

University of Idaho
2025-26 University Faculty Meeting Agenda

Meeting #3

Tuesday, May 5, 2026, at 2:30 pm (PT) / 3:30 pm (MT)
Zoom Only

President C. Scott Green Presiding

- I. Call to Order – President Green
- II. In Memoriam – President Green – Attach, #1
- III. Meeting Logistics – Faculty Secretary Chantal Vella
- IV. Quorum – Faculty Secretary Chantal Vella
- V. Approval of Minutes (vote) – President Green
 - Minutes of the 2025-26 University Faculty Meeting #2 (Dec. 3, 2025) – Attach. #2
- VI. Special Orders – Faculty Senate Chair Tim Murphy
 - Announcements
 - University Committee Assignments for AY 2026-27 [Inside U of I Committee Roster](#)
 - Reading of faculty senators who completed their terms in 2025-26
 - Consent Agenda (vote)
 - AY 2026-27 and AY 2027-28 Sabbatical Approvals – Attach. #3
 - Proposed Changes/Additions to the Faculty-Staff Handbook (vote)
 - FSH 4310 Academic advising – Attach. #4
 - FSH 1580 Bylaws of Faculty Senate – Attach. #5
 - FSH 3230 Research Misconduct – Attach. #6
 - FSH 4130 Standard Course Numbers – Attach. #7
 - FSH 3060 Affirmative Action and Equal Opportunity – Attach. #8
 - FSH 3065 Affirmative Action and Equal Employment Opportunity in Hiring – Attach. #9
 - FSH 5900 Tribal Research and Activities – Attach. #10
 - FSH 3170 University Ethics and Faculty Code of Conduct – Attach. #11
 - FSH 3515 Periodic Performance Review of Tenured Faculty – Attach. #12
 - FSH 1640 Committee Directory – Attach. #13
 - FSH 3720 Sabbatical Leave – Attach. #14
 - FSH 3780 Dependent Educational Tuition and Fee Reduction – Attach. #15
 - Other Policy Business and Administrative Procedures Manual (informational/no vote)
 - APM 40.03 New and Major Renovation Building Policy – Attach. #16
 - APM 40.05 Architectural and Engineering Services – Attach. #17
 - APM 40.10 University Space – Attach. #18
 - APM 40.12 Sustainability Revolving Loan Fund – Attach. #19
 - APM 50.16 Criminal Background Check Procedures – Attach. #20
 - APM 60.03 General Responsibilities in Purchasing Services – Attach. #21
 - APM 60.10 Requests for Quotations – Attach. #22
 - APM 60.11 Requests for Bids – Attach. #23
 - APM 60.13 Waiver Competitive Bid – Attach. #24
 - APM 60.14 Direct Negotiations – Attach. #25
- VII. Announcements and Remarks – President Green
- VIII. Adjournment – President Green

IN MEMORIAM

Ernest Ables

Professor Emeritus
College of Natural Resources
March 2026

Ernest Biller

Associate Professor Emeritus
College of Education, Health, and Human Sciences
February 2026

Marilyn Bischoff

Extension Professor Emerita
College of Agricultural and Life Sciences
February 2026

Richard Coffman

Associate Professor Emeritus
College of Business and Economics
January 2026

Joseph Geiger

Professor Emeritus
College of Business and Economics
November 2025

John Hunt

Professor Emeritus
College of Natural Resources
April 2026

IN MEMORIAM

Peter Isaacson

Professor Emeritus
College of Science
December 2025

William Royalty

Professor Emeritus
College of Science
March 2026

Mary Ruby

Professor Emerita
College of Agricultural and Life Sciences
December 2025

Molly Stock

Professor Emerita
College of Natural Resources
February 2026

John Sturgul

Professor Emeritus
College of Engineering
January 2026

Diane Walker

Professor Emerita
College of Letters, Arts, and Social Sciences
March 2026

List compiled as of 04.21.2026

University of Idaho

2025 – 2026 University Faculty Meeting Minutes – Pending Approval

Meeting #2

Wednesday, December 3, 2025, at 2:30pm (PT) / 3:30pm (MT)
via Zoom

President Scott Green Presiding

- President Green called the meeting to order at 2:30 p.m. (PT).
- President Green read the names of faculty who passed, as from information received by the Provost Office since the previous University Faculty Meeting. Faculty omitted will be recognized at the next University Faculty Meeting.
- President Green requested a moment of silence in honor of the colleagues who passed away.
- Meeting Logistics – Faculty Secretary Sammarruca
Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1). and the meeting protocol. She encouraged the faculty to raise their hands for questions and to keep the use of the chat function to a minimum.
- Quorum count – Faculty Secretary Sammarruca
 - 99 voting members of the faculty were required for a quorum. 154 eligible voters were counted and thus a quorum was present.
- Approval of minutes – President Green
 - The minutes of the 2025-2026 University Faculty Meeting #1 (September 17, 2025) were approved as distributed.
- Special Orders – Faculty Senate Chair Tim Murphy
 - Proposed Changes/Additions to the Faculty Staff Handbook (vote)
 - FSH 3515 – Periodic Performance Review of Tenured Faculty (PPR)
This policy establishes procedures for periodic performance review of tenured faculty in compliance with Idaho State Board of Education Policy II.G.
Introductory remarks from Tim Murphy: Higher education is under attack across the country and locally as well. Academic freedom, free speech, freedom of inquiry, and tenure are being questioned or attacked. This environment gives rise to policies like post-tenure review. Today, it's our turn to participate in this unhappy but necessary task. State Board policy requires us to have a post-tenure review policy in place, and, so, we must comply. Other state institutions in Idaho already have such a policy in some form or another. There are essentially two options in front of us. First, we can create a policy of our own through the shared governance process, take it through the approval process, and have it

implemented in compliance with State Board policy. If we choose not to do that (second option), the administration will have to put a policy in place. Choosing the second option, we will be sending the message that the shared governance process does not function, which leaves us with option one. Some background on how we got to the policy that's currently before the faculty. Last December, the State Board passed three resolutions, in response to which the Faculty Affairs Committee (FAC) promptly went to work, together with the Provost's Office. They worked on it through the spring, met with constituents, had drafting sessions, and went through multiple versions of this policy. That effort continued into the fall with the new Faculty Affairs Committee. Again, the committee worked long hours considering a large volume of input from constituents, the Office of General Counsel (OGC), and the Provost's Office, and ultimately approved this policy and moved it to Senate within the prescribed timeline. After two long sessions at Senate, additional input from various sides, and more revisions, that effort resulted in a vote to approve the policy that's now before the faculty as attachment number 3 in the binder.

Tim Murphy opened the floor for discussion.

A faculty member asked why our existing policies – where three consecutive years of not meeting expectations trigger a post-tenure review – are insufficient to satisfy the rules. Tim Murphy replied that, in the past, we did rely on our existing policy to comply with the State Board requirements. The State Board has changed that policy, and the process that we previously used no longer complies with the updated policy. Every tenured faculty must be reviewed every five years.

While acknowledging the hard work that went into the proposed PPR policy, President Green suggested a possible third option, which is to delay. Some aspects of the policy that have been brought to his attention could be problematic and may need some work on the administration and OGC end. Potentially, the provost and OGC could work with the Senate to address those issues over the break as quickly as possible.

In response to a question, President Green elaborated on those potential issues. The one that seems most concerning is the role of the reviewee in the selection of members of the review committee. Particularly in a small department, that could potentially provide a conflict of interest. The faculty asked whether the board would send it back for revisions. Provost Lawrence provided some context. Typically, policies are vetted through the Board before they go to the actual meeting, but, because of the timeline, it hasn't happened in this case. The provost does not recall any situation where the board has done a line-item veto or editing a policy that's up for their approval. Another potentially problematic issue that's likely to get attention is the "presumption" in D-3. Adding to President Green's comment about a third option, Provost Lawrence said that people have worked hard to have this done as we go into the spring, in particular the legislative session, and be in compliance with the State Board policy as well as the resolutions from a year ago. We wanted to avoid not complying once the State Board policy II.G passed, but it is an option.

A faculty suggested that it could be useful, if possible, to include someone from the Senate in those conversations with the State Board to explain our choices and alleviate some of the concerns that they might have.

A FAC member noted that there is an existing policy which allows faculty to both recommend and exclude individuals from the review committee. This policy was crafted to be in alignment with existing policy at the institution. Provost Lawrence confirmed that, in the current post-tenure review policy that is triggered after negative evaluations, this practice is allowed. That's a committee of four, and the reviewee can veto or submit two names, whereas in the proposed policy it's a committee of three, and the reviewee can submit three names. There's a precedent for the practice, but not to that extent.

The conversation moved to the next steps, should the policy be rejected as it moves up. What happens at the beginning of next year? Will we be allowed to continue what we have done in the past? Would the State Board policy take over? Can we then work out a revised version and re-propose it at a later meeting? The Provost replied that, in such a case, we would have a new discussion with the state board staff about their recommendation and the timeline by when they expect the institutions to have developed this process. There is no implementation deadline. President Green reiterated that we don't know what the State Board is going to say about this, which is why he thought of a third route. Whatever faculty decide to do, there will be no unilateral action on the other end, and faculty will be part of the process.

Concerning the timeline, Provost Lawrence reported that the State Board no longer meets in February. Their next meeting is not until mid-April, which was part of the urgency to get this ready. We would have a conversation with them about what we would need to do next, and the timing.

Some faculty requested clarification about the different pathways being discussed. If we vote today, and assuming it's a positive vote, in the best-case scenario they accept it as is, and we're compliant. If they (State Board) vote against it, do we have a chance to modify it, or is it immediately out of our hands? The President replied that, if PPR passes the UFM, he will ask the State Board for feedback and, should they think it's unacceptable, he will veto it and send it back. In this way, the policy is not publicly shot down in a meeting. That would be the first option. The second option is for the faculty to vote it down, in which case they'll have to work out something else to propose. The third option is to delay taking action, work on it over the break, and take it up early next year. A faculty asked what the point of delaying would be, unless there an expectation that President Green will obtain more information from the State Board between now and early spring. It seems that, if PPR passes UFM today and the President talks to the State Board and comes back to Senate, faculty would be in the same position as if they just delay it. The Provost agreed that the outcome is probably the same if there's a problem – either way, the State Board will send it back with their concerns. The Provost thinks they would be interested in reviewing PPR and providing feedback, so that we don't get into a public denial, if we can avoid it.

A faculty posed a more general question: Why this and why now? What is really behind it? President Green doesn't think there is any hidden intention to use PPR to target individuals. The State Board is largely responding to a national discussion. They wanted to codify a process to ensure that people are reviewed regularly to determine whether there's a problem and address it.

The Provost added that these conversations started about two years ago as a national movement against tenure and gained momentum. Most of the typical comments and

generalizations, (there's no accountability in tenure, tenured people can just do nothing and continue to receive a salary...), are inaccurate. Furthermore, our current post-tenure review mechanism has generally functioned well through the annual evaluation process. The State Board Office has been very clear that the goal of PPR is to show accountability.

A faculty thinks the best approach is to approve the policy. We have something that we stand behind, and if the Board wants to react to it and has comments, then we can proceed with some knowledge and understanding of what their concerns are but not necessarily accept that they don't like something. It was expressed strongly at the Faculty Senate that we are better stewards of state resources and our tax dollars by trying to be as efficient as possible while still honoring the State Board policy. We have a system in place that checks each year and then every five years to make sure nothing has been missed, for the purpose of promoting good work and identifying people who should be identified. But ignoring the annual evaluation process within the five-year review process could cause significant problems and open the door to litigation. We should make those arguments with the Board rather than just accept their criticisms. There are reasons for everything that was done.

A faculty expressed the opinion that tenure is essential to academic freedom, and that all faculty should have tenure so that they can be daring scholars and innovators. This policy does the opposite of that. They disagree with the idea that, if you're working hard, you don't need to worry. This policy was written trying to keep in mind the people who may be at a greater risk, especially in the current political climate, such as those who do work that is politically charged, like climate change or gender studies. We should ask for what we want, and Senate leadership should be a part of the conversation with the state board should they have concerns. The PPR policy should pass as is.

With regard to the need for feedback from OGC, a FAC member noted that General Counsel has seen this policy before. In fact, the policy was developed at FAC with representatives of both the administration and the OGC. The committee members worked hard to craft something that's consistent with existing policy, and compliant with what they understood to be the board's expectations.

There were no more questions or comments.

Tim Murphy reminded the faculty that today's vote is just to approve or reject the policy as presented. A third path would need a seconded motion.
Vote: 148/163 yes; 15/163 no. Approved.

- Proposed Noncurricular Changes to the University Catalog (vote)
 - UCC 165 – Proposal to Establish an Office of Institutional Effectiveness
This is to recommend the establishment of an Office of Institutional Effectiveness (OIE) consolidating the current functions of Institutional Research and Assessment and Accreditation. Purpose: eliminate organizational ambiguities, improve efficiency, and better support the university's strategic planning.
There were no questions or comments.
Vote: 134/144 in favor; 10/144 opposed. Approved.
- Faculty Senate Resolutions (informational item – no vote)

- Resolution for multifunctional website to meet faculty obligations and responsibilities
Tim Murphy provided some background on how the resolution came to be. This project started at FAC, motivated by multiple concerns on the website expressed by constituents. The members of FAC decided to focus primarily on external-facing issues impacting faculty as academics and scholars, such as ability to obtain grants and graduate admission issues. The resolution was crafted from that perspective, and the recommendations themselves are directed at establishing local control, either at an individual or college level, over critical academic functions. Other concerns were outside the scope of this particular resolution.

Discussion

Prompted by the email that President Green sent out today about the website, a discussion developed around the tone of the resolution, which the President and others found to be disrespectful to staff. A dean also thought that the resolution was disrespectful to our staff. This dean felt especially sensitive about it; working on surveys of climate for staff at the U of I, they learned that staff feels devalued. Members of FAC disagreed that the resolution attacks any of the people working on the website and stated that there was never the slightest intention to be disrespectful to staff. Nevertheless, they will apologize to the Staff Council for the resolution having caused unintended negative feelings. They recognized that the job of overhauling a website for a whole institution is an enormous task.

The President acknowledged that there are issues. For those reasons, a project manager was put in place, and the team is working hard and making great progress, as shown by recent statistics. A faculty disagreed that quoted statistics is a sign of website improvement. The stakeholders targeted by the website are mostly undergraduate students and donors. But a faculty member who has a grant that requires keeping public-facing up-to-date information, is still not able to do that. The resolution was meant to put forward constructive suggestions so that we can perform the academic functions we need to perform using the internet.

The FAC member reiterated that they were asked to craft a resolution because of the large number of complaints from constituents. The President said that UCM is recommitted to providing resources to help address the internet issues raised by the faculty.

Tim Murphy shared that they did meet with Staff Council about the resolution, before and after the drafting.

Others expressed appreciation for the work that's been done since August 18th. There have been changes on the website in terms of what's allowed in the content, such as the inclusion of faculty emeriti, who often are generous donors. Moving to a modern external-facing website while also being respectful of the needs of faculty and the importance of easily locating information about a faculty member is a very challenging task. When major points of contention came up, Marketing and Communication has listened.

The chair of Faculty Affairs gave some additional context. Faculty Affairs was approached to craft a resolution based on senators receiving many messages about the website change. One of the points of contention was that it was rolled out at the start of the semester, and it was still in a beta mode. Anyone personally offended with the resolution is encouraged to contact the chair of FAC for further discussion. He assured that the resolution was crafted in all good faith, as was the post-tenure review policy.

Tim Murphy spoke on behalf of the Faculty Senate on this issue, because Faculty Affairs drafted the resolution, which then came to Senate and was approved there. It should be clear that in all the website discussions at Senate, there was never any suggestion that staff is to blame for this, or that there was an intent to push the blame on staff. All of those discussions were with respect to high-level decision-making. The resolution came forward with the intention of giving actionable recommendations that could resolve some of these issues and prevent them from happening again in the future. Over the years, Faculty Senate has made efforts to foster and improve the relationship between staff and faculty, and it would be extremely unlikely that they would do anything intended to put a rift between faculty and staff.

This wrapped the Senate resolution discussion. Tim Murphy concluded with thanking everyone for being at the meeting to support shared governance.

- **President's Remarks and Announcements:**

President Green expressed appreciation for the hard work of our faculty this semester. He looks forward to celebrating our graduates at commencement next week.

President Green will provide some updates and take questions at the end.

- **Student Success/Enrollment/Campaign**

This fall we welcomed the second-largest freshman class in our history this fall, only behind last year's record class. We've now posted nine straight semesters of overall enrollment growth. Students continue to seek out the U of I because they get an outstanding, yet affordable education.

We awarded nearly \$60 million in scholarships and waivers this year, which is a key factor in making us a U.S. News and World Report Best Value school.

Our Vandal Family is generous. We set an ambitious \$500 million-dollar goal for our fundraising campaign in 2019 and we eclipsed that goal nine months early. We set a new fundraising record this year and we're riding momentum as we close out our Brave. Bold. Unstoppable. campaign.

- **Research**

On the research front, last month we were recognized by the Association of Public and Land Grant Universities for our pioneering work using AI to manage research administration. Our innovative team is in high demand from some of the top universities across the country, showing them how to save time, remove barriers and allow people to focus on higher value work that moves discovery forward.

- **Strategic Plan**

Our Strategic Plan implementation is well underway. Last month we announced the funding of 35 project proposals across our five pillars. The projects reflect broad engagement across the university. They're aligned with our strategic plan priorities in student success, experiential learning, innovation, research excellence and operational effectiveness.

Project agreements and implementation timelines are being finalized and we look forward to the positive results these investments will produce in the coming months and years. We appreciate everyone who submitted proposals and engaged in implementing our strategic plan.

The high participation level shows that our employees are committed to shaping our next era of excellence at the U of I.

- **Website**

Turning to our website, we're addressing the questions and concerns regarding our new site, which launched at the start of the semester.

This move was overdue. The U of I's old website was not able to market to prospective students in the most effective and measurable way. The old platform was outdated and no longer supported by the vendor, nor Microsoft. Staff spent hours each week simply trying to keep the site from crashing.

Our new marketing site is a significant change and required major investment. Early data shows the new site is performing as designed. Search engines are discovering U of I and driving impressive organic traffic numbers to our site. The new site's quality assurance score, which rates how quickly and accurately users are able to find what they need, is 20% higher than the old site. Accessibility scores for the new website have improved 30 percent over the old site.

U of I staff continue to make additions and improvements to site content and welcome feedback from the campus community through the Web Request form. The new intranet platform also continues to grow and perform as new pages are added. We will be assessing needs and looking into workflow improvements to aid in building a robust intranet for employee resources.

Our robust marketing site is what our university needs to engage students, drive collaboration, and meet students' expectations. It's our best tool for telling our story, sharing our value and building the Vandal Family.

- **Recognizing Francesca**

The President recognized Francesca for her leadership and commitment to her role as faculty secretary for the past six years. She has been very dedicated to our faculty and a great help to the President as the university navigated challenges and reached new levels of success as a university.

The university's shared governance model relies on individuals like Francesca who work hard to keep the community informed and engaged. The President appreciates her many years of taking on this responsibility with grace and understanding and also appreciate her staying on this semester while we were in the process of hiring her successor.

Thank you very much Francesca!

President Green opened the floor to questions.

A faculty noted that another requirement from the State Board is to revise our university ethics policy to include an official faculty code of conduct. They asked whether President Green had any thoughts on that, as Faculty Affairs works to develop it. Provost Lawrence said that it came out of the resolutions a year ago. We have policies that cover things traditionally found in a code of conduct, and the idea was to basically create a code that is linked to all of those. It should be something relatively simple to address. It's been given to one of the committees. Tim Murphy

said that the Code of Conduct is with Faculty Affairs. They prioritized post-tenure review, and now they've taken up the Faculty Code of Conduct.

There were no more questions.

- Adjournments

The agenda being completed, President Green adjourned the meeting at 3:36 pm.

Respectfully Submitted

Francesca Sammaruca
Secretary of the University Faculty



MEMORANDUM

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

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

DATE: April 24, 2026

SUBJECT: Items for Faculty Senate

Please see the below table with the faculty members who were approved for a sabbatical in the 2026-27 and 2027-28 Academic Years.

NAME	COLLEGE	DEPARTMENT	SABBATICAL TERM
Alexander Maas	College of Agricultural and Life Sciences	Department of Agricultural Economics and Rural Sociology	AY2026-27
Yimin Chen	College of Agricultural and Life Sciences	Margaret Ritchie School of Family and Consumer Sciences	S2028
Berna Devezer	College of Business and Economics	Department of Business	AY2027-28
Kristin Haltinner	College of Letters, Arts and Social Sciences	Department of Culture, Society and Justice	F2027
Erkan Buzbas	College of Science	Department of Mathematics and Statistical Science	AY2027-28
Paul Hohenlohe	College of Science	Department of Biological Sciences	AY2027-28
Tim Murphy	College of Law	N/A	F2027



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 4310 ACADEMIC ADVISING AND MENTORING**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

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

Policy originator: Chantal Vella, Chair, University Advising Committee

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

Reviewed by General Counsel: Yes No Name & Date: Kim Rytter, 12/19/25

Comprehensive review? Yes No

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

This policy was revised to align with current practice. This policy was also revised to address President Green’s concerns with the language in C.3.

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.

ACADEMIC ADVISING ~~AND COUNSELING~~ AND MENTORING

LAST REVISION: June 2009

CONTENTS:

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

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

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

C. POLICY

A. POLICY.

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

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

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

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

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

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

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

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Section 4310: Academic Advising and Counseling

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

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

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

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

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

CD. Responsibilities. PROCEDURES

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

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

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

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

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Section 4310: Academic Advising and Counseling

opportunities.

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

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

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

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

D. Procedures.

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

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

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

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

Version History:

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

Amended July 2026. Revised throughout to reflect current and recommended practices.

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

Amended July 1989. Editorial changes.

Adopted 1979.



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title: **FSH 1580 BYLAWS OF FACULTY SENATE**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title:

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

Policy originator: Tim Murphy, Faculty Senate Chair

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

Reviewed by General Counsel: Yes No Name & Date: Karl Klein, 12/5/25

Comprehensive review? Yes No

- Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Changes to FSH 1580 to allow electronic meetings and voting in accordance with Robert’s Rules.
- Fiscal Impact:** What fiscal impact, if any, will this change have?
None
- Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
None
- Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1580

BYLAWS OF FACULTY SENATE

LAST REVISION: July 2019

CONTENTS:

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

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

ARTICLE II--DUTIES OF OFFICERS.

Section 1. Chair. The chair shall: preside at meetings of the senate; ~~participate in~~ participate in appointment of the secretary, ~~subject to confirmation by the senate as set forth in FSH 1570;~~ appoint special or *ad hoc* committees in consultation with the senate; maintain lines of communication between the senate and the president, between the senate and the university faculty, and between the senate and ~~the Staff Affairs Committee~~ Council; serve as a member ex officio without vote of all committees and similar bodies under the jurisdiction of the university faculty; and perform all other duties pertaining to the office of chair. Given the nature of leadership responsibilities and time requirements of this position, it is UI administrative policy that the chair is given the opportunity for release time of up to one course per semester, or equivalent.

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

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

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

ARTICLE III--TERMS OF OFFICE.

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

Section 2. Officers. The term of office for officers of the senate is one year in each role, beginning on September 1 or on the official opening date of the academic year, whichever is earlier. No member may serve as chair more than two consecutive one-year terms. At the end of their term as vice chair, the vice chair will automatically become the

UI FACULTY-STAFF HANDBOOK

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

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chair for the following year unless the senate votes to prohibit this transition as set forth in Article IV below or the vice chair rejects the chair position. At the end of their term as chair, the chair will automatically become the past chair for the following year.

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

ARTICLE IV--ELECTION OF OFFICERS.

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

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

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

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

ARTICLE V--MEETINGS.

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

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

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

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

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Section 5. Order of Business. The usual order of business for regular meetings is: (a) approval of the minutes of the previous meeting; (b) communications and invited guest presentations; (c) committee reports and voting items; (d) special orders other policy business; (e) unfinished business and general orders other announcements and communications; and (f) new business new concerns or issues.

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

Section 7. Alternates. Alternates participate in meetings of the senate only as permitted by the constitution of the university faculty [see 1520 V-7]. This rule does not preclude a member from having another person attend the meeting in his or her stead as an auditor. An auditor is eligible to participate in debate, when recognized by the chair, but is not eligible to vote on the absent member's behalf.

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

Section 9. Motions. Motions involving the formulation or change of policy should be in writing and handed provided to the secretary. The minutes are to show the names of the person making a motion and of the seconder. All items coming to Senate from a Senate standing committee that were motioned and approved at such committee come to Senate as seconded motions from the committee.

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

Section 11. Voting. Voting on motions is by raising a hand (if the meeting is in person) or electronic polling (if the meeting is online in accordance with Section 14 below). Proxy votes are not allowed. (According to a standing rule of the senate, the chair does not ask how many members abstained from voting on a particular motion, and abstentions are not recorded in the minutes unless a member requests that his or her abstention be recorded.)

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

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

Section 14. Meetings Held Electronically. Except as otherwise provided in these bylaws, meetings of senate and any senate standing or ad hoc committees may be conducted through use of Internet meeting services designated by the chair that support online voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings shall be subject to all rules adopted by senate to govern them, which may include any reasonable limitations on, and requirements for, members' participation. An online vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

Clause A. Login information. The faculty secretary, chair, or their delegate shall send login information by e-mail to every member, at least 24 hours before each meeting, including the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection

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Section 1580: Bylaws of Faculty Senate

included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone.

Clause B. Signing in and out. Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.

Clause C. Quorum calls. The presence of a quorum shall be established by the secretary or chair at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.

Clause D. Technical requirements and malfunctions. Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

Clause E. Forced disconnections. The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

Clause F. Assignment of the floor. To seek recognition by the chair, a member shall either raise their physical hand such as to be visible in their video display or use the virtual hand raise function of the Internet meeting service.

Clause G. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall use a physical or virtual hand raise to so indicate, and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.

Clause H. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area or chat area designated for this purpose.

Clause I. Voting. Votes shall be taken by the online voting feature of the Internet meeting service, unless a different method is approved by the chair for a particular matter. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question. Business may also be conducted by unanimous consent. Following each meeting, the secretary shall verify that only voting members participated in any votes held during the meeting and correct any vote tallies in which ineligible votes were present. The corrected tallies shall be reflected in the minutes for the meeting and announced by the secretary at the next meeting. In the event a corrected ~~vote 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. ~~changes the outcome of a particular vote, the vote will be void and a new vote will be taken at the next meeting.~~

ARTICLE VI--STUDENT MEMBERS.

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

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

Section 3. Election. The election of the two undergraduate-student representatives to serve on the senate is entrusted

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to the ASUI Senate. The election of one graduate-student representative is entrusted to the Graduate and Professional Student Association. The election of one law-student representative is entrusted to the Student Bar Association

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

ARTICLE VII--EXECUTIVE COMMITTEE.

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

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

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

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

ARTICLE VIII--OTHER COMMITTEES.

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

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

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

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

Version History

Amended July 2025. Changes made to II.3. establishing the role of past chair to serve in an advisory role to the chair and vice chair; III.2. codifying expectation that vice chair will continue service the following year as chair, and that the chair will continue service the following year as past chair; IV.1, 2. adjusting election procedures to align with II.3. and III.2.; and V.11. updating voting procedure to accommodate online meetings.

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

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

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

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

UI FACULTY-STAFF HANDBOOK

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

Section 1580: Bylaws of Faculty Senate

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

Amended July 2010. Editorial changes.

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

Amended July 2000. Editorial changes.

Amended July 1997. Editorial changes.

Adopted 1979.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 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. 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

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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:

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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

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- 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

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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

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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.

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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

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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.

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Version History

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

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Adopted July 1989.

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CHAPTER THREE:

EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

3230

SCIENTIFIC MISCONDUCT

LAST REVISION: 2011

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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

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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.

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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

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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

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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

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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.

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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

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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

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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.

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. 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

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.

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Section 4130: Standard Course Numbers

~~**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~~

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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.



POLICY COVER SHEET

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Minor Amendment

Policy Number & Title: **FSH 3060 AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

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

Originator: Elissa Keim, Director Employee Development & Workforce Diversity

Policy Sponsor, if different from Originator:

Reviewed by General Counsel Yes No Name & Date: Karl Klein 4/16/2025

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

Update to policy to bring into compliance with Executive Order 14173, SB 1198, SBOE Resolutions and university equal opportunity in recruitment and hiring process commitments.

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None.

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

APM 50.01 and 50.02 (currently under revision in collaboration with policy owner) and FSH 3065 (also being updated to be compliant with Executive Order 14173, SB 1198, etc.

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

To be effective immediately upon approval.

UI FACULTY-STAFF HANDBOOK

CHAPTER THREE:

EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

3060

~~AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY~~

LAST REVISION: October 2022 (editorial)

CONTENTS:

- ~~A. —Statement of Intent on Equal Opportunity~~ ~~Statement of iIntent on eEqual oOppportunity~~
- ~~B. —Statement. Statement~~ of ~~pPolicy~~ on ~~eEqual eEmployment and eEducational oOppportunity~~ and ~~aAffirmative aAction~~
- ~~C. Principles of equal employment opportunity and affirmative action~~ — ~~Principles of Equal Employment Opportunity and Affirmative Action~~
- ~~D. —Non-Dilution of Standards~~
- ~~DE. —Statement. Statement~~ of ~~rResponsibility~~

~~**A. STATEMENT OF INTENT ON EQUAL OPPORTUNITY.** The University of Idaho recognizes that previous discrimination in employment based upon race, color, national origin, religion, sex, sexual orientation, gender identity/expression, age, disability, or status as a Vietnam-era veteran has foreclosed economic opportunity to a significant number of people in the United States. To correct this inequity and to afford everyone the opportunity to participate without discrimination, UI pledges to eliminate all vestiges of policy that tended, intentionally or otherwise, to discriminate on the grounds proscribed by federal and state laws and on the basis of sexual orientation and gender identity expression, in order to eliminate all traces of discrimination, to take affirmative action to recruit, employ, and promote qualified members of those groups formerly excluded.~~**A. Statement of intent on equal opportunity.** The ~~University~~University of Idaho is an equal opportunity employer and educator. It is the intent of the regents that equal opportunity be afforded in education and employment to qualified persons, including protected veterans and individuals with disabilities. See FSH 3210, 3065, 2200 III-4, 2300 VII and the “Statement of Nondiscrimination.” For implementing procedures, see FSH 3065.

B. Statement of policy on equal employment and educational opportunity ~~AND AFFIRMATIVE ACTION.~~

~~**B-1.1.** It is UI policy to prohibit and eliminate discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity/expression, age, disability, or status as a Vietnam-era veteran. This policy applies to all programs, services, and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment. Such discrimination is prohibited by titles VI and VII of the Civil Rights Act of 1964, title IX of the Educational Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act Amendments of 1978, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, other federal and state statutes and regulations, and university commitments. The ~~University~~University of Idaho provides equal opportunity to all students and employees and does not discriminate or retaliate based on any protected characteristic set forth in the ~~university~~University's ~~Prohibited Discrimination and Retaliation~~~~

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Section 3060: Affirmative Action and Equal Opportunity

July 2009

~~Policy~~policies on prohibited discrimination and retaliation and/or state or federal law. This policy extends to all universityUniversity programs and activities, including, without limitation, admissions, financial assistance, educational and athletic programs, course offerings, counseling and guidance services, housing, health and insurance benefits, and access to universityUniversity services or facilities. This policy also applies to terms and conditions of employment including but not limited to recruiting, hiring, placement, promotion, working conditions, termination, layoff, recall, transfer, leaves of absence, compensation, ~~and~~or training

~~B-2. It is also UI policy not merely to refrain from employment discrimination as required by the various federal and state enactments but to take positive affirmative action to realize full equal employment opportunity for women, ethnic groups, persons with disabilities, and Vietnam-era veterans and to increase substantially the numbers of women and ethnic group members in positions where traditionally they have not been employed:~~

~~Consistent with its obligations as a federal government contractor and as required by federal law, the university~~University maintains affirmative action plans and programs to proactively address the underrepresentation of protected veterans and individuals with disabilities in employment.

C. Principles of equal employment opportunity and affirmative action. ~~In furtherance of this policy, UI will:~~

~~C-1. Recruit, hire, train, and promote people in all job classifications without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, age, disability, or status as a Vietnam-era veteran. (An applicant's sex may be a "bona fide occupational qualification," as that term is narrowly construed pursuant to the Civil Rights Act of 1964. Consideration of an applicant's sensory, mental, or physical handicap that would prevent performance of duties essential to a given position is not prohibited.)~~

~~C-2. Base employment decisions on the principles of equal opportunity.~~

~~C-3. Ensure that promotion decisions are in accord with principles of equal opportunity by imposing only valid requirements for promotional opportunities.~~

~~C-4. Ensure that all personnel matters, such as compensation, benefits, transfers, layoffs, returns from layoff, leave, UI-sponsored training, education, tuition assistance, and social and recreational programs, are administered without regard to the factors specified in C-1.~~

~~C-5. Ensure that access to and use of facilities are administered without regard to the factors specified in C-1. Such facilities as dormitories, locker rooms, and restrooms must be comparable for both sexes.~~

~~C-6. Take affirmative action on behalf of women, ethnic groups, persons with disabilities, and~~

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Section 3060: Affirmative Action and Equal Opportunity

July 2009

~~Vietnam-era veterans to eliminate the continuing effects of past discrimination in employment; actively recruit members of these groups for employment; ensure that, in the process of recruitment for and appointment to the work force, no permanent appointment will be made until women, ethnic group members, persons with disabilities, and Vietnam-era veterans have been sought out and encouraged to apply; and develop a wo~~

~~r~~

~~k force that reflects a distribution of women and ethnic group members consistent with the availability of such persons within the appropriate labor market.~~

~~**C-7.** Provide prompt, fair, and impartial consideration of all complaints of discrimination arising in UI.~~

~~**C-8.** Identify and analyze problems inherent in employment of women, ethnic group members, and persons with disabilities, and establish result-oriented procedures (including numerical goals when appropriate) for the elimination of such deficiencies; provide a detailed program indicating specific steps toward these ends and timetables for the prompt achievement of the goals in accordance with the spirit of the law; and take affirmative action to eliminate problems and to achieve the goals (“goals” are defined by federal higher education guidelines as “not rigid and inflexible quotas which must be met, but . . . targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work”).~~

~~**C-9.** Provide reports on the affirmative action program to the appropriate federal and state agencies and to the university community.~~

C-1. Equal employment opportunity

~~___ A. The **university**University will provide equal employment for all individuals.~~

~~___ B. All employment practices, including but not limited to recruitment, selection, training, promotion, compensation, and all other management decisions, will provide equal opportunities for all individuals.~~

~~—1. Equal employment practices mean every applicant and employee receives the same opportunity and is subject to consistent processes that are free from discrimination.~~

~~___ C. The Office of Equal Opportunity and Compliance (EOC) will partner with **the** Human Resources (HR) and respective units to effectuate equal employment opportunity requirements.~~

~~___ D. The **university**University’s commitment to equal employment opportunity applies to all persons involved in its operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers.~~

C-2. Discrimination and hHarassment

~~A. **FSH 3200**The Policy of Nond-Discrimination d(**FSH3200**) defines discrimination and harassment and outlines -related procedures.~~

~~B. The **university**University ensures prompt, fair and impartial consideration of all complaints of discrimination.~~

C-3. Affirmative action planning for protected veterans and individuals with disabilities:

~~A. A, The **university**University is committed to taking affirmative action consistent with federal~~

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and state law.

~~B.~~ ~~The university~~University will make good faith efforts for employment outreach (e.g., ensuring job descriptions and postings are nondiscriminatory and utilizing consistent hiring practices) consistent with federal and state law. The ~~university~~University will gather and analyze necessary data pursuant to its affirmative action plans in accordance with applicable law.

~~C.~~ ~~—B.~~ Affirmative action plans include data for faculty, staff, and employment applicants.

~~D.~~ ~~—C.~~ EOC will partner with HR and respective units to effectuate affirmative action requirements.

~~E.~~

~~—D.~~ Records must be kept consistent with the unit's record-keeping and the ~~university~~University records retention schedule, as well as applicable law.

~~F.~~ ~~—E.~~ EOC will provide reports on the affirmative action program to the appropriate federal agencies and the ~~university~~University community.

C-4. Recruitment and Hiring

~~A.~~ All qualified applicants will receive consideration for employment.

~~B.~~ All job postings must be posted in accordance with APM 50.1 and APM 50.2. and FSH 3065.

~~—C.~~ All job postings and advertisements must include the tagline: "The ~~University~~University of Idaho is an equal opportunity employer, including veterans and individuals with disabilities."

~~D.~~ Best practices for recruitment, hiring, and job postings will be highlighted on the EOC website and will comply with federal and state equal employment opportunity requirements.

~~E.~~ Applicants will be provided with reasonable accommodation for known physical or mental limitations. Contact HR for more information on reasonable accommodation.

~~F.~~ Applicants are encouraged to complete and submit voluntary demographic disclosure information during the application process.

~~G.~~ The minimum qualifications included in a job posting must be objective and job-related. See the HR website.

~~H.~~ Search committees, and all others involved in the recruitment and hiring process must comply with this policy to ensure equal opportunity compliance.

C-5. Compensation and Promotion

~~A.~~ Employees have the right to discuss, disclose, and inquire about compensation and related information.

~~B.~~ EOC will partner with HR as needed to ensure equal opportunity in compensation and promotion.

C-6. Accommodations.

The ~~university~~University will provide reasonable accommodations for applicants or employees with disabilities to allow them to perform essential job functions in accordance with FSH 6420 Procedures for Accommodations of Disability.

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July 2009

C-7. Program Review:

- A. To provide a ~~university~~University infrastructure that adheres to equal employment opportunity, the Equal Opportunity/Affirmative Action Officer or designee(s) may review policies, programs, or units of the ~~university~~University to determine compliance with this policy and applicable laws.
- B. Participation from units and unit leaders or designees is essential in completing these reviews.
- C. Following a review or responding to a concern, the unit will partner with EOC to develop and implement an action-oriented plan that will ensure equal opportunity.

C-8. Training

- A. All employees who participate in hiring and selection processes must take equal opportunity training as directed by the ~~university~~University.

~~**D. NON-DILUTION OF STANDARDS.** Nothing in this policy requires UI to eliminate or dilute standards that are necessary to the successful performance of its educational and research functions. The affirmative action concept does not require that UI employ or promote any person who is less qualified than another person with whom he or she is competing for a particular position or promotion. The concept does require, however, that any standards or criteria that have had the effect of excluding women, minorities, or persons with disabilities be eliminated, unless UI can demonstrate that such criteria are conditions of successful performance in the particular position involved.~~

DE. Statement of responsibility:

~~**DE-1.** Authority and responsibility for implementing, maintaining, and monitoring ~~affirmative action and~~ equal opportunity ~~in employment~~ at UI lie primarily with the president and the ~~affirmative action officer~~equal opportunity/affirmative action officer.~~

~~**DE-2.** Although the president exercises, in consultation with the ~~affirmative action~~equal opportunity/affirmative action officer, ultimate authority and responsibility for ~~affirmative action and~~ equal opportunity at UI, the provost and vice presidents are responsible for monitoring and controlling activities within their respective areas of responsibility to ensure full implementation of this policy and program. Deans, directors, departmental administrators, and other officers are similarly responsible within their areas of ~~jurisdiction~~authority.~~

~~**E-3.** Ubuntu [see 1640.58] has the major faculty responsibility for monitoring and advancing the affirmative action and equal opportunity programs at UI. The committee works closely with administrative officers and attempts to identify relevant rules and regulations pertaining to specific affirmative action and equal opportunity problems at UI and periodically reports on its activities to the Faculty Senate. In areas in which it appears that discretion is permitted in the implementation, application, or operation of a specific program, the committee makes appropriate recommendations to the Faculty Senate.~~

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DE-34. Finally, it is the responsibility of ~~each~~ and every ~~employee of the university~~ University will to share this commitment and cooperate fully in helping the university meet its equal opportunity and affirmative action objectives. member of the academic community to assist in achieving the aims of this policy and to make equal opportunity a functioning condition of life at UI.

Version History

Amended August 2025. Interim policy per FSH 1460 G. Updates throughout to comply with Executive Order 14173, SB 1198 and University equal opportunity in recruitment and hiring process commitments.

Amended October 2022. Editorial changes.

Amended July 2020. Editorial changes.

Amended July 2009. Revised sections A, B-1, C-1, and made editorial changes.

Amended July 2000. Editorial changes.

Adopted 1979.



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Addition Revision* Deletion* Minor Amendment

Policy Number & Title: **FSH 3065 AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY HIRING**

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Originator: Elissa Keim, Director Employee Development & Workforce Diversity

Policy Sponsor, if different from Originator:

Reviewed by General Counsel Yes No Name & Date: Karl Klein 4/16/2025

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UI FACULTY-STAFF HANDBOOK

CHAPTER THREE:

EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

3065

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY IN RECRUITMENT AND HIRING

LAST REVISION: *July 2020 (editorial)*

CONTENTS:

A. Policy Purpose

B. Scope

C. B. Definitions

D. Policy Affirmative Action Process

E. Procedure

F. Contact Information

G. Related Policies

A. A. POLICY Purpose. The University of Idaho is an equal opportunity and affirmative action employer. It is the policy of the regents that equal opportunity be afforded in education and employment to qualified persons regardless of race, color, national origin, religion, sex, age, disability, or status as a disabled veteran or Vietnam-era veteran. See RGP II.P.1. and RGP II.P.2. It is also the policy of the University of Idaho to not discriminate based on sexual orientation. This policy summarizes how to apply equal employment opportunity (“EEO”) requirements in universityUniversity recruitment and hiring processes.

A.—

B. B. A-1. Scope of this policy. This policy specifically applies to faculty, classified, and exempt positions. However, a good faith effort to follow and document affirmative action and equal opportunity procedures for all positions should be made, including student and temporary hires. With the exception of students applying for the work-study program, postdoctoral fellows, or teaching/research assistants, anyone who is seeking UI employment should be directed to Human Resources website <https://www.uidaho.edu/human-resources/forms>, to view all available openings. (Applications for work study are taken at the Student Financial Aid Office. Teaching and research assistant appointments are made in the academic units.) For more information on postdoctoral fellowships or exceptions to this policy, contact the Director of the Office of Civil Rights and Investigations at (208) 885-4285. The Director of the Office of Civil Rights and Investigations approves all job descriptions for postdoctoral fellows, as well as the recruitment, selection, and offer of all postdoctoral positions. This policy applies to faculty, classified and exempt staff positions at the UniversityUniversity of Idaho. (“The University or U of I”). Some types of temporary staff, student and faculty positions may be appointed without an open competitive recruitment and hiring

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process. In these cases, a good faith effort to follow and document a fair and equitable hiring process should be made.

B-1. Hire of nNon-U.S. rResidents. The hiring of non-U.S. residents is subject to specific federal statutes. Questions regarding necessary visas or immigration filing should be addressed by the Office of International Programs.

B-2. Temporary positions. With the exception of students applying for the work-study program, post-docs or teaching/research assistants, anyone seeking U of I employment should be directed to the Human Resources website: <https://www.uidaho.edu/human-resources/careers> to view all available openings. The academic units make teaching and research assistants and post-doc appointments.

BC. Definitions.

~~**B-1. Open Search.** An open search is defined as a search that is open to all applicants and is publicly advertised for an appropriate time period to allow applicants equal opportunity to apply. Classified searches are posted for a minimum of two weeks and faculty and exempt positions are posted for a minimum of four weeks. The UI has limited criteria for exceptions to open searches or reducing the recruitment period. Hiring departments must contact the Director of the Office of Civil Rights and Investigations to determine if there may be exceptions to the open competitive search process, including UI-only searches. Waivers or exceptions to the open competitive process must be in writing from the Director of the Office of Civil Rights and Investigations and kept in the search file in the event of an audit.~~

~~**B-2. Affirmative Action.** The UI strives to hire qualified employees through open search processes. Affirmative action procedures document the qualifications of applicants, the extra effort made to recruit women, persons of color, persons with disabilities, disabled veterans and Vietnam-era veterans, and the objective, job-related justification for the ranking of applicants.~~

~~**B-3. Minorities and Persons of Color.** The terms “minorities” and “persons of color” refer to members of certain racial and ethnic groups. Persons who are nonresident aliens of Black, Hispanic, or Asian descent are not included in this definition and are not included among the protected group applicants listed on forms required by this policy. For the purposes of this policy, minorities and persons of color are further defined as follows:~~

~~a. “American Indian or Alaskan native or Native American”—all persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.~~

~~b. “Black (not of Hispanic origin)”—all persons having origins in any of the black racial groups of Africa.~~

~~c. “Hispanic”—all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.~~

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~~d. “Asian”—all persons having origins in any of the original peoples of the Far East (including the Indian subcontinent and Southeast Asia, but not the Middle East).~~

~~e. “Hawaiian Native or other Pacific Islander”—all persons having origins in any of the original peoples of the Pacific Islands.~~

~~**B-4. Persons with Disabilities.** The term “disability” refers to the condition of a person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment. Federal law may further modify this definition.~~

~~**B-5. “Status as a Vietnam-era veteran”** refers to a person who served on active duty in the armed forces during the period from August 5, 1964, through May 7, 1975.~~

~~**B-6. Affirmative Action Coordinators.** Each college or administrative unit has an affirmative action coordinator. The coordinators provide knowledge and expertise to (a) explain affirmative action requirements to members of search committees and others who express interest or concern, (b) help search committees develop the required documentation for recruitment and screening procedures, and (c) brief the Director of Human Rights, Access and Inclusion on issues that arise during the search process related to affirmative action and equal opportunity employment. The Director of the Office of Civil Rights and Investigations may delegate selected responsibilities to affirmative action coordinators.~~

~~**B-7. Search Committee.** The search committee should consist of at least three people, but five to six people are recommended. It is not necessary that all members of the committee be faculty or staff from within the hiring department or unit, but it is important that the search committee be as diverse as possible. Gender balance and racial/ethnic representation are to be attempted if at all possible. The committee composition must be reviewed and approved by the unit/department head and the Director of the Office of Civil Rights and Investigations. Further definition of the scope and responsibility of the committee may be determined by the hiring dean or unit administrator.]~~

~~**B-8. Forms.** Forms related to the affirmative action hiring procedure and those suggested for use in selection are available electronically from Employment Services. (See <https://www.uidaho.edu/human-resources/forms>).~~

C-1. Affirmative action. UniversityUniversity’s proactive employment efforts to recruit and advance individuals with disabilities or protected veterans, as required by federal contractors.

C-2. Equal employment opportunity. The UniversityUniversity’s obligation as a federal contractor to ensure a fair and equitable opportunity to apply for and be selected for jobs, and ensure employees are treated fairly during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran. This obligation applies to all terms and conditions, and privileges of employment including hiring, promotion, and termination.

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C-3. Disability. The condition of a person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment. Federal law may further modify this definition.

C-4. Protected veteran. A veteran is a “protected veteran” under the Vietnam Era Veterans’ Readjustment Assistance Act (VEVRAA), as amended, if ~~he or she~~ they falls into one or more of the following categories: disabled veteran, recently separated veteran, active-duty wartime or campaign badge veteran, or Armed Forces service medal veteran. Federal law may further modify these definitions.

C-5. Hiring authority: The departmental administrator responsible for and directly involved in the recruitment and hiring process. They may appoint a search committee chair and committee members and delegate the responsibility to conduct the recruitment and hiring process. Hiring authorities have the responsibility to make a final hiring decision in accordance with federal and state law and ~~university~~University policies and procedures to ensure a fair and equitable recruitment and hiring process. A Hiring Authority may also be a Hiring Manager.

C-6. Hiring mManager: The immediate supervisor or manager of a position. Hiring mManagers identify the staffing requirements within their teams, obtain recruitment approvals (if needed), write or update job descriptions and may participate in the recruitment and hiring process. A Hiring Manager may also be a Hiring Authority.

C-7. Equal Opportunity Representatives. Each college or administrative area has a designated Equal Opportunity Representative (EO Rep). The EO Rep is appointed by the senior administrator and receives regular training from the Office of Equal Opportunity and Compliance. The EO Rep provides knowledge and expertise to explain equal employment opportunity and affirmative action obligations to hiring authorities, hiring managers, and search committees within their assigned college or administrative area. EO Reps may assist hiring authorities, hiring managers and search committees with developing required recruitment and hiring documentation and may consult with the Office of Equal Opportunity and Compliance as issues arise during the recruitment and hiring process.

C-8. Search cCommittee. A role defined by a hiring authority, with the primary responsibility to ensure a fair and equitable recruitment and hiring process. Search committees should consist of at least three people. It is not necessary that all committee members be from within the same unit, but it is important that the search committee be as diverse and inclusive as possible. The hHiring aAuthority will designate one search committee member as the sSearch cCommittee cChair.

C-9. Search cCoordinator. An individual that handles the administrative and logistical aspects of a recruitment and hiring process.

C-10. Applicant or Candidate. An applicant is an individual who has applied for a specific position for employment with the ~~university~~University. An applicant becomes a candidate if they meet the required qualifications for the position, are considered by the ~~university~~University for the position, and does not voluntarily remove themselves from consideration for the position.

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C-11.: Open cCompetitive rRecruitment and hHiring pProcess. An open competitive recruitment and hiring process is open to all applicants and is publicly advertised for a minimum of three days or longer, depending on the type of employee. Refer to the Office of Equal Opportunity and Compliance for more information.

C-12.: Forms. Forms related to equal opportunity in the recruitment and hiring process are available electronically from the Office of Equal Opportunity and Compliance.

D. Policy. The UniversityUniversity is an equal opportunity employer. As a federal contractor, and in compliance with federal and state law and universityUniversity policy, the UniversityUniversity has the obligation to make good faith efforts to expand employment opportunities and remove identified barriers to the recruitment and advancement for all applicants and employees, including individuals with disabilities and protected veterans. The UniversityUniversity is also obligated to ensure employment processes are non-discriminatory.

E. Procedure-

E-1. Exemption from the open competitive recruitment and hiring process

a. U of I temporary hiring process. Some types of temporary faculty, staff and student positions may be appointed without an open competitive recruitment and hiring process. Please refer to the UniversityUniversity Temporary Hiring Process available on the Human Resources Website.

b. Modified open competitive recruitment and hiring process. A modified recruitment and hiring process may be approved by the Office of Equal Opportunity and Compliance in certain situations. Examples of modified processes may include requests for a shortened recruitment period, or internal to the UniversityUniversity searches. Refer to the Office of Equal Opportunity and Compliance website for eligibility criteria.

c. Waiver of open competitive recruitment and hiring process. A waiver of open competitive recruitment and hiring process may be approved by the Office of Equal Opportunity in certain situations. Refer to the Office of Equal Opportunity and Compliance for specific types of waiver and eligibility criteria.

E-2. Use of retained or contingent search firms. The use of a search firm must be approved by the Office of Equal Opportunity and Compliance prior to the start of the recruitment and hiring process. Refer to the Office of Equal Opportunity and Compliance for more information.

E-3. Equal opportunity recruitment and hiring process. The Office of Equal Opportunity and Compliance oversees the recruitment and selection process for faculty, classified and exempt staff, with formal approval points at the Request to Interview and Request to Hire stages of the process. Human Resources will assist in the development of staff job descriptions, and collection of applications via the electronic applicant tracking system. The Office of the Provost will assist with the development of faculty job descriptions. To ensure compliance with applicable laws and reporting requirements, all open competitive processes must be entered into the electronic applicant tracking system. Recruitment and hiring materials include:

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Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3065: Affirmative Action and Equal Employment Opportunity Hiring

a. Job or Position Description. All jobs require an up-to-date job or position description. The U of I job or position description templates are found within the position management module of the electronic applicant tracking system. A job or position description should include a position summary, major job functions, duties, and responsibilities essential or marginal to the position and the required and preferred qualifications for the position. The Office of the Provost is responsible for administering faculty classification and compensation. Human Resources is responsible for administering staff classification and compensation. The hHiring mManager, in consultation with either Human Resources or the Office of the Provost, will work to define essential marginal functions, required and preferred qualifications and establish the salary range prior to posting each time a new job or position is created or vacated.

b. Salary Information. Salary range is determined when a position description is reviewed by Human Resources (sStaff) or by the Office of the Provost (fFaculty). Usually, the salary or salary range will be included in the posting.

c. Required and pPreferred qaQualifications. Required qualifications are also known as minimum or basic qualifications that an applicant must possess to be considered for a position. The required qualifications should be non-comparative, objective and relevant to the performance of the job. Preferred qualifications are desired qualifications beyond the required qualifications that demonstrate additional experience, education, or credentials. An applicant needs to meet all required qualifications but may not meet all preferred qualifications.

d. Text of jJob pPosting or job aAdvertisement. Job postings appear on the Human Resources Careers Website (<https://uidaho.peopleadmin.com/>). Advertisements are brief descriptions that link back to a job posting from an email, website or other media. The job posting is available to each applicant and documents that U of I has communicated the qualifications on which applicants will be judged. Job postings and advertisements must include the statement “the UniversityUniversity of Idaho is an equal employment opportunity employer, including veterans and individuals with disabilities.” If a background check, education verification or post offer medical screen is required for the position, it must be stated in the job posting.

e. Distribution of job advertisementsaa. The UniversityUniversity has adopted a centralized placement of job advertisements. The list of centralized advertising venues is maintained and updated annually by the Office of Equal Opportunity and Compliance. Departments are also encouraged to actively recruit and place additional paid or unpaid advertisements.

f. Recruitment pPeriods. The UniversityUniversity has adopted standard periods of recruitment based on employee type to ensure reasonable time to recruit a qualified pool of applicants. Changes to the recruitment period must be reviewed and approved by the Office of Equal Opportunity and Compliance. Requests for exception to standard recruitment periods are managed within the applicant tracking system.

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g. Application Form and Process. The U of I application form and process are housed within the electronic applicant tracking system.

i. Applicant Self-identification Form. The Applicant Self-Identification and Required Applicant Disclosure Forms are embedded in the electronic applicant tracking system. As a federal contractor, the University is subject to certain governmental record keeping and reporting requirements. To comply with these requirements, the University invites applicants to voluntarily self-identify their sex, race, ethnicity, veteran, and disability status. Completing the form is voluntary. Data received is confidential and when reported, data will not identify any specific individual.

j. Recruitment and Outreach Benchmarks. Federal recruitment and outreach benchmarks exist for Protected Veterans and Individuals with Disabilities. As a federal contractor, U of I is required to make documented good faith efforts towards these benchmarks.

E-4. Selection Procedure.

- a. **Screening for Required Qualifications.** Initial applicant screening by the search committee is based on the required qualifications and submitted application materials. An applicant must meet ~~All~~ the required qualifications to be considered for an interview or hire.
- b. **Intermediate Screening – Preferred Qualifications.** Intermediate screening for preferred qualifications by the search committee is used to make distinctions among the minimally qualified applicants in the applicant pool and identify the most qualified applicants to consider for interview.
- c. **Review of Preliminary and Intermediate Screening and Request to Interview.** The Office of Equal Opportunity and Compliance must review the search committee's preliminary and intermediate screening documentation prior to approval of the Request to Interview. Documentation is submitted for review via the electronic applicant tracking system.
- d. **Review of interview process and Request to Hire.** The Office of Equal Opportunity and Compliance must review the search committee's screening and supporting documentation prior to approval of the Request to Hire. Documentation is submitted for review via the electronic applicant tracking system.
- e. **Electronic Documentation of Hiring Process.** Completion of the screening and interview process will constitute a record of the applicants considered and reasons for elimination from consideration. Supporting documentation uploaded to the electronic applicant tracking system should provide enough detail so that they will stand alone as an explanation for the results in the hiring process. The supporting documentation must be uploaded and submitted via the electronic applicant tracking system to the Office of Equal Opportunity and Compliance prior to approval of the Request to Hire.

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- f. Reference cChecks. The hHiring aAuthority or their designee is responsible for checking and documenting references for the selected applicant prior to making a job offer. Information gathered during reference checks should be noted and included in the departmental search files.
- g. Background cChecks. The hHiring aAuthority or their designee is responsible for contacting the potential employee regarding conducting criminal history background checks, education verification and post-offer medical screens, when appropriate. See APM 50.16 and 50.19. For more information, please visit the Human Resources website.
- h. Retention of sSupplemental rRecruitment and hHiring rRecords. Recruitment and hiring records, including job advertisements, selection forms, minutes of meetings in which applicant qualifications are discussed, letters of reference, and interview notes, are to be retained by the hiring department for two years from the effective date of hire or close of the search when no hire is made.

C. AFFIRMATIVE ACTION PROCESS.

~~**C-1. Recruitment.** Recruitment for all positions at the UI must be conducted in full compliance with UI's affirmative action and equal employment opportunity procedures (below) and with the requirements of all applicable immigration and naturalization laws (see FSH 3070). To ensure compliance with applicable laws and reporting requirements, all searches must be entered into the applicant tracking system. The chair of every search committee should be familiar with the affirmative action and equal employment opportunity requirements of the UI. The chair should also consult with the Director of the Office of Civil Rights and Investigations for assistance in conducting a search that maximizes the potential for attracting a diverse pool of applicants. A signed Position Authorization Form, must be obtained from the President, Provost, or Vice President, as applicable, prior to initiating recruitment. The Director of the Office of Civil Rights and Investigations and Employment Services will review and approve all recruitment materials before announcement is made of any position vacancy, including any to be filled on a part-time or temporary basis, e.g., a sabbatical replacement. Failure to secure necessary approvals from the Director of the Office of Civil Rights and Investigations or Employment Services will result in nullification of the process and attempted hire. Employment Services will assist with the development of results-oriented job descriptions, recruiting, advertising, and collection of applications. Recruitment materials must include:~~

~~**a. Search Firms.** When used, search firms are required to comply with all state and federal laws, as well as UI and Regents policies regarding affirmative action and equal employment opportunity. The chair of the search is responsible for disseminating the internal policies to the search firm and ensuring they are followed. The positions are recruited in the same manner as similar positions and are subject to the same approvals and documentation.~~

~~**b. Salary Range.** An appropriate salary range is defined initially, but need not be advertised to potential applicants.~~

~~**c. Text of Announcement and Advertisement.** Vacancy announcements appear in the Idaho~~

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~~Register and/or on the Human Resources' (HR) website in the applicant tracking system, as well as in other media and websites. The announcement is made available to each applicant. It documents that UI has communicated to applicants the qualifications on which they will be judged. It is also the basis for the screening forms. The form of the announcement may vary, but it must include the basic components that are noted on the vacancy announcement outline (See <https://www.uidaho.edu/human-resources/forms>) and shall be consistent with the job description. The "minimum" or "essential" qualifications must be the absolute minimum that would be acceptable in an applicant; once defined, they are inflexible. An applicant who does not possess these qualifications cannot be hired. "Preferred" or "desirable" (or "marginal") qualifications include any and all attributes believed to be desirable for the position. A candidate may not possess all of the "preferred" characteristics; nevertheless, any specific attribute that might be a reason for preferring one candidate over another should be included as a basis for ranking. When applicants self-identify as disabled under the definition of ADA and indicate they can, with reasonable accommodation, perform the essential functions of the position, UI has a duty to attempt reasonable accommodation under the ADA. The announcement must include the statement, "To enrich education through diversity the University of Idaho is an equal opportunity/affirmative action employer." If a background check, education verification or post offer medical screen is required for the position, it must be stated in the announcement. The advertisement is an abbreviation of the vacancy announcement and, at a minimum, must contain the job title, closing date, contact information, and the tagline "AA/EOE."~~

~~**d. Statement of Distribution of Announcement and Advertisement.** Departments may place paid advertisements in newspapers and journals, and/or mailing announcements to institutions that grant degrees to potential applicants or post on professional society websites or listservs. The hiring department shall send announcements to any known organizations representing the interests of minorities and women within the discipline or field, e.g., Women in Science. Employment Services can assist with the identification of such groups and can assist with the placement of advertisements. Due to the quantity of advertisements placed by the University of Idaho, many times savings can be realized by centralizing the placement of advertisements with Employment Services. Employment Services will provide a standard description of the university and its setting to ensure consistency in advertising.~~

~~**e. Dates of Recruitment.** The period of recruitment should be discussed with the Director of the Office of Civil Rights and Investigations to ensure that reasonable time is allowed to recruit a diverse pool of candidates. The recruitment period may be shortened, provided that the departmental administrator furnishes the reasons for doing so and assurance that any extra efforts necessary to recruit thoroughly in the time available will be made.~~

~~**f. Job Description.** All positions require an up-to-date position description. Standard electronic forms are available for this purpose.~~

- ~~1. The position description for non-faculty positions must be created using the Results Oriented Job Description (ROJD) form available for downloading at the Human Resources website at <https://www.uidaho.edu/human-resources/forms>. If a description of and the qualifications for the position have not been established, the departmental administrator in consultation with Employment Services will define these and the salary range. An~~

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~~Employment Services approved ROJD is required prior to the initiation of search proceedings. Faculty positions must have a position description using the format set forth in FSH 3050.~~

~~2. The Americans with Disabilities Act of 1990 (ADA) requires job descriptions to identify “essential or non-marginal functions” and “non-essential or marginal functions” of positions. When positions are established or vacant, departmental administrators shall consult with Employment Services to ensure that job descriptions are in full compliance with ADA provisions. This HR review precedes the beginning of the recruitment process.~~

~~**g. Application Form.** The standard UI application form for classified positions is available through the applicant tracking system on the referenced HR website. Those not completing their application materials electronically may submit the equivalent information to the contact listed on the announcement via hard copy, by the closing date. The Required Applicant Disclosure Form and Affirmative Action Form are available from the Affirmative Action Coordinators for those not completing their application materials on-line.~~

~~**h. Affirmative Action Form.** The chair of the search committee must ensure that all applicants have access to complete on-line or are given or sent the Affirmative Action form inviting applicants to identify themselves as members of protected groups. Applicants may choose not to provide such information, but UI has a responsibility to request it.~~

~~**C-2. Selection.** Screening forms are used to document the comparison of candidates. They are based on the qualifications specified in the announcement. As a result of preliminary screening, the pool of candidates who meet minimum qualifications is established. Forms used for this purpose should show the basis for numerical values assigned to weighting and judgment factors. Both the required and the preferred qualifications should be evaluated, but the weights assigned to various criteria may vary. Selection forms document the date of the evaluation, the signature of the evaluator, and comments that supplement or explain numerical scores and should be completed in ink. The hiring unit may conduct other job related evaluations, after consultation with Employment Services. The Director for Employment Services or designee is responsible for reviewing any supplemental application evaluation material the hiring department wants to use in the screening process.~~

~~**a. Preliminary Screening.** Employment Services conducts preliminary screening for classified positions. All other searches may designate a member of the committee, or other person designated by the committee, to conduct a preliminary screening based on minimum/required qualifications that can be readily and unquestionably assessed on a yes-or-no basis. The disqualified applications should be made available for review by members of the search committee. In addition, the applications of known protected-group members that are disqualified in the preliminary stage will be reviewed electronically by the Director of the Office of Civil Rights and Investigations.~~

~~**b. Intermediate Screening.** Intermediate screening is conducted to make distinctions among the qualified candidates in this applicant pool in an adequate manner. Each committee member should complete a screening form for each applicant retained in the pool so that meaningful comparisons can be made. Comments explaining the ratings should be entered on the form. Committee members should work independently without access to the evaluations completed by others and should be cautioned to refrain from making any written comments on the applicants' resumes,~~

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reference letters, or other application materials. Following the independent evaluations, it is appropriate that the selection committee meet as a group to compare and discuss the candidates. The final recommendation should reflect committee consensus rather than a mere collection of individual opinions. If new interpretation or insight has resulted from committee discussions, a committee member may change his or her rating forms and such changes should be entered in ink, initialed, and dated on the same form with the original ratings. It is important to record and keep minutes of the committee discussion of applicants.

c. Review of Preliminary and Intermediate Screening Procedures. The Director of the Office of Civil Rights and Investigations will review and approve electronically all screening procedures (see C-1, h) prior to the interview phase. In the case of faculty hiring, the Director of the Office of Civil Rights and Investigations cannot approve proceeding to interviews until the Office of the Provost has had an opportunity to review the credentials of all finalists. Completion of these procedures will constitute a record of the applicants considered and reasons for having eliminated protected group members. Reasons given for the rank ordering or elimination of applicants should be directly related to the qualifications listed on the announcement. Though numerical scores or numerically based rank order are a part of the explanation, they should be supported by additional narrative. Reasons should be stated in comparative terms so that differences between candidates are readily apparent. Comments in the applicant tracking system should be complete and detailed so that they will stand alone as an explanation for the results in selection, apart from applicants' folders, which are retained in the hiring department. The completed comments shall be submitted electronically to the Director of the Office of Civil Rights and Investigations and Employment Services through the Affirmative Action Coordinator. It is recommended that the files, including preliminary and intermediate selection forms, for all finalists and protected group members be available for reference for five years.

d. Interviews. Questions and discussions during interviews must be confined to clearly job-related topics; consistency in interviews is important and there must be a procedure for documenting the re-evaluation of candidates on the basis of the interview. Members of the search or screening committee should document their evaluation of each candidate interviewed. Telephone interviews may be conducted provided that they follow a structured outline that provides for rating of the applicant's responses; conference calls should be arranged so that more than one person can take part in evaluating the applicant; also, some of the same evaluators should be involved in all of the interviews. For a list of acceptable and unacceptable interview inquiries visit www.uidaho.edu/diversityandhumanrights.

e. Reference and Background Checks. The committee is responsible for checking references and contacting the potential employee regarding conducting criminal history background checks, education verification and post-offer medical screens, when appropriate. (See APM 50.16 and 50.19. Employment Services will work with the appropriate resources to conduct the criminal history background checks and education verifications and provide the information necessary for the potential employee to complete a post-offer medical screen. If a criminal history background check and/or education verification and/or a post-offer medical screen is necessary for the position, the potential employee may not begin the job until Human Resources has received satisfactory results.

f. Final Selection. Completion and on-line submission of the final selection to the Director of the

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~~Office of Civil Rights and Investigations and Employment Services precedes receipt of approval to offer the position.~~

~~**g. Offer of Position.** The Affirmative Action approval by the Director of the Office of Civil Rights and Investigations indicates affirmative action procedures have been completed. After receiving approval to offer from Employment Services, the offer is approved by the hiring college or unit administrator following established procedures in the college or unit.~~

~~**C-3. Retention of Files.** Hiring records, including job advertisements, applications and resumes, selection forms, minutes of meetings in which applicant qualifications are discussed, letters of reference, and interview notes, are to be retained by the hiring department for five years from the effective date of hire or close of the search when no hire is made.~~

F. Contact Information. [Office of Equal Opportunity and Compliance, eoc-review@uidaho.edu](mailto:eoc-review@uidaho.edu)

G. Related Policies.

[APM 50.01 Hiring Procedures for UI Exempt Employees](#)

[APM 50.02 Hiring Procedures for UI Classified Staff](#)

[FSH 3200: Policy of Non-Discrimination](#)

[FSH 3060: Equal Opportunity](#)

[FSH 3210: Anti-Discrimination Policy](#)

[FSH 3215: Non-Discrimination on the Basis of Sexual Orientation and Gender Identity/Expression](#)

Version History

Amended August 2025. Interim policy per FSH 1460 G. Updates throughout to comply with Executive Order 14173, SB 1198 and University equal opportunity in recruitment and hiring process commitments.

Amended July 2020. Made references concordant with Board Policies, and updated office names.

Amended July 2009. Editorial changes to sections A-1, B-1, B-6, B-7, C-1, and C-2.

Amended January 2008. Substantial revises made to sections A, B-1, B-2, B-3, B-6, B-7, B-8, C-1, C-2, and C-3. Added section A-1, C-1. a, and C-1. f. 1 and 2. Made minor editorial changes to B-3.

Amended January 2006. Revised C-1. e and B-8, and made editorial changes.

Amended January 2001. Revised B-3. b, d, e.

Amended July 1997. Revised C-1. c and d, and C-2. d.

Adopted 1979.



POLICY COVER SHEET/

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

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

Faculty Staff Handbook (FSH)

X Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 5900 TRIBAL RESEARCH AND ACTIVITIES**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

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

Policy originator: Yolanda Bisbee, Office of Tribal Relations

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

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

Comprehensive review? Yes No n/a

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

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

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

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

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

This research policy will compliment the current UI Research Policies.

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

FSH 5900
Tribal Research and Activities

A. Purpose

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

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

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

B. Scope

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

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

C. Definitions

C-1 Engagement

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

C-2. Consultation

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

C-3. Collaboration

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

C-4. Consent

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

C-5. Federally Recognized Tribe (Tribe)

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

C-6. Research

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

C-7. Self-Determination

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

C-8. Reciprocal Relationships

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

C-9. Tribal IP Agreement

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

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

C-10. Tribal Land (Indian Country)

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

C-11. Tribal Sovereignty

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

D. Policy

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

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

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

E. Procedures

E.1 Early, regular, and good faith Consultation

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

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

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

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

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

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

E-3. Compliance with UI Research guidelines and procedures

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

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

E-4. Tribal Research Permits

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

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

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

E-6. Tribal Consent requirements

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

E.7 Consent for proposals for projects involving Federal grants

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

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

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

E-9. Human subject research

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

E-10. Tribal Relations Research Review Committee

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

F. Related policies

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



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition X Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

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

Originator: Bob Borelli, Faculty Affairs Committee Chair

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

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

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

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

- 2. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None.

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

All related policies are identified in the policy document.

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

UI FACULTY-STAFF HANDBOOK

CHAPTER THREE:

EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

3170

UNIVERSITY ETHICS AND FACULTY CODE OF CONDUCT

OWNER

General Counsel

~~Jim Craig~~

counsel@uidaho.edu

LAST REVISION: January 2008 (editorial)

CONTENTS

A. Ethics

B. Rules of Ethical Conduct

C. Faculty Code of Conduct

D. Reporting Unethical Behavior

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

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

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

B. RULES OF ETHICAL CONDUCT. The purpose of Rules of Ethical Conduct is to establish and maintain high

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

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

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

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

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

B-3. Conflicts of Interest and Commitment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Related Policies:

FSH 1520 Article IV: Responsibilities of the University Faculty

FSH 4000: Academic Freedom and Responsibilities

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

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

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

a. Academic Freedom and Inquiry.

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

Related Policies:

FSH 3810: Retaliation

FSH 4000: Academic Freedom and Responsibilities

FSH 6220: Political Activities and University Programs

FSH 6230: Political Rights of University Employees

FSH 6242: Organizations and Oaths

ISBOE III.B. - Academic Freedom and Academic Responsibility

b. Freedom of Speech.

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

Related Policies:

FSH 4000: Academic Freedom and Responsibilities

ISBOE III.B. - Academic Freedom and Academic Responsibility

c. Academic Workplace Environment.

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

Related Policies:

FSH 3200: Policy of Nondiscrimination

FSH 3210: Antidiscrimination

FSH 3220: Sexual Harassment

FSH 3810: Retaliation

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

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

Related Policies:

FSH 3840: Faculty Appeals Hearing Board

FSH 3910: Dismissal and Discipline of Faculty

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

Related Policies:

FSH 3820: Ombuds Office

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

Related Policies:

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

g. Support of faculty obligations.

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

Related Policies:

FSH 1520: Constitution of the University Faculty

h. Unenumerated rights.

The enumeration of these Faculty Rights shall not be construed to deny any other rights retained by the Faculty under applicable law and university policy, including, but not limited to, rights related to academic freedom, shared governance, and the Responsibilities of the University Faculty under FSH 1520 Article IV.

Related Policies:

FSH 1520: Constitution of the University Faculty

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

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

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GUIDELINES.

Integrity and Quality (B-1 above).

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

Adherence to Law (B-2 above).

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

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

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

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Privacy and Confidential Information (B-4 above).

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

Discrimination and Sexual Harassment (B-5 above).

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

Nepotism (B-6 above).

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

University Resources (B-7 above).

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

University Assets (B-8 above).

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

Contracting (B-9 above).

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

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university unless the arrangement avoids any conflict of interest and is conducted consistent with university policy. No employee may directly purchase equipment or property from a department or office within university. Sale of personal property is conducted by the University's Surplus Property Office.

Political Campaigns and Elections (B-10 above).

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

Gifts (B-11 above).

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

Version History

~~Amended~~ **January 2008**. Editorial changes.

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

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

~~Adopted~~ **1979**.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

X Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 3515 PERIODIC PERFORMANCE REVIEW OF FACULTY**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

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

Policy originator: Bob Borelli, Faculty Affairs Committee Chair

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

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

Comprehensive review? Yes No

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

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

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

None.

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

None.

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

FSH 3515 – Periodic Performance Review of Tenured Faculty

Owner:

- **Position:** Vice Provost for Faculty
- **Email:** vprovf@uidaho.edu

Last updated:

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

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

C. Definitions

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

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

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

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

D. Policy

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

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

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

E. Procedure

E-1. Committee composition and selection

a. Faculty without administrative appointments

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

on the committee, the unit administrator shall designate appropriate faculty members from other units whose areas of expertise are as closely related as possible to the work of the candidate. One such member may chair the committee if there is not a tenured member from the unit available to serve as chair.

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

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

b. Faculty with administrative appointments

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

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

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

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

a. Materials submitted by reviewee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

E-11. Timeline

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

b. Extensions

1. Childbirth or adoption. A faculty member who becomes the parent of a child by birth or adoption, may request an automatic one-year extension of the timeline

2. Other circumstances. An extension of the timeline may be granted in other exceptional circumstances (RGP II.G.6.d.iv.2) that may impede a faculty member's progress toward achieving a satisfactory PPR, including but not limited to significant responsibilities with respect to elder or dependent care, child care, custody, disability or chronic illness, problems beyond the faculty member's control relating to their research or scholarly activities, or such other reasons deemed by the provost to be exceptional and likely to impede the faculty member's progress.

3. Length of extension. In most cases, extension of the time shall be for one year; however, longer extensions may be granted upon a showing of need by the faculty member. Multiple extension requests may be granted.

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

5. Procedure for requesting an extension

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

b. Except to obtain necessary consultative assistance on medical or legal issues, only the provost shall have access to documentation pertaining to a request related to disability or chronic illness. The provost shall, in their discretion, determine if consultation with the dean or unit administrator is appropriate.

c. The approval decision shall be made without regard to whether or not the faculty member takes a leave related to the same circumstances presented for the extension.

d. The provost shall notify the faculty member, unit administrator, and dean of the action taken. The candidate may choose to provide information regarding the extension in their self-evaluation; otherwise, no information regarding the extension shall be included in the candidate's dossier, unless such information already exists in the materials to be provided by the unit administrator. If such information already exists in the materials, the candidate may choose to have that information redacted. Committee and administrator reports shall not mention the extended timeline.

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

F. Related Policies

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

FSH 3515 – Periodic Performance Review of Tenured Faculty

Owner:

- **Position:** Vice Provost for Faculty
- **Email:** vprovf@uidaho.edu

Last updated:

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

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

C. Definitions

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

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

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

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

D. Policy

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

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

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

E. Procedure

E-1. Committee composition and selection

a. Faculty without administrative appointments

1. Composition. The PPR committee shall comprise three tenured faculty members from within the reviewee's unit. In cases considering the review of full professors, the committee shall include at least one full professor. If there are not enough tenured faculty of rank in the unit, then faculty outside the unit, but within a closely related unit, may serve on the committee. Committee members are subject to the procedures for disclosure and recusal contained in FSH 3500 B-6. If there are not sufficient tenured faculty members of rank available to serve on the committee, the unit administrator shall designate appropriate faculty members from other units whose areas of expertise are as closely related as possible to the work of the candidate. One such member may chair the committee if there is not a tenured member from the unit available to serve as chair.

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

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

b. Faculty with administrative appointments

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

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

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

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

a. Materials submitted by reviewee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

E-11. Timeline

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

b. Extensions

1. Childbirth or adoption. A faculty member who becomes the parent of a child by birth or adoption, may request an automatic one-year extension of the timeline

2. Other circumstances. An extension of the timeline may be granted in other exceptional circumstances (RGP II.G.6.d.iv.2) that may impede a faculty member's progress toward achieving a satisfactory PPR, including but not limited to significant responsibilities with respect to elder or dependent care, child care, custody, disability or chronic illness, problems beyond the faculty member's control relating to their research or scholarly activities, or such other reasons deemed by the provost to be exceptional and likely to impede the faculty member's progress.

3. Length of extension. In most cases, extension of the time shall be for one year; however, longer extensions may be granted upon a showing of need by the faculty member. Multiple extension requests may be granted.

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

5. Procedure for requesting an extension

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

b. Except to obtain necessary consultative assistance on medical or legal issues, only the provost shall have access to documentation pertaining to a request related to disability or chronic illness. The provost shall, in their discretion, determine if consultation with the dean or unit administrator is appropriate.

c. The approval decision shall be made without regard to whether or not the faculty member takes a leave related to the same circumstances presented for the extension.

d. The provost shall notify the faculty member, unit administrator, and dean of the action taken. The candidate may choose to provide information regarding the extension in their self-evaluation; otherwise, no information regarding the extension shall be included in the candidate's dossier, unless such information already exists in the materials to be provided by the unit administrator. If such information already exists in the materials, the candidate may choose to have that information redacted. Committee and administrator reports shall not mention the extended timeline.

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

F. Related Policies

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- [FSH 3500 Promotion and Tenure](#)
- [FSH 3910 Dismissal and Discipline of Faculty](#)
- [FSH 3840 Procedures for Faculty Appeals](#)

December 19, 2025



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

FROM: C. Scott Green, President

SUBJECT: Policy Item from December 3, 2025 Request

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

Faculty Staff Handbook

- FSH 3515 Periodic Performance Review of Tenured Faculty

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

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

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



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uidaho.edu/president

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

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



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition X Revision* Deletion* Interim Minor Amendment

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

Administrative Procedures Manual (APM)

Addition X Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

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

Policy originator: Kristin Haltinner

Policy sponsor, if different from originator:

Reviewed by General Counsel: __ Yes Name & Date:

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

Comprehensive review? __ No

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

Changes were made to the following sections of the policy:

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

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

None

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

None

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

July 1

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1640

COMMITTEE DIRECTORY

A. University-Level Standing Committees

A-1 Committees under the jurisdiction of the Faculty Senate

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

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

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

ACADEMIC HEARING BOARD (AHB)

A. FUNCTION.

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

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

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

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

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

C. PROCEDURES.

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

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

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

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

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

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

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

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

1640.04

ACADEMIC PETITIONS COMMITTEE (APC)

A. FUNCTION.

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

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

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

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

C. ASSUMPTIONS AND PROCEDURES.

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

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

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

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

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

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

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

1640.06

ADMINISTRATIVE HEARING BOARD (AdHB)

A. FUNCTION.

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

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

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

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

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

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

A-5. This committee meets during the summer.

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

1640.08

ADMISSIONS COMMITTEE

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

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

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

1640.10

AMERICANS WITH DISABILITIES ACT ADVISORY COMMITTEE

A. FUNCTION.

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

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

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

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

1640.12

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

(See also APM 45.01)

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

B. STRUCTURE.

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

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

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

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

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

1640.14

INSTITUTIONAL BIOSAFETY COMMITTEE (IBC)

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

A-1. Reviewing and approving the use of potentially biohazardous material, select agents and toxins, and recombinant DNA in research or teaching activities conducted at or sponsored by the institution for 1) compliance with government agency requirements, including NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines) and regulations promulgated by the CDC and USDA related to select agents and toxins; and 2) alignment with best practices as provided in Biosafety in Microbiological and

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Biomedical Laboratories (BMBL) and other appropriate best practices. This review shall include: 1) independent assessment of the containment levels appropriate for the proposed research, and 2) assessment of the facilities, procedures, practices, and training and expertise of personnel involved in work with these materials. Consultants may be utilized to assist the IBC. See NIH Guidelines section IV-B-2-b-1 and APM 35.11. Biohazard Safety

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

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

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

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

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

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

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

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

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

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

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

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1640.18

BORAH FOUNDATION COMMITTEE

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

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

1640.20

UNIVERSITY BUDGET AND FINANCE COMMITTEE

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

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

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

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

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

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

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

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

1640.22

CAMPUS PLANNING ADVISORY COMMITTEE

A. FUNCTION.

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

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including such areas as the following:

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

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

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

1640.26

COMMENCEMENT COMMITTEE

A. FUNCTION.

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

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

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

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

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

1640.28

COMMITTEE ON COMMITTEES

A. FUNCTION.

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

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Chair) to fill vacancies as they arise over the summer and early fall semester, subject to confirmation by the Committee on Committees and Faculty Senate.

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

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

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

1640.34 PROVOST COUNCIL

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

A-1. Implementing academic policies and procedures.

A-2. Operating faculty personnel policies.

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

A-4. Developing academic budgetary priorities.

A-5. Implementing academic budgetary procedures.

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

1640.36 DISMISSAL HEARINGS COMMITTEES

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

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

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

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to the alternate list as needed. Once the panel for an individual hearing has been determined, it will meet at the direction of the chair of the Dismissal Hearings Committee and elect its own panel chair. In selecting a chair, a tenured faculty member will receive priority.

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

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

1640.40

INSTRUCTIONAL SPACE COMMITTEE

[. See also APM 40.10]

A. FUNCTION.

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

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

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

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

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

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

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

FSH 1640.41

FACULTY AND STAFF POLICY GROUP (FSPG)

A. FUNCTION.

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

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

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

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

1640.42

FACULTY AFFAIRS COMMITTEE (FAC)

A. FUNCTION.

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

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

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

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

1640.43

FACULTY APPEALS HEARING BOARD

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

B. STRUCTURE AND MEMBERSHIP: The board is composed of ten faculty members. Three must be departmental administrators and three must be employed at U of I locations outside of Moscow. In appointing members, the Committee on Committees must ensure that all members are at the rank of associate, full professor, or senior instructor and each of them have been employed at the U of I for longer than two years. Members of the FAHB may not also serve on the Dismissal Hearing Board at the same time. Five faculty members, one of whom is a departmental administrator, are principal members. In addition, five other faculty members, two other departmental administrators, and three off campus faculty members are appointed as alternate members of the board. In appointing members, including alternates, the Committee on Committees must ensure that the majority of the members are tenured and each of them have been employed at the UI for longer than two years. Since a case for dismissal is appealable to the Faculty Appeals Hearing Board, care should be taken in appointing members to both Faculty Appeals Hearing Board and Dismissal Hearings Committee. The term of membership is three years, with initial terms staggered to form a rotation pattern. The off-campus alternates will serve, in place of principal faculty members chosen by lot, when an appeal by an off-campus

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~~faculty member is to be heard. The other alternate members will serve, as appropriate, when a principal member is deemed to have a conflict of interest. Once the panel for an individual hearing has been determined, it will meet at the direction of the chair of the Faculty Appeals Hearing Board and elect its own panel chair. In selecting a chair, a tenured faculty member will receive priority.~~

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

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

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

1640.44

FACULTY SENATE

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

1640.46

ARTS COMMITTEE

A. FUNCTION:

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

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

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

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

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

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

1640.48

GRADUATE COUNCIL

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

1640.50

GRIEVANCE COMMITTEE FOR STAFF EMPLOYEES

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

1640.51

GRIEVANCE COMMITTEE FOR STUDENT EMPLOYEES

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

1640.53

HONORS PROGRAM COMMITTEE

A. FUNCTION.

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

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

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

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

1640.54

INSTITUTIONAL REVIEW BOARD

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

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

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

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

B. STRUCTURE AND MEMBERSHIP.

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

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

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

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

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

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

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

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

1640.55

INFORMATION TECHNOLOGY COMMITTEE

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

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

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

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

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

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

1640.58 UBUNTU

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

B. FUNCTION.

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

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

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

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

C. STRUCTURE. Four faculty each serving three-year terms. Five staff members (including at least one from Staff Council, a representative from a center on campus directed to providing support for students from non-traditional backgrounds, a representative from the International Programs Office (appointed by the Director), and a representative from the Center for Disability Access and Resources (appointed by the Director)), each serving three-year terms. Two

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

1640.60

LIBRARY AFFAIRS COMMITTEE

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

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

1640.64

OFFICER EDUCATION COMMITTEE

A. FUNCTION. [See also 1565 G.]

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

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

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

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

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

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

1640.66

PARKING COMMITTEE

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

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

1640.69

UNIVERSITY PROMOTION AND TENURE COMMITTEE

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

1640.70

PUBLICATIONS BOARD

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

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

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

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

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

1640.71

RADIATION SAFETY COMMITTEE

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

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

1640.72

RESEARCH COUNCIL

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

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

1640.74

SABBATICAL LEAVE EVALUATION COMMITTEE

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

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

1640.76

SAFETY AND LOSS-CONTROL COMMITTEE

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

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

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

1640.77

SCIENTIFIC RESEARCH MISCONDUCT COMMITTEE

A. FUNCTION. ~~Members of this committee are selected to form an Inquiry Board. An inquiry board (FSH 3230 E-3F) which reviews Research Misconduct Allegations to determine if an investigation is warranted. formed from the members of this committee is charged with making a preliminary evaluation of the evidence and testimony of the respondent, complainant, and key witnesses to determine whether there is sufficient evidence of possible scientific research misconduct to warrant an investigation. The purpose is not to determine whether scientific research misconduct definitely occurred or who was responsible.~~

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

1640.80

STAFF COUNCIL

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

1640.81

UNIVERSITY STAFF COMPENSATION COMMITTEE

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

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

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

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

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

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

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

1640.82

UNIVERSITY FACULTY COMPENSATION COMMITTEE

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

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

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

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

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

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

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

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

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

FSH 1640.83 STUDENT CONDUCT BOARD

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

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

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

1640.84 STUDENT FINANCIAL AID COMMITTEE

A. FUNCTION. [See also 2900.]

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

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

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

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

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

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

1640.86 TEACHER EDUCATION COORDINATING COMMITTEE

A. FUNCTION. [See also 4300]

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

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

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

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

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

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

1640.87

UNIVERSITY TEACHING COMMITTEE

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

A. FUNCTION.

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

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

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

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

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

1640.88

UNIVERSITY ADVISING COMMITTEE

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

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

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

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

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

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

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

1640.89

UNIVERSITY COMMITTEE FOR GENERAL EDUCATION

A. FUNCTION.

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

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

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

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

B. STRUCTURE AND MEMBERSHIP. At least one member from each of the six GEM areas who also serve as institutional representatives to SBOE on statewide general education, one of whom serves as chair, selected by Committee on Committees in consultation with the Director of General Education, and one each from the colleges of Agricultural and Life Sciences, Art and Architecture, Business and Economics, Education, Engineering, Natural Resources and Library; two undergraduate students appointed by ASUI and chosen to represent two different colleges; and the following without vote: Director of General Education, College of Letters, Arts and Social Sciences Dean, or designee, College of Science Dean, or designee, Registrar, or designee, Associate Director of Assessment and Accreditation, or designee, Director of University Advising Services, or designee.

1640.90
UNIVERSITY ASSESSMENT & ACCREDITATION COMMITTEE (UAAC)

A. FUNCTION

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

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

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

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

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

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

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

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

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

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

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

A-12. Maintain a timeline for accreditation reporting.

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

B. STRUCTURE AND MEMBERSHIP. Eleven faculty representatives, comprising one from Library and one from each of the following colleges: Agricultural and Life Sciences; Art and Architecture; Business and Economics; Education, Health and Human Sciences; Engineering; Graduate Studies; Law; Letters, Arts, and Social Sciences; Natural Resources; and Science. The representative from the College of Graduate Studies shall be named by their Dean. Preference shall be given to faculty members with expertise and experience in assessment and accreditation, and a chair shall be chosen by the Committee on Committees from among the faculty representatives, preferably a tenured faculty member. The following positions shall serve on the committee as ex officio members (without vote): the Vice Provost for Academic Initiatives or designee, Associate Director of Assessment & Accreditation, a representative from the Division of Student Affairs, a representative from Strategic Enrollment management, the Director of General Education, and the Director of CETL or designee.

1640.91
UNIVERSITY CURRICULUM COMMITTEE

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

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

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

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

B. STRUCTURE. One faculty member from each college except Graduate Studies, of whom at least one must be a member of the graduate faculty and at least one of whom must have experience in an interdisciplinary area; one faculty member at large; one faculty member from the library; [one representative who also serves on the Intercollege Curriculum Committee](#); two upper-division undergraduate students; one graduate student; and the following without vote (or their designees): vice provost of academic affairs, registrar, secretary of the faculty, and the director of general education. To assure a quorum alternates for the faculty positions are appointed by the chair of the University Curriculum Committee from a list of those who have previously served on the Committee from that college. If there should be no such alternates available from a particular college, the chair of that college's curriculum committee is the designated alternate.

1640.92
UNIVERSITY DEVELOPMENT COUNCIL

~~**A. FUNCTION.** To plan and coordinate the fund-raising activities of the university and its units.~~

~~**B. STRUCTURE.** Vice president for university advancement (chair), financial vice president, provost, academic deans, executive director of the UI Foundation, director of athletics, director of alumni relations, trust and investment officer, and executive director of development.~~

1640.94
INTERCOLLEGE CURRICULUM COMMITTEE

A. FUNCTION

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

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

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

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

1640.95

UNIVERSITY SECURITY AND COMPLIANCE COMMITTEE (USCC)

A. FUNCTION.

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

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

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

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

Version History

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

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

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Amended July 2023. Reorganized committee directory; deleted Fiscal Emergency Committee, Disability Affairs Committee; Shared Leave Committee, and Multi-Campus Communication Committee; revised structure of University Assessment & Accreditation Committee and University Teaching Committee.

Amended July 2022. Updated structure of Arts Committee and Scientific Misconduct Committee, extensively revised description of Biosafety Committee, and deleted the Intellectual Property Committee.

Amended January 2022. Updated structure of Information Technology Committee.

Amended July 2021. Editorial changes.

Amended July 2020. Updated the Admissions Committee to clarify its purpose and to increase the number of faculty members to provide additional capacity for processing student petitions. A member of the American Language and Culture Program faculty was added.

Amended January 2020. Revised to split the roles of the Teaching and Advising Committee to two separate groups. In addition, it was thought that the work on teaching and advising award selection would be best taken up by Center for Excellence in Teaching and Learning and UI ACADA, respectively.

Amended July 2019. Revised B of the Admissions Committee, B-2 and B-4 of the Institutional Animal Care and Use Committee, A-1, A-2, and B of the Campus Planning Advisory Committee, B of the Committee on Committees, B of the Faculty and Staff Policy Ground, B of the Faculty Affairs Committee, B of the Arts Committee, and B of the University Curriculum Committee. Added A-3 to the Committee on Committees. Substantially revised the Instructional Space Committee.

Amended January 2019. The Safety and Loss-Control Committee voted to have the Risk Manager as a permanent voting member. Removed “the Executive Director of Public Safety” from FSH 1640.76 section B. and replaced the wording with “Risk Management.”

Amended July 2018. Revised B of the Americans with Disabilities Act Advisory Committee, A of the Faculty Appeals Hearing Board, A and B-1 of the Institutional Review Board, C of Ubuntu, A of the Research Council, B of the Sabbatical Leave Evaluation Committee, and B of the Safety and Loss-Control Committee. Editorial changes were made to A-1 and A-3 of the Americans with Disabilities Act Advisory Committee, A-4 and C of the University Budget and Finance Committee, B-2, B-3, B-4, B-5, and B-6 of the Institution Review Board, and B of the University Security and Compliance Committee. Added B-7 and B-8 to the Institutional Review Board. Created the University Staff Compensation Committee.

Amended January 2018. Revised B of the Faculty and Staff Policy Ground, the Institutional Review Board, A-4, and B of the Teacher Education Coordinating Committee, and B of the University Teaching Committee. Editorial changes were made to A-2 of the Teacher Education Coordinating Committee.

Amended July 2017. Revised B of Academic Hearing Board, B of the Administrative Hearing Board, B and C of the University Budget and Finance Committee, C of the Dismissal Hearings Committees, A-3 of the Faculty Affairs Committee, and B of the Faculty Appeals Hearing Board. Created the Faculty and Staff Policy Group and the Student Conduct Board.

Amended January 2017. Editorial changes were made to A-2 and B of the Campus Planning Advisory Committee.

Amended July 2016. Revised C of the University Budget and Finance Committee and B of the Sabbatical Leave Evaluation Committee.

Amended January 2016. Revised B of the University Multi-Campus Communications Committee. Editorial changes were made to B of the Campus Planning Advisory Committee, B of the Information Technology Committee, B of the Radiation Safety Committee.

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Amended July 2015. Revised A-1, A-2, A-3, A-4, B, and C of the University Budget and Finance Committee. Added C-1 and C-2 of the Dismissal Hearings Committees, and B-1 and B-2 of the Faculty Appeals Hearing Board. Created the University Security and Compliance Committee.

Amended January 2015. Revised A-1 and B of the University Committee for General Education and A-1 of the Committee on Committees.

Amended July 2014. Revised B of the Honors Program Committee, and A-2, A-3, and B of the Teacher Education Coordinating Committee. Added A-4 to the Teacher Education Committee.

Amended January 2014. Revised C of Ubuntu, B of the Borah Foundations Committee, and B of the Safety and Loss-Control Committee.

Amended July 2013. Revised A-4 and A-5 of the Administrative Hearing Board. Added A-3 to the Administrative Hearing Board.

Amended January 2013. Revised A-1, A-2, A-3, and B of the University Committee for General Education, and B of the University Multi-Campus Communications Committee. Editorial changes were made to B of the Americans with Disabilities Act Advisory Committee, A of the Parking Committee, B of the University Teaching Committee, B of the University Committee for General Education, and B of the University Curriculum Committee,

Amended July 2012. Revised B of the Intellectual Property Committee. Editorial changes were made to B of the Admissions Committee. Created the Americans with Disabilities Act Advisory Committee, and Ubuntu.

Amended January 2012. Editorial changes were made to A-3 of the University Committee for General Education.

Amended July 2011. Revised to take into consideration the possibility that both of the Dismissal Hearings and Faculty Appeals Hearings Committees could affect the other, and thus care should be taken in the appointment of members to both of these committees due to a potential conflict.

Amended January 2011. Revisions were made in committee reporting structure. Revised to give oversight of radiation safety to Finance and Administration. The NRC requires a representative of the University's administration to serve a committee member to assist in financial matters of the radiation safety program. This change replaced the Budget Officer with the director of Environmental Health and Safety or a representative of Finance and Administration to better align the source of financial support of the committee. The University's radioactive materials license was amended to no longer require NRC approval of the committee chair.

Amended July 2010. Revisions were made to allow committees to more efficiently conduct business.

Amended January 2010. Editorial changes were made to B of the Provost Council, B of the Radiation Safety Committee, B of the Research Council, and B of the Scientific Misconduct Committee.

Amended July 2009. Revised A-4 of the Officer Education Committee and B of the Sabbatical Leave Evaluation Committee. Editorial changes were made to A-2 and C-5 of the Academic Hearing Board, A-2 of the Academic Petitions Committee, A-1 of the Administration Hearing Board, A-4 and C of the University Budget and Finance Committee, A-1, A-2, and B of the Campus Planning Advisory Committee, A-4 of the Commencement Committee, A-1, A-2, and B of the Committee on Committees, A-2 of the Faculty Affairs Committee, to the Faculty Senate, A-1 of the Information Technology Committee, A-2 of the Intellectual Property Committee, A of the Sabbatical Leave Evaluation Committee, A of the Safety and Loss-Control Committee, B of the Scientific Misconduct Committee, Staff Affairs, A-3 of the University Teaching Committee, and A-2 of the University Committee for General Education. Created the University Multi-Campus Communications Committee.

Amended January 2009. Revisions were made to allow committees to more efficiently conduct business.

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Amended July 2008. Revised to provide clarification, publish established meeting times, consolidate committee structures found elsewhere in the FSH into this main committee directory, and make minor edits. Restrictive language was removed from the Faculty Affairs committee section and now allows more flexibility in selecting a chair. There was a complete restructure and renaming of the Fine Arts Committee. Quorum and alternate issues were addressed for the UCC. Revisions were made to address the difficulty in appointing 3 faculty council reps and a desire by other faculty to serve on the Campus Planning Advisory Committee. Additional diversity groups were added to Juntura

Amended January 2007. Revised B of the Provost Council.

Amended July 2006. Revised B of the Admissions Committee, B of the Administrative Hearing Board, B of the Borah Foundations Committee, B of the Campus Planning Advisory Committee, B of the Honors Program Committee, B of the Intellectual Property Committee, B of the Library Affairs Committee, A and B of the Parking Committee, B of the Sabbatical Leave Evaluation Committee, B of the Safety and Loss-Control Committee, B of the Student Financial Aid Committee, and B of the University Curriculum Committee. Editorial changes made to B of the Academic Petitions Committee, A of the Institutional Animal Care and Use Committee, A-1 and B of the University Budget and Finance Committee, B of the Committee on Committees, B of the Provost Council, B of the Information Technology Committee, A, A-4, and B of the Officer Education Committee, A of the Radiation Safety Committee, A of the Teacher Education Coordinating Committee, and A-2 and B of the University Committee for General Education. Removed the International Affairs Committee. Combined the Disability Affairs Committee with Affirmative Action.

Amended January 2006. Revised A and B of the Research Council.

Amended July 2005. Removed the Fiscal Emergency Committee, the Shared Leave Review Committee, and the Space Allocations Committee.

Amended January 2005. Created the University Budget and Finance Committee.

Amended July 2004. Editorial changes were made to B of the Campus Planning Advisory Committee, and A-2 of the Commencement Committee.

Amended July 2003. Revised B of the Provost Council, B of the Honors Program Committee, and A-4 and B of the Officer Education Committee. Editorial changes were made to B of the Academic Petitions Committee and A of the Parking Committee.

Amended January 2003. Revised A of the Borah Foundation Committee.

Amended July 2002. Added C to the Faculty Appeals Hearing Board.

Amended July 2000. Editorial changes were made to A of the Admissions Committee, A-2 of the Commencement Committee, to the Promotions Review Committee, and to A of the Sabbatical Leave Evaluation Committee. Created the Information Technology Committee and the Safety and Loss-Control Committee.

Amended July 1999. Revised B of Campus Planning Advisory Committee, B of the Faculty Appeals Hearing Board, and the Arts Committee. Editorial changes were made to A of the Parking Committee, and B of the Publications Board.

Amended July 1998. Revised C-5 of the Academic Hearing Board, and A-1, A-3, and B of the Commencement Committee. Editorial changes were made to B of the Honors Program Committee, and A and B of the University Curriculum Committee. Added A-2 and A-4 of the Commencement Committee.

Amended July 1997. Revised B of the Admissions Committee, B of the Borah Foundation Committee, B of the Honors Program Committee, and B of the Student Financial Aid Committee. Editorial changes were made to B of the Research Council.

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Adopted 1979.



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment
Policy Number & Title:

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

Policy originator: Chantal Vella, Chair Sabbatical Leave Evaluation Committee; Barb Kirchmeier, Ad Hoc Committee on NTT Faculty

Policy sponsor, if different from originator:

Reviewed by General Counsel: __Yes No Name & Date:

Comprehensive review? Yes __No

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

Changes were made to clarify language about the sabbatical application, schedule for applying, position description, and return from sabbatical. Changes were made to the rating system total points to streamline the application review process.

In light of changes to the state board policy on sabbaticals, we have also made a change to sabbatical eligibility. This will allow any faculty member who has served at UI at least 6 years to apply.

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

None

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

None

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

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CHAPTER THREE:

EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

3720 SABBATICAL

LAST REVISION: July 2019

CONTENTS:

~~A. General Policy~~

~~A. B. Purpose~~

~~B. Scope~~

~~C. General Policy~~

~~D. Period of Sabbatical and Restrictions on Service and Salary~~

~~DE. Application for Sabbatical Status~~

~~EF. Criteria and Rating System Used in Evaluating Applications~~

~~FG. Schedule for Applying~~

~~GH. Position Description and Annual Performance Evaluation~~

~~HJ. Changes in or Cancellation of Sabbatical~~

~~I.J. Return~~

~~**A. PURPOSE.** Sabbaticals are designed to encourage scientific inquiry, research, artistic creation, clinical/technical expertise, innovation in teaching or to acquire professional skills or training.~~

~~**B. SCOPE.** This policy applies to full-time UI faculty members who have completed six years of full-time employment at the University of Idaho. This policy applies to all UI tenure track faculty~~

~~**CA. GENERAL POLICY.** Members of the UI faculty [see 1520 II-1] having completed six years of full-time employment at the University of Idaho ~~who are tenured by the time the sabbatical is to be effective~~ may be granted sabbatical. ~~A faculty member who is untenured, but expects a tenure decision by the time the sabbatical is to be taken, may submit an application.~~ Tenured ~~F~~faculty may apply for additional sabbaticals provided that six full academic years have elapsed since the end of the most recent sabbatical and the beginning of the requested sabbatical.~~

~~**A-1. Sabbatical Status.** Employees in sabbatical status (longer than six months) retain all regular employment benefits except short term and long term disability. Faculty are advised to contact Benefit Services in HR to discuss how a sabbatical may impact their benefits.~~

~~**A-2. Fiscal Year Cross-over.** In addition, in the event a sabbatical will cross over to a new fiscal year, the faculty member is strongly advised to discuss whether, and what impact, the sabbatical may have on salary.~~

~~**A-3. Cooperative Extension System.** Sabbatical applications by faculty members in the Cooperative Extension System (CES) are processed separately by a committee of the CES.~~

~~**B. PURPOSE.** Sabbaticals are designed to encourage scientific inquiry, research, artistic creation, clinical/technical expertise, innovation in teaching or to acquire professional skills or training.~~

~~**DC. PERIOD OF SABBATICAL AND RESTRICTIONS ON SERVICE EMPLOYMENT AND SALARY.** A sabbatical is for one-half academic or fiscal year at full pay or one full academic or fiscal year at half pay, depending on the type of appointment held by the faculty member. Faculty on sabbatical continue to be full time employees of the University. Outside employment while on sabbatical must be disclosed per FSH 3260.~~

~~**ED. APPLICATION FOR SABBATICAL.** Complete applications for sabbatical must be submitted to the provost or designee who will collect and forward them to the Sabbatical Leave Evaluation Committee (SLEC). The application must contain:~~

~~**ED-1. Cover Page.** The required cover page template is available on the Provost's Office website.~~

~~**ED-2. Abstract.** Maximum length: 100 words.~~

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ED-3. Description of Proposed Plan for Sabbatical. Major headings should include a detailed ~~statement of what the applicant plans to do while on sabbaticals~~sabbatical plan, ~~the~~-objectives and significance of the proposed activities, ~~the~~-value of these activities to the applicant's UI obligations, ~~the~~-feasibility and methods of accomplishing the objectives, and ~~the~~-applicant's qualifications pertinent to the proposed activities. This section ~~should~~shall consist of not more than~~be a maximum of~~ four single-spaced ~~typewritten~~ pages and written for a non-specialist audience. In the case of an application for a sabbatical crossing over the beginning of a new fiscal year, an explanation of the reasons for the timing of the sabbatical should be provided.

ED-4. Curriculum Vitae (CV). The applicant's CV ~~must be on the~~shall follow the standard University of Idaho format.

ED-5. Letters of recommendation. ~~Letters of recommendation from both the applicant's college dean and direct supervisor (if the applicant's direct supervisor is not the college dean). A letter of recommendation from both the applicant's college dean and unit administrator (if applicable).~~

ED-6. Appendix. Letters of invitation or acceptance from persons with whom the applicant plans to work, itinerary, and other supportive documentation should be appended to the application.

FE. CRITERIA AND RATING SYSTEM USED IN EVALUATING APPLICATIONS. The SLEC evaluates applications according to the criterion and rating system set forth in this policy below and makes recommendations to the provost who notifies applicants of the disposition of the application.

FE-1. Criteria:

a. Preparation, Thought, and Documentation: Organization of the application, originality of the idea, thoroughness, specificity, feasibility, preliminary work done on the project in addition to the planning, letters of appointment and acceptance, other documents supportive of the application, and the applicant's plans for travel, if that is an integral feature of the application.

b. Benefit to UI and Applicant: Contribution to applicant's knowledge and understanding, contribution to teaching or other assigned duties at UI, publications or other scholarly works resulting from the project, enhancement of professional status, recognition for UI, and contribution to special projects or to UI programs.

c. Applicant's Record of or Potential for Research, Teaching, Service and/or Other Pertinent Activity: Publications, performances, grants, postdoctoral fellowships, sabbaticals, participation in relevant professional organizations, record of achievement on previous grants and leaves (FSH 3710), evaluation by unit administrator and dean, and evidence of excellence in teaching, service, or other evidence of contribution to the university.

d. Decision: The decision as to the acceptability of an application may not be based on whether additional remuneration may be received by the sabbatical applicant.

FE-2. Rating System. The application will be rated by the SLEC according to the following ~~100~~30-point rating system based on the categories in F-1 a through c:

~~a. Merit and feasibility of the proposed sabbatical plan, 60 points.~~

~~a. Preparation, thought and documentation, 10 points~~

~~a-b. Benefit to UI and applicant, 10 points~~

~~c-b. Applicant's record or potential for research, teaching, service and/or other pertinent activity, 25-7 points.~~

~~d. Length of service to UI in a tenure-track position and timing of their most recent sabbatical, up to 153 points. Each year of service, counting from the faculty member's initial appointment in a tenure-track position or from their most recent sabbatical, whichever is less, will be considered.~~

GF. SCHEDULE FOR APPLYING. Each year there are two rounds of application consideration. Please see Provost's Office website for up-to-date application and sabbatical schedules. The deadlines below reflect the date

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materials are due to the Provost's office. Colleges and Units will have due dates prior to the dates listed below:

GF-1. Round 1. Deadline March 31st. This deadline applies to:

- a. Faculty with an academic year appointment planning to begin a full-year sabbatical at the start of the second fall semester after submitting the application;
- b. Faculty with an academic year appointment planning to begin a one-semester sabbatical at the start of the second fall semester or the second spring semester after submitting the application;
- c. Faculty with a fiscal year appointment planning to begin a full-year sabbatical at the start of the second fiscal year after submitting the application;
- d. Faculty with a fiscal year appointment planning to begin a half-year sabbatical during the second fiscal year after submitting the application.

GF-2. Round 2. Deadline October 31st. This deadline applies to:

- a. Faculty with an academic year appointment planning to begin a full-year sabbatical at the start of the next fall semester;
- b. Faculty with an academic year appointment planning to begin a one-semester sabbatical at the start of the next fall semester or the second spring semester after submitting the application;
- c. Faculty with a fiscal year appointment planning to begin a full-year sabbatical at the start of the next fiscal year after submitting the application;
- d. Faculty with a fiscal year appointment planning to begin a half-year sabbatical during the next fiscal year after submitting the application.

HG. POSITION DESCRIPTION AND ANNUAL PERFORMANCE EVALUATION. Faculty members on sabbatical remain full time employees of UI. Faculty members are expected to submit a new position description prior to the start of their sabbatical that reflects the appropriate change in duties while on sabbatical. Their annual performance evaluation must reflect whether the purpose and goals of the sabbatical were achieved. Obligations while on sabbatical should be guided by the position description. In most cases the position description will be changed to 100% scholarly and creative activities during the sabbatical.

IH. CHANGES IN SABBATICAL. If a faculty member must change the purpose, place, or time of the sabbatical, the faculty member must submit a revised cover sheet indicating the type of change along with an updated recommendation from the dean and unit administrator, to the SLEC. This request must state the rationale for the changes and update the sabbatical plan to reflect these changes. The SLEC will review the change and make a recommendation to the provost for final approval. ~~This request must state the rationale for the changes and update the sabbatical plan to reflect these changes.~~

JI. CANCELLATION OF SABBATICAL. If a sabbatical must be cancelled, the faculty member must submit written notification of cancellation to the Provost's Office along with confirmation from the dean and unit administrator (if applicable). Cancelled sabbaticals cannot be reinstated, but faculty may re-apply through the normal application process.

KJ. RETURN. Faculty members must return to the active service of UI for at least one contracted academic or fiscal year based on the faculty member's appointment type after completion of the sabbatical or repay the gross salary money received from UI while on sabbatical, unless the president approves a waiver of this requirement. Results of the sabbatical should be documented on the annual performance evaluation and will serve as the official record of return and accomplishment.

Version History

Amended July 2019. Changes were made to address benefits that are affected while on sabbatical and to clarify language about timelines, eligibility, and support letters.

Amended January 2018. Revised and reorganized to better reflect process and to remove the recusal language added in 2016 which was found to cause more problems than it solved.

Amended July 2016. Changes were made to clarify processes and to ensure that any SEC member who submits a

UI FACULTY-STAFF HANDBOOK
Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF
Section 3720: Sabbatical Leave

sabbatical application while serving on the committee recuse themselves from all evaluations during said period.

Amended July 2013. Revised J.

Amended January 2012. Editorial changes to D-6, E-1 c, H and J.

Amended January 2011. Editorial changes to C.

Amended July 2009. Editorial changes to A.

Amended July 2002. Revised J. Editorial changes to A and D-6.

Amended July 2001. Editorial changes to A.

Amended July 1997. Revised D-3, E-1 a, b, c, E-2 a, c and J. Added E-2 b.

Amended July 1998. Editorial changes to D-6 and E-1 c.

Adopted 1979.



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

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

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

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

Originator: Teresa Amos, Chair, Faculty Staff Policy Group

Policy Sponsor, if different from Originator:

Reviewed by General Counsel X Yes No Name & Date: Karl Klein 3/17/2026

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

We are submitting this revision to clarify the language related to the employee benefit. We are also changing language related to termination of an employee prior to the first census date.

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

Using a conservative, worst-case assumption—that all second dependents come from dual-employee households and could instead receive a 50% waiver—the maximum potential incremental impact would be approximately:

- \$11,750 for Fall 2025, and
- \$5,875 for Spring 2026.

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

None

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

3780

DEPENDENT EDUCATIONAL TUITION AND FEE REDUCTION

LAST REVISION: July 1, 2025.

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

B. Employee: A board-appointed University employee on regular appointment who works at least half-time (including those on official leave) is eligible for the ~~dependent educational tuition reduction~~ benefit. A dependent may receive the benefit if the employee is eligible on the first day of the academic term. Only two dependents per ~~household employee~~, per semester, are eligible for this benefit. ~~Eligible employees may not apply to use the benefit for the same dependent in a semester. See C-1(b).~~

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

C-1. An eligible dependent:

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

D. Application: Applications require signed approvals of the employee, and the dependent(s). The benefit is not automatically renewed; it must be applied for each semester. Fraudulent certification of dependent eligibility by an employee is grounds for discharge and the employee shall be required to repay all costs associated with the benefit.

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

Version History**Adopted January 2012.****Amended July 2025.** Benefit expanded to include second dependent at 25% reduction; language clarified throughout.



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

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

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **40.03 New and Major Renovation Building Policy**

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

Originator:

Policy Sponsor, if different from Originator:

Reviewed by General Counsel Yes No Name & Date: Kim Rytter

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

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

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None

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

N/A

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

July 1, 2026

APM 40.03 – New and Major Renovation Building Policy

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

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

Last updated: Interim Approval Sept 22, 2025

A. Purpose. ~~2008~~

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

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

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

C. Definitions.

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

D. B.—**Policy.**

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

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

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

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

E. Contact Information

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

F. Related Policies

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

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

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

Version History

2008



POLICY COVER SHEET

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

Faculty Staff Handbook (FSH)

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

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **40.05 Architectural and Engineering Services**

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

Originator:

Policy Sponsor, if different from Originator:

Reviewed by General Counsel Yes No Name & Date: Kim Rytter

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

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

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None

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

N/A

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

July 1, 2026

APM 40.05 - Architectural and Engineering Services

Owner:

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

Last updated: Interim Approval September 22, 2025

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

Capital Planning and Budget

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

Facility Design

CADD Center

Construction Management

Space Utilization and Planning

B. Process and Procedures.

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

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

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

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

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

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

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

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

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

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

C. Reporting

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

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

Version History



POLICY COVER SHEET

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

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Faculty Staff Handbook (FSH)

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

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **40.10 University Space**

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

Originator:

Policy Sponsor, if different from Originator:

Reviewed by General Counsel Yes No Name & Date: Kim Rytter

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

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

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None

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

N/A

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

July 1, 2026

APM 40.10 – University Space

~~Updated March 22, 2017~~

A. Definitions

A Owner:

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

Last updated: [edit](#)

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

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

C. Definitions.

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

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

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

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

BD. Policy

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

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

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

G. Procedure.

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

E. Procedures.

E-1. Requests for Campus Space. A&E Services offers University Units assistance with space planning, utilization, and assignment. The management, allocation, and assignment of University space resources is governed by the University of Idaho Space Policy as defined herein. Units wishing to explore requests for additional space as a result of changing Unit needs should begin by completing and submitting a University Space Request Form, found at <http://www.uidaho.edu/infrastructure/facilities/aes> or by contacting the University Space Planner within A&E Services at 208-885-6246.

E-2. Reporting of Changes in Space Use, Assignment, or Allocation. A & E Services maintains a database of all University Space, its functional use, assignment and allocation. Units which reallocate or reassign space internally within the Unit, or which negotiate a swap of space use and assignment with other Units, or which are in position to relinquish space previously assigned to the Unit, shall report all such changes in space use, assignment or allocation to the University Space Planner at 208-885-6246 for the purpose of maintaining and keeping current the accuracy of the database

F. Contact Information.

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

Version History



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

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

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **40.12 Sustainability Revolving Loan Fund**

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

Originator:

Policy Sponsor, if different from Originator:

Reviewed by General Counsel Yes No Name & Date: Kim Rytter

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

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

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None

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

N/A

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

July 1, 2026

APM 40.12 – Sustainability Revolving Loan Fund

Owner:

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

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

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

The SRLF has several goals:

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

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

C. Definitions. None.

DCB. Applicability Policy.

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

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

EDC. Procedures.

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

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

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

EDC-2. Award decision making process.

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

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

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

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

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

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

G. Forms. None.

H. Related Policies. None.

Version History



POLICY COVER SHEET

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

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

Faculty Staff Handbook (FSH)

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

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title: **APM50.16 Criminal Background Check Procedures**

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

Originator:

1/21/26

Policy Sponsor, if different from Originator:

Reviewed by General Counsel Yes No Name & Date: Karl Klein; 1/15/26

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
 These updates clarify which positions require a criminal background check (CBC) and reinforce our commitment to providing a safe environment for faculty, staff, and students. The only substantive change is the addition of a CBC requirement for work-study positions, a practice already in place in most units. Overall, these updates are intended to improve clarity and ensure consistent compliance with the policy across all units.

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
 There could be some minimal impact for those units that don't currently submit a CBC for a work-study position. Most units already do this, so impact should be minimal.

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

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

50.16 - Criminal Background Check Procedures

Owner:

- **Position:** Director of Human Resources
- **Email:** hr@uidaho.edu

Last updated: July 1, 2024

A. Purpose. This policy sets forth requirements for criminal background checks for employees.

B. Scope. This policy applies to all employees.

C. Policy. Criminal background checks confirm an individual's fitness relative to the requirements of their employment or volunteer service at the University of Idaho (U of I).

U of I requires criminal background checks for all ~~nonstudent-paid positions, graduate student appointees, postdoctoral scholars, student positions (ST/SF/SI), and temporary help positions (T1, T4, etc.)~~. U of I requires criminal background checks for **student positions (ST/SF/SI)**, interns, **affiliates**, and volunteers only if the work will involve contact with minors (**anyone under the age of 18 years old**) or the hiring authority determines the work to be security-sensitive. This list is not intended to be exhaustive. Questions on background check requirements should be directed to Human Resources (HR).

The requirements of this policy also apply to existing employees being considered for changes in position, transfers, and promotions. However, if an existing employee has a previous background check on file within the prior three years with U of I, and that background check is applicable to the change in position, transfer, or promotion, a new background check will not be required (**as determined by HR**). A background check is not required for general faculty promotions in rank pursuant to FSH 3500 where the faculty promotion does not involve an internal or external search.

Noncompliance with this procedure will be communicated to the Office of General Counsel and the appropriate vice president.

D. Procedure. The U of I will conduct criminal background checks on the recommended candidate(s) for all **paid** positions ~~as noted-listed~~ in Section C. Hiring authorities must request criminal background checks for **student positions (ST/SF/SI)**, interns, **affiliates**, and volunteers if the work will involve contact with minors (**anyone under the age of 18 years old**) or the hiring authority determines the work to be security sensitive. Security-sensitive work may involve access to restricted facilities, resources, finances, data, confidential information, or research as determined by the hiring authority.

D-1. Required notification of criminal background checks. All advertisements, notices, and postings for paid positions ~~listed in Section C~~ must state: “This position is subject to the successful completion of a criminal background check.” No candidate for a paid position ~~listed in Section C~~ shall commence employment until a satisfactory criminal background check has been received by HR. Any offers associated with these positions must be made contingent on a satisfactory criminal background check.

For ~~student (ST/SF/SI)~~, intern, affiliate, and volunteer positions ~~for which a search was not necessary or was waived~~, the hiring authority will provide the candidate or volunteer with written notice of the criminal background check requirement prior to offering the position. The ~~candidate or intern, affiliate, or~~ volunteer can only be offered the position opportunity contingent on a satisfactory criminal background check. The ~~candidate or affiliate, intern,~~ or volunteer must not begin work or begin the new responsibilities until a satisfactory criminal background check has been received by HR.

D-2. Required authorization for criminal background check. The hiring unit must submit a Department Request for Criminal Background Check via the online request for background check ~~as soon as possible, but not earlier than three months prior to the anticipated start date~~. The request shall include the following information: candidate’s legal name, ~~and~~ email address, position title/action number, budget number, and unit. The candidate will receive an email from the background check vendor to initiate the background check. The candidate must submit the required personal information at a secure website and electronically sign the Disclosure and Authorization forms. The candidate will then receive a summary of rights under the Fair Credit Reporting Act (FCRA), and the background check will begin. The third-party consumer reporting agency will provide the background check results to HR. HR will review the background check’s results to determine whether the candidate meets the criteria for the position. HR will notify the hiring authority of the results of the background check. Costs associated with criminal background checks will be charged to the hiring unit.

D-3. Contingent offer of employment. If circumstances require that a job offer be made prior to the completion of the background check, the hiring unit must use the approved contingent offer letter template found on the HR website, which includes the following language: “This offer is contingent upon the completion of a satisfactory criminal background investigation and other pre-employment requirements.” Although a contingent offer may be made, the employee may not begin work in any capacity, including attending orientations or trainings for the unit or University, without a completed satisfactory background investigation and other pre-employment paperwork. It is recommended that a

written offer not be made until the satisfactory criminal background check has been completed and confirmed by HR.

D-4. Prior criminal background check qualifies. If a candidate is being rehired or reappointed into the same position, has in the prior three years met the background check requirement for that position, and the break in service is less than one year, the background check requirement may be waived at the discretion of the senior HR executive, or designee.

D-5. Day care centers must comply with I.C. § 39-1105. Employees or volunteers at day care centers who have direct contact with children are subject to the criminal history check procedures set forth in I.C. § 39-1105, which are conducted by the day care centers in conjunction with the appropriate state agencies. The procedures set forth in this APM 50.16 do not apply these individuals.

D-6. College of Agricultural and Life Sciences unique requirements

a. Non-4-H volunteers. The College of Agricultural and Life Sciences (CALS) has implemented additional criminal background check procedures for volunteers who have significant contact with minors. Students and volunteers of CALS may be subject to additional screening requirements pursuant to those procedures.

b. 4-H volunteers. Volunteers through the 4-H programs who have direct contact with children are subject to the criminal history check procedures set forth in the 4-H Youth Development Policies and Procedures.

D-7. Successful applicants recruited through an authorized search firm. When an authorized search firm is used to recruit for key leadership roles, where the service provided includes a background check that is no less comprehensive than that conducted by the U of I, the senior HR executive or designee may approve the use of the search firm background check for purposes of employment in that position. All background checks are to be sent to HR and not provided to search committees, etc. to maintain consistency in process.

E. Procedures for criminal background checks for security purposes. If the senior HR executive or designee has reasonable grounds to believe that an employee or volunteer represents an immediate threat to the safety and security of the U of I community, HR may conduct a criminal background check through the Idaho State Police or other appropriate agency. The written authorization of the employee to conduct this check will be obtained in most cases. However, in certain circumstances, it may not be possible or feasible to obtain written authorization. In those cases, a limited background check may be performed through the Idaho State Police or other appropriate agency. Any information obtained

through this process will be used solely for the purpose of maintaining the safety and security of the U of I community and will be shared strictly on a “need to know” basis.

F. Results of criminal background checks

F-1. Applicants new to U of I. If the criminal background check identifies a conviction, with the exception of F-3 below, determinations of fitness for employment will be made by Human Resources, and may include consultation with appropriate hiring authority, based on the nature and details of the conviction, date of the conviction, how the crime relates to the job in question, evidence of rehabilitation, and other relevant factors.

F-2. Current employees. When a current employee with a conviction is considered for changes in position, transfers, or promotions, the determination of whether to exclude the candidate will be made by the senior HR executive or designee, and may include consultation with the appropriate hiring authority.

If, pursuant to this procedure, a criminal background check is conducted on a current employee and an event is uncovered that was not previously considered, U of I may initiate personnel action against the employee. In these cases, the senior HR executive or designee in consultation with ~~the Risk Management Officer~~ appropriate offices and other applicable personnel, will determine what action, if any, should be taken. The senior HR executive or designee may ask the employee for a ~~n written~~ explanation of the offense(s).

F-3. Disqualifying employment convictions. A record of any of the following convictions will generally result in automatic exclusion of the candidate or termination of a current employee:

- a.** Conviction of any crime against a child or vulnerable adult (including but not limited to child abuse, abandonment, neglect, and statutory rape);
- b.** Conviction of any crime of violence;
- c.** Conviction of any crime of a sexual nature, including but not limited to lewd conduct, sexual battery, sexual exploitation, rape, and statutory rape;
- d.** Conviction of any crime involving unlawful use or possession of a weapon or firearm.

F-4. “Conviction” defined. For purposes of this procedure, the term “conviction” will be interpreted broadly and will include pleas of no contest, deferred adjudications, and similar dispositions. If a criminal history report indicates pending criminal charges that, if a conviction resulted, would result in exclusion from employment, the candidate will be excluded from employment until final disposition of the charges.

G. Communication of results and employee rights

G-1. Consumer reporting agency. Procedures when the report has been provided by a consumer reporting agency (e.g., Verified Credentials) shall be as follows:

a. If a determination has been made that a candidate should be excluded, or that adverse action should be taken against a current employee, based on an unsatisfactory criminal background check, HR shall, prior to taking any adverse action against the individual, provide a Pre-Adverse Action Disclosure that (1) notifies the individual in writing of the unsatisfactory result, (2) provides the candidate or employee with a copy of the report, and (3) provides the candidate or employee with a written description of their rights under the Fair Credit Reporting Act.

b. After the adverse action has been taken, HR will provide the candidate with an Adverse Action Notice, which includes (1) the name, address, and phone number of the consumer reporting agency that supplied the report, (2) a statement that the consumer reporting agency that supplied the report did not make the decision regarding the adverse action and cannot provide the reasons for the adverse action, and (3) a notice of the individual's right to dispute the accuracy or completeness of any information the agency has furnished, and their right to an additional free consumer report from the agency upon request within 60 days.

c. A candidate or employee who has received an initial unsatisfactory result and who has sought correction of their report under the Fair Credit Reporting Act is not eligible for a listed position until the senior HR executive, or designee has confirmed the correction and determined that the result is satisfactory. The U of I has no obligation to hold a position open to allow a candidate or employee to correct their report.

G-2. Government reporting agency. Procedures when the report has been provided by a governmental agency (e.g., Idaho State Police) shall be as follows:

If a decision has been made to exclude a candidate, or initiate action against a current employee, based on an unsatisfactory background check, HR shall (1) notify the individual in writing of the unsatisfactory result, and (2) provide the candidate or employee with a copy of the report.

H. Record keeping. Criminal history information collected under this procedure shall be kept electronically with the third party vendor or in accordance with record retention requirements (see [APM Chapter 65](#)). The information will be used solely for the purpose of maintaining the safety and security of the U of I community and will be disclosed only as permitted or required by law.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **APM's Chapter 60 – Purchasing APM 60.03; 60.10; 60.11; 60.13; 60.14**

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

Originator: Robert Akhnoukh

Policy Sponsor, if different from Originator: Brian Foisy

Reviewed by General Counsel Yes No

Name & Date: Edith Pacillo

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
 Review and update of policy was recommended by Internal Audit findings in June 2024. Formatting Updates, Removal of defunct policies since the introduction of JAGGAER and language updates are the majority of requested changes. Some contain increases to established thresholds in the process. Policy updates are primarily formatting changes, removal of old policy no longer applicable and delegated review & signature authority changes/updates to address organizational structure changes. Policy updates have been fully reviewed by Brian Foisy - DFA VP, Edith Pacillo – OGC, Robert Akhnoukh – Director, Contracts and Purchasing Services.
2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have? NA
3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it. N/A
4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. January 1, 2026 or ASAP.

60.03 -- General Responsibilities within Purchasing Services

~~July 30, 2009~~

Owner:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Version History

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

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

2005 – Minor amendments to language.

60.10 -- Requests for Quotations (RFQs)

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

Owner:

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

~~Last updated: November 5, 2007~~ July, 2026

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

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

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

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

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

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

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

i) The lowest price.

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

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

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

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

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

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

~~{See~~

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

[Version History](#)

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

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

[2005](#)

60.11 -- Requests for Bids (RFBs)

~~Last updated November 5, 2007~~

Owner:

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

~~Last updated: November 5, 2007~~ July, 2026

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Version History

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

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

2005

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

Owner:

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

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

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

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

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

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

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

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

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

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

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

Version History

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

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

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

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

2005

60.14 – Direct Negotiations

~~Last updated August 24, 2005~~

Owner:

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

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

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

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

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

Version History

July 2026 – Increase to established thresholds for vendor confirmation.

July 2005