in Good Faith. If an Allegation was not made in Good Faith, the DO will determine if administrative action should be taken against the Complainant.

**H-5. Interim Administrative Actions.** UI officials will take interim administrative action, as needed, to protect federal funds and ensure that the purposes of the federal financial assistance are carried out during Proceedings.

#### **H-6. Record Retention.**

- a. Seven years. The RIO will maintain the Institutional Record and all sequestered evidence in a secure manner for seven years after Proceedings end. This includes physical objects and sequestered evidence not part of the Institutional Record.
- b. Index. Each Institutional Record must include: (1) a single index listing of all the research records and evidence that the institution compiled during the Proceedings, except records the institution did not consider or rely on, and (2) general description of the records that were sequestered but not considered or relied on.

**UI FACULTY-STAFF HANDBOOK**  
Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF  
Section 3230: Research Misconduct

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**Version History**

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**UI FACULTY-STAFF HANDBOOK**

CHAPTER THREE:

EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

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3230

SCIENTIFIC MISCONDUCT

**LAST REVISION: 2011**

CONTENTS:

- A. Introduction
- B. Definitions
- C. Rights and Responsibilities
- D. General Policies and Principles
- E. Conducting the Inquiry
- F. The Inquiry Report
- G. Conducting the Investigation
- H. The Investigation Report
- I. Requirements for Reporting to ORI When Funding from the DHHS is Involved
- J. Institutional Administrative Actions
- K. Other Considerations
- L. Record Retention

**A. INTRODUCTION.**

**A-1. General Statement of Philosophy.**

**a.** Science rests on a foundation of mutual trust. To an extraordinary degree, that trust is thoroughly justified. But scientists are subject to all human frailties and temptations, including at times the temptation to engage in scientific misconduct. Though such misconduct is thought to be rare, once misconduct is suspected it must be dealt with quickly and forcefully in order to sustain the atmosphere of trust necessary for science.

**b.** Not only must individual scientists behave in a trustworthy manner, scientists must also take collective responsibility for detecting, investigating, and judging scientific misconduct. This is not an easy task for an enterprise founded on integrity; trust must not be replaced with suspicion. However, when there is ample reason to suspect misconduct, that information should be brought to the attention of persons responsible for ensuring that scientists connected with their institution are behaving responsibly. To that end, the University of Idaho has established a policy on scientific misconduct, has designated an officer responsible for receiving allegations of scientific misconduct, and has created a process for resolving such allegations.

**c.** A crucial element of any policy on scientific misconduct that is to be fair and effective is a process that will distinguish instances of genuine and serious misconduct from insignificant deviations from acceptable practices, technical violations of rules, simple carelessness, and other such minor infractions. It is the intent of this policy to allow such distinctions to be made in a manner that minimizes disruption and protects the conscientious, honest scientist from false or mistaken accusations.

**A-2. Scope.** This policy applies to all individuals at UI engaged in research, including sponsored research. This policy as a requirement of federal law specifically applies to research supported by or for which support has been requested from the Public Health Service of the U.S. Department of Health and Human Services.

**B. DEFINITIONS.**

**B-1. Allegation** means any written or oral statement or other indication of possible scientific misconduct made to a

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Scientific Misconduct

---

UI official.

**B-2. Complainant** means a person who makes an allegation of scientific misconduct.

**B-3. Conflict of interest** means the real or apparent interference of one person's interests with the interests of another person, where potential bias may occur due to prior or existing personal or professional relationships.

**B-4. Deciding Official** means the UI official who makes final determinations on allegations of scientific misconduct and any responsive institutional actions. The provost is the deciding official for purposes of this policy.

**B-5. Good faith allegation** means an allegation made with the honest belief that scientific misconduct may have occurred. An allegation is not in good faith if it is made with reckless disregard for or willful ignorance of facts that would disprove the allegation.

**B-6. Inquiry** means gathering information and initial fact-finding to determine whether an allegation or apparent instance of scientific misconduct warrants an investigation.

**B-7. Investigation** means the formal examination and evaluation of all relevant facts to determine if misconduct has occurred, and if so, to determine the responsible person and the seriousness of the misconduct.

**B-8. ORI** means the Office of Research Integrity, the office within the U.S. Department of Health and Human Services (DHHS) that is responsible for the scientific misconduct and research integrity activities of the U.S. Public Health Service.

**B-9. PHS regulation** means the Public Health Service regulation establishing standards for institutional inquiries and investigations into allegations of scientific misconduct, which is set forth at 42 C.F.R. Part 50, Subpart A, entitled "Responsibility of PHS Awardee and Applicant Institutions for Dealing With and Reporting Possible Misconduct in Science."

**B-10. Research Integrity Officer** means the UI official responsible for assessing allegations of scientific misconduct and determining when such allegations warrant inquiries and for overseeing inquiries and investigations. The Research Integrity Officer will be a UI official who is well qualified to handle the procedural requirements involved and is sensitive to the varied demands made on those who conduct research, those who are accused of misconduct, and those who report apparent misconduct in good faith. The vice president for research and economic development is the research integrity officer for UI.

**B-11. Research record** means any data, document, computer file, computer diskette, or any other written or non-written account or object that reasonably may be expected to provide evidence or information regarding the proposed, conducted, or reported research that constitutes the subject of an allegation of scientific misconduct. A research record includes, but is not limited to, grant or contract applications, whether funded or unfunded; grant or contract progress and other reports; laboratory notebooks; notes; correspondence; videos; photographs; X-ray film; slides; biological materials; computer files and printouts; manuscripts and publications; equipment use logs; laboratory procurement records; animal facility records; human and animal subject protocols; consent forms; medical charts; and patient research files.

**B-12. Respondent** means the person against whom an allegation of scientific misconduct is directed or the person whose actions are the subject of the inquiry or investigation. There can be more than one respondent in any inquiry or investigation.

**B-13. Retaliation** means any action that adversely affects the employment or other institutional status of an individual that is taken by UI or a UI employee because the individual has in good faith, made an allegation of scientific misconduct or of inadequate institutional response thereto or has cooperated in good faith with an investigation of such allegation.

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Scientific Misconduct

---

**B-14. Scientific misconduct or misconduct in science** means fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It also means any material failure to comply with federal requirements that uniquely relate to the conduct of research. It does not include honest error or honest differences in interpretations or judgments of data.

#### C. RIGHTS AND RESPONSIBILITIES.

##### C-1. Research Integrity Officer.

- a. The vice president for research and economic development will serve as the Research Integrity Officer with primary responsibility for implementation of the procedures set forth in this document.
- b. See Scientific Misconduct Committee (SMC) 1640.77.
- c. The Research Integrity Officer will assist the inquiry and investigation boards and all institutional personnel in complying with these procedures and with applicable standards imposed by government or external funding sources. The Research Integrity Officer is also responsible for maintaining files of all documents and evidence and for the confidentiality and the security of the files.

**C-2. Complainant.** The complainant will have an opportunity to testify before the inquiry and investigation boards, to review portions of the inquiry and investigation reports pertinent to his/her allegations or testimony, to be informed of the results of the inquiry and investigation, and to be protected from retaliation. Also, if the Research Integrity Officer has determined that the complainant may be able to provide pertinent information on any portions of the draft report, these portions will be given to the complainant for comment. The complainant is responsible for making allegations in good faith, maintaining confidentiality, and cooperating with an inquiry or investigation.

**C-3. Respondent.** The respondent will be informed of the allegations when an inquiry is opened and notified in writing of the final determinations and resulting actions. The respondent will also have the opportunity to be interviewed by and present evidence to the inquiry and investigation boards, to review the draft inquiry and investigation reports, and to have the advice of counsel at the respondent's own expense. The respondent is responsible for maintaining confidentiality and cooperating with the conduct of an inquiry or investigation. If the respondent is not found guilty of scientific misconduct, he or she has the right to receive institutional assistance in restoring his or her reputation.

**C-4. Deciding Official.** The provost is the deciding official and has the following responsibilities. The provost will receive the inquiry and/or investigation report and any written comments made by the respondent or the complainant on the draft report. The provost will consult with the Research Integrity Officer or other appropriate officials and will determine whether to conduct an investigation, whether misconduct occurred, whether to impose sanctions, or whether to take other appropriate administrative actions [see section J].

#### D. GENERAL POLICIES AND PRINCIPLES.

**D-1. Responsibility to Report Misconduct.** All employees or individuals associated with UI should report observed, suspected, or apparent misconduct in science to the Research Integrity Officer. If an individual is unsure whether a suspected incident falls within the definition of scientific misconduct, he or she may call the Research Integrity Office at (208) 885-6689 to discuss the suspected misconduct informally. If the circumstances described by the individual do not meet the definition of scientific misconduct, the Research Integrity Officer will refer the individual or allegation to other offices or officials with responsibility for resolving the problem.

##### D-2. Retaliation Prohibited.

- a. The Research Integrity Officer will take action if any individual who brings allegations of misconduct or of

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Scientific Misconduct

---

inadequate institutional response thereto, or those who cooperate in inquiries or investigations are retaliated against in the terms and conditions of their employment or other status at UI and will review instances of alleged retaliation for appropriate action.

b. Employees should immediately report any alleged or apparent retaliation to the Research Integrity Officer.

c. Also UI will protect the privacy of those who report misconduct in good faith to the maximum extent possible. UI is required to undertake diligent efforts to protect the positions and reputations of those persons who, in good faith, make allegations.

**D-3. Protecting the Respondent.** Inquiries and investigations will be conducted in a manner that will ensure fair treatment to the respondent(s) in the inquiry or investigation and confidentiality to the extent possible without compromising public health and safety or thoroughly carrying out the inquiry or investigation. Institutional employees accused of scientific misconduct may, at their own expense, consult with legal counsel or a non-lawyer personal adviser (who is not a principal or witness in the case) to seek advice and may bring the counsel or personal adviser to interviews or meetings on the case.

**D-4. Cooperation with Inquiries and Investigations.** UI employees will cooperate with the Research Integrity Officer and other UI officials in the review of allegations and the conduct of inquiries and investigations. Employees have an obligation to provide relevant evidence to the Research Integrity Officer or other UI officials on misconduct allegations.

**D-5. Preliminary Assessment of Allegations.** Upon receiving an allegation of scientific misconduct, the Research Integrity Officer will immediately assess the allegation to determine whether there is sufficient evidence to warrant an inquiry, and whether the allegation falls under the definition of scientific misconduct.

#### E. CONDUCTING THE INQUIRY.

**E-1. Initiation and Purpose of the Inquiry.** Following the preliminary assessment, if the Research Integrity Officer determines that the allegation provides sufficient information to allow specific follow-up, and falls under the definition of scientific misconduct, he or she will immediately initiate the inquiry process. In initiating the inquiry, the Research Integrity Officer should identify clearly the original allegation and any related issues that should be evaluated. The purpose of the inquiry is to make a preliminary evaluation of the available evidence and testimony of the respondent, complainant, and key witnesses to determine whether there is sufficient evidence of possible scientific misconduct to warrant an investigation. The purpose of the inquiry is **not** to reach a final conclusion about whether misconduct definitely occurred or who was responsible. The findings of the inquiry must be set forth in an inquiry report.

**E-2. Sequestration of the Research Records.** After determining that an allegation falls within the definition of misconduct in science the Research Integrity Officer must ensure that all original research records and materials relevant to the allegation are immediately secured.

**E-3. Appointment of the Inquiry Board.** When the Research Integrity Officer determines that an inquiry should proceed, he or she informs the respondent and the chair of the SMC (see FSH 1640.77) that a complaint of scientific misconduct has been received. The SMC chair appoints three faculty members from the SMC to conduct an inquiry. No member of this Inquiry Board may have a primary appointment in the respondent's department. This board conducts an inquiry to determine whether an investigation is warranted. The Inquiry Board should consist of individuals who do not have real or apparent conflicts of interest in the case, are unbiased, and have the necessary expertise to evaluate the evidence and issues related to the allegation, interview the principals and key witnesses, and conduct the inquiry.

**E-4. Charge to the Board and the First Meeting.** The Research Integrity Officer will prepare a charge for the inquiry board that describes the allegations and any related issues identified during the allegation assessment and states that the purpose of the inquiry is to make a preliminary evaluation of the evidence and testimony of the

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3230: Scientific Misconduct

---

respondent, complainant, and key witnesses to determine whether there is sufficient evidence of possible scientific misconduct to warrant an investigation. The purpose is not to determine whether scientific misconduct definitely occurred or who was responsible. At the board's first meeting, the Research Integrity Officer will review the charge with the board, discuss the allegations, any related issues, and the appropriate procedures for conducting the inquiry, assist the board with organizing plans for the inquiry, and answer any questions raised by the board. The Research Integrity Officer and institutional counsel will be present or available throughout the inquiry to advise the board as needed.

**E-5. Inquiry Process.** To maintain confidentiality, all meetings of the Inquiry Board are closed to everyone whose attendance has not been specifically requested by the Board. The Inquiry Board will normally interview the complainant, the respondent and key witnesses as well as examining relevant research records and materials. Then the inquiry board will evaluate the evidence and testimony obtained during the inquiry. After consultation with the Research Integrity Officer, the board members will decide whether there is sufficient evidence of possible scientific misconduct to recommend further investigation. The scope of the inquiry does not include deciding whether misconduct occurred or conducting exhaustive interviews and analyses.

#### F. THE INQUIRY REPORT.

**F-1. Elements of the Inquiry Report.** A written inquiry report must be prepared that states the name and title of the board members and experts, if any; the allegations; a summary of the inquiry process used; a list of the research records reviewed; summaries of any interviews; a description of the evidence in sufficient detail to demonstrate whether an investigation is warranted or not; and the board's determination as to whether an investigation is recommended and whether any other actions should be taken if an investigation is not recommended. Institutional counsel will review the report for legal sufficiency.

#### F-2. Comments on the Draft Report by the Respondent.

- a. The Research Integrity Officer will provide the respondent with a copy of the draft inquiry report for comment and rebuttal. The Research Integrity Officer may also furnish the complainant with those portions of the draft inquiry report that address the complainant's role and opinions in the investigation.
- b. The Research Integrity Officer may establish reasonable conditions for review to protect the confidentiality of the draft report.
- c. Within 14 calendar days of their receipt of the draft report, the complainant and respondent will provide their comments, if any, to the Inquiry Board. Any comments that the respondent submits on the draft report will become part of the final inquiry report and record. Based on the comments, the Inquiry Board may revise the report as appropriate.

#### F-3. Inquiry Decision and Notification.

- a. **Decision by Deciding Official.** The Research Integrity Officer will transmit the final report and any comments to the provost, who will make the determination of whether findings from the inquiry provide sufficient evidence of possible scientific misconduct to justify conducting an investigation. The inquiry is completed when the provost makes this determination, which will be made within 60 days of the first meeting of the inquiry board. Any extension of this period will be based on good cause and recorded in the inquiry file.
- b. **Notification.** The Research Integrity Officer will notify both the respondent and the complainant in writing of the provost's decision of whether to proceed to an investigation and will remind them of their obligation to cooperate in the event an investigation is opened. The Research Integrity Officer will also notify all appropriate UI officials of the provost's decision.

**F-4. Time Limit for Completing the Inquiry Report.** The Inquiry Board will normally complete the inquiry and submit its report in writing to the Research Integrity Officer no more than 60 calendar days following its first

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Scientific Misconduct

---

meeting, unless the Research Integrity Officer approves an extension for good cause. If the Research Integrity Officer approves an extension, the reason for the extension will be entered into the records of the case and the report. The respondent also will be notified of the extension.

#### **G. CONDUCTING THE INVESTIGATION.**

**G-1. Purpose of the Investigation.** The purpose of the investigation is to explore in detail the allegations, to examine the evidence in depth, and to determine specifically whether misconduct has been committed, by whom, and to what extent. The investigation will also determine whether there are additional instances of possible misconduct that would justify broadening the scope beyond the initial allegations. This is particularly important where the alleged misconduct involves clinical trials or potential harm to human subjects or the general public or if it affects research that forms the basis for public policy, clinical practice, or public health practice. The findings of the investigation will be set forth in an investigation report.

**G-2. Sequestration of the Research Records.** The Research Integrity Officer will immediately sequester any additional pertinent research records that were not previously sequestered during the inquiry. This sequestration should occur before or at the time the respondent is notified that an investigation has begun. The need for additional sequestration of records may occur for any number of reasons, including a decision to investigate additional allegations not considered during the inquiry stage or the identification of records during the inquiry process that had not been previously secured. The procedures to be followed for sequestration during the investigation are the same procedures that apply during the inquiry.

**G-3. Notification of Federal Granting Agency.** When federal funds are involved, the vice president for research and economic development notifies the granting agency in writing that an investigation is underway. This notification must occur at or before the time the investigation begins. The vice president keeps the funding agency apprised of any developments during the course of the investigation that may affect current or potential funding for the person(s) under investigation or that the funding agency needs to know to ensure appropriate use of federal funds and otherwise protect the public interest.

**G-4. Appointment of the Investigation Board.** When the Inquiry Board recommends an investigation, the provost appoints an ad hoc Investigative Board to conduct the investigation. The Investigation Board should consist of at least three individuals who do not have real or apparent conflicts of interest in the case, are unbiased, and have the necessary expertise to evaluate the evidence and issues related to the allegations, interview the principals and key witnesses, and conduct the investigation. At least one member of this board shall not be affiliated with UI. In order to ensure separation of the inquiry and investigative phases of the process, members of the SMC shall not serve on the Investigative Board.

#### **G-5. Charge to the Board and the First Meeting.**

**a. Charge to the Board.** The Research Integrity Officer will define the subject matter of the investigation in a written charge to the board that describes the allegations and related issues identified during the inquiry, defines scientific misconduct, and identifies the name of the respondent. The charge will state that the board is to evaluate the evidence and testimony of the respondent, complainant, and key witnesses to determine whether, based on a preponderance of the evidence, scientific misconduct occurred and, if so, to what extent, who was responsible, and its seriousness. During the investigation, if additional information becomes available that substantially changes the subject matter of the investigation or would suggest additional respondents, the board will notify the Research Integrity Officer, who will determine whether it is necessary to notify the respondent of the new subject matter or to provide notice to additional respondents.

**b. The First Meeting.** The Research Integrity Officer will convene the first meeting of the Investigative Board to review the charge, the inquiry report, and the prescribed procedures and standards for the conduct of the investigation, including the necessity for confidentiality and for developing a specific investigation plan. The Investigative Board will be provided with a copy of these instructions and, where PHS funding is involved, the PHS regulation.

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Scientific Misconduct

---

**G-6. Investigation Process.** The Investigative Board will be appointed and the process initiated within 30 days of the completion of the inquiry, if findings from that inquiry provide a sufficient basis for conducting an investigation. The investigation will normally involve examination of all documentation including, but not necessarily limited to, relevant research records, computer files, proposals, manuscripts, publications, correspondence, memoranda, and notes of telephone calls. Whenever possible, the board should interview the complainant(s), the respondent(s), and other individuals who might have information regarding aspects of the allegations. Interviews of the respondent should be tape recorded or transcribed. All other interviews should be transcribed, tape recorded, or summarized. Summaries or transcripts of the interviews should be prepared, provided to the interviewed party for comment or revision, and included as part of the investigatory file.

## H. THE INVESTIGATION REPORT.

**H-1. Elements of the Investigation Report.** The final report must describe the policies and procedures under which the investigation was conducted, describe how and from whom information relevant to the investigation was obtained, state the findings, and explain the basis for the findings. The report will include the actual text or an accurate summary of the views of any individual(s) found to have engaged in misconduct as well as a description of any sanctions imposed and administrative actions taken by UI.

### H-2. Comments on the Draft Report.

**a. Respondent.** The Research Integrity Officer will provide the respondent with a copy of the draft investigation report for comment and rebuttal. The respondent will be allowed 14 days to review and comment on the draft report. The respondent's comments will be attached to the final report. The findings of the final report should take into account the respondent's comments in addition to all the other evidence.

**b. Complainant.** The Research Integrity Officer may provide the complainant, if he or she is identifiable, with those portions of the draft investigation report that address the complainant's role and opinions in the investigation. The report may be modified, as appropriate, based on the complainant's comments.

**c. Confidentiality.** In distributing the draft report, or portions thereof, to the respondent and complainant, the Research Integrity Officer will inform the recipient of the confidentiality requirements under which the draft report is made available and may establish reasonable conditions to ensure such confidentiality. For example, the Research Integrity Officer may request the recipient to sign a confidentiality statement or to come to his or her office to review the report.

### H-3. Institutional Review and Decision.

**a.** After comments have been received and the necessary changes have been made to the draft report, the Investigative Board should transmit the final report to the provost, through the Research Integrity Officer.

**b.** Based on a preponderance of the evidence, the provost will make the final determination whether to accept the investigation report, its findings, and the recommended institutional actions. The provost's decision should be consistent with the definition of scientific misconduct, UI's policies and procedures, and the evidence reviewed and analyzed by the Investigative Board. The provost may also return the report to the Investigative Board with a request for further fact-finding or analysis. The provost's determination, together with the Investigative Board's report, constitutes the final investigation report.

**c.** When a final decision on the case has been reached, the Research Integrity Officer will notify both the respondent and the complainant in writing. The Research Integrity Officer is responsible for ensuring compliance with all notification requirements of funding or sponsoring agencies. The final decision of the provost is the final decision by UI and is not subject to appeal within UI or to the regents.

**H-4. Time Limit for Completing the Investigation Report.** An investigation should ordinarily be completed within

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Scientific Misconduct

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120 days of its initiation, with the initiation being defined as the first meeting of the Investigative Board. This includes conducting the investigation, preparing the report of findings, making the draft report available to the subject of the investigation for comment, submitting the report to the provost for approval, and submitting the report to the funding agency if any.

#### **I. REQUIREMENTS FOR REPORTING TO ORI WHEN FUNDING FROM THE DHHS IS INVOLVED.**

**I-1.** The Research Integrity Officer will report to ORI as required by regulation and keep ORI apprised of any developments during the course of the inquiry or investigation that may affect current or potential DHHS funding for the individual(s) under investigation or that PHS needs to know to ensure appropriate use of federal funds and otherwise protect the public interest.

**I-2.** UI's decision to initiate an investigation must be reported in writing to the Director, ORI, on or before the date the investigation begins. At a minimum, the notification should include the name of the person(s) against whom the allegations have been made, the general nature of the allegation as it relates to the PHS definition of scientific misconduct, and the PHS applications or grant number(s) involved. ORI must also be notified of the final outcome of the investigation and must be provided with a copy of the final investigation report described in H-1 above. Any significant variations from the provisions of UI policies and procedures should be explained in any reports submitted to ORI.

**I-3.** If UI plans to terminate an inquiry or investigation for any reason without completing all relevant requirements of the PHS regulation, the Research Integrity Officer will submit a report of the planned termination to ORI, including a description of the reasons for the proposed termination.

**I-4.** If UI determines that it will not be able to complete the investigation in 120 days, the Research Integrity Officer will submit to ORI a written request for an extension that explains the delay, reports on the progress to date, estimates the date of completion of the report, and describes other necessary steps to be taken. If the request is granted, the Research Integrity Officer will file periodic progress reports as requested by the ORI.

**I-5.** When PHS funding or applications for funding are involved and an admission of scientific misconduct is made, the Research Integrity Officer will contact ORI for consultation and advice. Normally, the individual making the admission will be asked to sign a statement attesting to the occurrence and extent of misconduct. When the case involves PHS funds, UI cannot accept an admission of scientific misconduct as a basis for closing a case or not undertaking an investigation without prior approval from ORI.

**I-6.** ORI or other authorized DHHS personnel will be given access to the records of the investigation upon request.

**I-7.** The Research Integrity Officer will notify ORI at any stage of the inquiry or investigation if:

- a. there is an immediate health hazard involved;
- b. there is an immediate need to protect federal funds or equipment;
- c. there is an immediate need to protect the interests of the person(s) making the allegations or of the individual(s) who is the subject of the allegations as well as his/her co-investigators and associates, if any;
- d. it is probable that the alleged incident is going to be reported publicly; or
- e. the allegation involves a public health sensitive issue, e.g., a clinical trial; or
- f. there is a reasonable indication of possible criminal violation. In this instance, UI must inform ORI within 24 hours of obtaining that information.

**J. INSTITUTIONAL ADMINISTRATIVE ACTIONS.** UI will take appropriate administrative actions against

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3230: Scientific Misconduct

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individuals when an allegation of misconduct has been substantiated. If the provost determines that the alleged misconduct is substantiated by the findings, he or she will decide on the appropriate actions to be taken, after consultation with the Research Integrity Officer. The actions may include: withdrawal or correction of all pending or published abstracts and papers emanating from the research where scientific misconduct was found, removal of the responsible person from the particular project, letter of reprimand, special monitoring of future work, probation, suspension, salary reduction, initiation of steps leading to possible rank reduction or termination of employment, and restitution of funds as appropriate.

#### **K. OTHER CONSIDERATIONS.**

**K-1. Restoration of the Respondent's Reputation.** If UI finds no misconduct the Research Integrity Officer will undertake reasonable efforts to restore the respondent's reputation. Depending on the particular circumstances, the Research Integrity Officer should consider notifying those individuals aware of or involved in the investigation of the final outcome, publicizing the final outcome in forums in which the allegation of scientific misconduct was previously publicized, or expunging all reference to the scientific misconduct allegation from the respondent's personnel file. Any UI actions to restore the respondent's reputation must first be approved by the provost.

**K-2. Protection of the Complainant and Others.** Regardless of whether UI determines that scientific misconduct occurred, the Research Integrity Officer will undertake reasonable efforts to protect complainants who made allegations of scientific misconduct in good faith and others who cooperate in good faith with inquiries and investigations of such allegations. Upon completion of an investigation, the provost will determine, what steps, if any, are needed to restore the position or reputation of the complainant. The Research Integrity Officer is responsible for implementing any steps the provost approves. The Research Integrity Officer will also take appropriate steps during the inquiry and investigation to prevent retaliation against the complainant.

**K-3. Allegations Not Made in Good Faith.** If relevant, the provost will determine whether the complainant's allegations of scientific misconduct were made in good faith. If an allegation was not made in good faith, the provost will determine whether any administrative action should be taken against the complainant.

**K-4. Interim Administrative Actions.** UI officials will take interim administrative actions, as appropriate, to protect federal funds and ensure that the purposes of the federal financial assistance are carried out.

**L. RECORD RETENTION.** After completion of a case and all ensuing related actions, the Research Integrity Officer will prepare a complete file, including the records of any inquiry or investigation and copies of all documents and other materials furnished to the Research Integrity Officer or boards. The Research Integrity Officer will keep the file for three years after completion of the case to permit later assessment of the case.

#### **Version History**

**Amended January 2011.** Editorial changes to B-10, C-1, D-1, and G-3.

**Amended July 2000.** Editorial changes to B-1, E-4, and I-2.

**Amended July 2008.** The committee composition previously in C-1. b was moved into FSH 1640 Committee Directory.

**Amended July 1999.** Complete rewrite.

**Adopted July 1989.**



## 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  Revision\*  Deletion\*  Interim  Minor Amendment

Policy Number & Title: **4130 Standard Course Numbers**

### 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: Dwaine Hubbard**

**Policy sponsor, if different from originator: Dean Kahler, VP Strategic Enrollment**

**Reviewed by General Counsel:**  Yes  No Name & Date: Karl Klein 12/22/25

**Comprehensive review?**  Yes  No

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change.  
To create a standard course number of 6990 for non-dissertation research.
- 2. Fiscal Impact:** What fiscal impact, if any, will this change have?  
None
- 3. Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.  
None
- 4. Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.

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

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4130

STANDARD COURSE NUMBERS

LAST REVISION: September 2025

~~A. STANDARD COURSE NUMBERS.~~Purpose. This policy establishes University-wide standard course numbers.

~~B. have been established for certain categories.~~Scope. This policy applies to all University of Idaho academic units.

C. Definitions

C-1. Directed Study: A method of delivering specially designed content to a student outside of the normal classroom environment. A student cannot repeat the same directed study. Directed study courses cannot duplicate an existing course.

C-2. Internship: Supervised practical experience related to a student's major.

C-3. Practicum: Course of study that involves the supervised application of previously studied theory.

C-4. Practicum in Tutoring: Tutorial services performed by advanced students under faculty supervision.

C-5. Professional Development: A professional activity designed to provide information or skills, which have practical value. Usually developed to meet the needs of a particular group of practitioners.

C-6. Graduate Research: Supervised collection of information about a particular subject.

C-7. Seminar: A course offered to a group of advanced students studying under a professor with each doing in-depth study and discussion of the course material with the professor and other students.

C-8. Special Topic: Extended discussion on a topic or subject area not covered in an existing course offering. Topic cannot be offered more than three times under this course number. After the second offering appropriate curricular approval paperwork must be filed.

C-9. Workshop: A usually brief, intensive course for a relatively small group of students that focuses on techniques and skills in a particular field.

C-10. Undergraduate Research: A mentored investigation or creative inquiry conducted by undergraduates that seek to make a scholarly or artistic contribution to knowledge.

courses. These

D. Policy

D-1. Authorized Combinations of Standard Course Numbers and Titles. Standard courses need not be listed in a subject-field section in the catalog. They may be offered and listed in the Class Schedule whenever they are needed. Catalog course numbers are assigned by the Office of the Registrar at the time of approval by the University Curriculum Committee.

**UI FACULTY-STAFF HANDBOOK**  
Chapter IV: ACADEMIC POLICIES AND REGULATIONS  
Section 4130: Standard Course Numbers

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~~**B. AUTHORIZED COMBINATIONS OF STANDARD COURSE NUMBERS AND TITLES.**~~ The following course numbers and titles are authorized: 2000, 4000, 5010, 6010 Seminar; 2030, 4030, 5030, 6030 Workshop; 2040, 4040, 5040, 6040 Special Topics; 4050, 5050, 6050 Professional Development; 2980, 3980, 4980, 5980, 6980 Internship; 2990, 4990, 5020, 6020 Directed Study; Optional 4000s number Practicum in Tutoring; 2999, 4999 Undergraduate Research; 5000 Master's Research and Thesis; 5970 Graduate Practicum; 5990 Non-thesis Master's Research; 6000 Doctoral Research and Dissertation. 6990 Non-Dissertation Doctoral Research. (Courses in this group that are appropriate to the College of Law are assigned analogous numbers in the 8000s and 9000s.)

**C. CONDITIONS.**

D-2

~~**C-1. Authorized Fields.**~~ With the exception of Practicum in Tutoring, the undergraduate-level standard courses may be offered in any subject field, excluding those approved for graduate degrees only. Practicum in Tutoring and Undergraduate Research courses may be offered in subject fields in which a bachelor's degree has been approved. Courses 5010, 5020, 5030, 5040, 5050, may be offered in subject fields in which graduate-level courses or degree have been approved. Courses 5970, 5980, 5990 may be offered in subject fields in which a graduate degree has been approved. Course 5000 must be offered in, and only in, those subject fields in which a thesis master's degree has been approved. Course 6000 must be offered in, and only in, those subject fields in which the doctorate-level programs are offered. Courses 6010, 6020, 6030, 6040, 6050, 6980, 6990 must be offered in, and only in, those subject fields in which doctoral-level programs are offered.

~~**C-2D-3. Expanded Titles and Descriptions.**~~ All of the foregoing titles, except for 5000, 6000, and Practicum in Tutoring, may be expanded (in the nature of subtitles) to indicate the subject more specifically. This possibility is indicated by the symbol "(s)" between the number and the title in the catalog entry. If more than one such specific topic is to be offered, they will be listed in the Time Schedule as separate sections. Also, special conditions or restrictions may be added to the course description. Illustrative catalog entry: MusH 4000 (s) Seminar (cr arr); Illustrative Time Schedule entries: MusH 4000 Lec 01 Seminar (cr arr); MusH 4000 Lec 02 Seminar in Ethnomusicology (3 cr); MusH 4000 Lec 03 Seminar in Medieval Music (1-3 cr).

~~**C-3D-4. Credits.**~~ All of these courses, except Practicum in Tutoring, may be offered on a variable-credit basis (cr arr). Practicum in Tutoring is to be offered for one credit and may be repeated once (1 cr, max 2).

~~**Directed Study:** A method of delivering specially designed content to a student outside of the normal classroom environment. A student cannot repeat the same directed study. Directed study courses cannot duplicate an existing course.~~

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~~**Internship:** Supervised practical experience related to a student's major.~~

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~~**Practicum:** Course of study that involves the supervised application of previously studied theory.~~

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~~**Practicum in Tutoring:** Tutorial services performed by advanced students under faculty supervision.~~

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~~**Professional Development:** A professional activity designed to provide information or skills, which have practical value. Usually developed to meet the needs of a particular group of practitioners.~~

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~~**Graduate Research:** Supervised collection of information about a particular subject.~~

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~~**Seminar:** A course offered to a group of advanced students studying under a professor with each doing in-depth study and discussion of the course material with the professor and other students.~~

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~~**Special Topic:** Extended discussion on a topic or subject area not covered in an existing course offering. Topic cannot be offered more than three times under this course number. After the second offering appropriate curricular approval paperwork must be filed.~~

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~~**Workshop:** A usually brief, intensive course for a relatively small group of students that focuses on~~

**UI FACULTY-STAFF HANDBOOK**  
Chapter IV: ACADEMIC POLICIES AND REGULATIONS  
Section 4130: Standard Course Numbers

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~~techniques and skills in a particular field.~~

~~**Undergraduate Research:** A mentored investigation or creative inquiry conducted by undergraduates that seek to make a scholarly or artistic contribution to knowledge.~~

**C-4D-5. Prerequisites.** Prerequisites are not usually listed for courses 5000. Courses in the 6000-series are intended for doctoral students only and will carry a system-enforced prerequisite of enrollment in a doctoral program (Ph.D., Ed.D.).

**C-5D-6. Grading.** Seminars, workshops, directed studies, Practicum in Tutoring, and internships may be graded on the P/F basis or normal mode.

**C-6D-7. Limitations.** A separate special-topics course should not be offered under the number 2040, 4040, 5040, or 6040 more than three times; after the third offering, it should be assigned its own number, title, and description so that with few exceptions the official descriptions of courses students take will be in the catalog. Use 5990 for research not directly related to a thesis or dissertation. A maximum of 10 credits in course 5000 may be applied toward the minimum of 30 credits required for a thesis master's degree; nevertheless, the number of credits a student may earn in course 5000 is not limited to the number required by the student's department. Credit in course 5000 cannot be counted toward the minimum of 30 credits required for a nonthesis master's degree. Credit earned in 4050, 5050 and 6050 will not be accepted toward graduate degree programs. Courses numbered 6000-6999 may never be conducted jointly and can be cross listed only with 6000-level courses in a second department. Standard course numbers may not be cross- or joint-listed with catalog courses

**C-7D-8. Limitations on Directed Study.** Directed study is intended as a method of delivering specially designed content to the student outside of the normal classroom environment. General classroom space is not available for this purpose and enrollment in any directed study course should not exceed five. Students cannot repeat the same directed study. Directed study courses cannot duplicate an existing course.

**C-8D-9. Reserved Standard Course Numbers.** Course numbers 2991, 2992, 2993, 2994, 2995, 2996, 2997, 2998, 4991, 4992, 4993, 4994, 4995, 4996, 4997, 4998, 5991, 5992, 5993, 5994, 5995, 5996, 5997, 5998, 6991, 6992, 6993, 6994, 6995, 6996, 6997, and 6998 are reserved for future standard course numbers and may not be used for regular catalog courses.

**Version History:**

**Amended September 2025.** Course numbers changed from three digits to four. Standard course numbers added for undergraduate research. Numbers reserved for future standard courses.

**Amended July 2011.** Clarified the cross-listing of special topics and directed studies courses. Additionally, minor grammatical changes were made.

**Amended July 2005.** Possibility of cross-listing special topics and directed studies courses were clarified.

**Amended in 2004.** Added 600-level courses specifically for doctoral students, definitions added under C-3 and a new paragraph C-7.

**Amended July 1994.** Common internship numbers were specified, as well as the possibility of grading internships on a pass/fail basis.

**Amended February 1991.** Clarification regarding expanded course titles was added.

**Adopted 1979.**