



**University of Idaho**  
**2024 – 2025 Faculty Senate Agenda**  
Meeting #31  
Tuesday, April 22, 2025, at 3:30 pm  
Zoom Only

- I. Call to Order
  - Approval of Minutes (Vote)  
Minutes of the 2024-2025 Faculty Senate Meeting #30 (April 15, 2025) **Attach. #1**
- II. Chair's Report
- III. Provost's Report
- IV. State Board of Education Introduction – Jenn White, Executive Director of the State Board of Education
- V. Old Business
  - a. Resolution on SB 1198 (Motion and Vote) – Erin Chapman, Senator from CALS; Kelly Quinnett; Debb Thorne, Senators from CLASS **Attach. # 2**
- VI. Consent Agenda (Vote)
  - a. AY 25-26 Committee Roster – Tim Murphy, Chair of Committee on Committees **Attach. #3**
  - b. AY 25-26 Sabbatical Approval List – Chantal Vella, Chair of Sabbatical Leave Committee **Attach. #4**
- VII. Committee Reports
  - 1. University Curriculum Committee (Vote)
    - a. UCC 158: Change to university-level learning outcome Practice Citizenship – Erin James, Professor of English; Co-Director, The Confluence Lab and Chair of UCC **Attach. # 5**
  - 2. Advising Committee (Vote)
    - a. FSH 4310: Academic Advising and Counseling – Matthew Swenson, Chair of UAC and Associate Professor of Mechanical Engineering and Chantal Vella, member of UAC and Professor of Movement Sciences **Attach. # 6**
  - 3. Ad Hoc Committee on Intercollege Curriculum (Vote)

- a. FSH 4120 (seconded motion from UCC) and FSH 1640.94(seconded motion from Committee on Committees) - Karen Humes and Erin James, Chairs of the Ad Hoc Committee on Intercollege Curriculum **Attach. #7 & 8**
  - b. FSH 1640.93 - Tim Murphy, Chair of Committee on Committees (not a seconded motion) **Attach. # 9**
4. Ubuntu (Motion and Vote)
  - a. Joint Resolution thanking equity office staff – Caitlin Cieslik-Miskimen, Chair of Ubuntu **Attach. #10**
5. Committee on Committees (Vote)
  - a. FSH 1640 University Committees – Tim Murphy, Chair of Committee on Committees and Assistant Professor of Law **Attach. #11**
6. Faculty Staff Policy Group (Vote)
  - a. FSH 4800 Language Skills – Barb Kirchmeier, member of Faculty Staff Policy Group; Director of General Education; Director of Independent Study of Idaho **Attach. #12**
  - b. FSH 3130 Disruption Policy – Francesca Sammarruca, Faculty Secretary and Professor of Physics **Attach. #13**

#### VIII. New Business

#### IX. Adjournment

#### Attachments:

- **Attach. #1** Minutes of the 2024-2025 Faculty Senate Meeting #30 (April 15, 2025)
- **Attach. #2** Resolution on SB 1198
- **Attach. #3** AY 25-26 Committee Roster
- **Attach. #4** AY 25-26 Sabbatical Approval List
- **Attach. #5** UCC 158 Change to university-level learning outcome Practice Citizenship
- **Attach. #6** FSH 4310 Academic Advising and Counseling
- **Attach. #7** FSH 4120 Catalog Change Procedures
- **Attach. #8** FSH 1640.94 Intercollege Curriculum Committee
- **Attach. #9** FSH 1640.93 University Committee for Academic Certificates in Sustainability
- **Attach. #10** Joint Resolution thanking equity office staff
- **Attach. #11** FSH 1640 University Committees Bulk Update
- **Attach. #12** FSH 4800 Language Skills
- **Attach. #13** FSH 3130 Disruption Policy

**2024 – 2025 Faculty Senate – Pending Approval**

**Meeting # 30**

Tuesday, April 15, 2025, 3:30 pm – 5:00 pm

Zoom only

**Present:** Barannyk, Borrelli, Chapman, Corry, Hagen, Haltinner, Hu, Kenyon, Kirchmeier, Kolios, Lawrence (w/o vote), Maas, McKenna, Murphy (vice chair), Pimentel, Quinnett, Ramirez, Raney, Remy, Roe, Sammarruca (w/o vote), Shook, Strickland, Tohaneanu, Thorne

**Absent:** Aus, Rinker

**Call to Order:** Chair Haltinner called the meeting to order at 3:30 pm.

**Approval of Minutes (vote):**

The minutes of the 2024-25 Meeting #29, April 8, 2025, were approved as distributed.

**Chair's Report:**

- OUR Research Symposium will be held on April 21<sup>st</sup> in the Memorial Gym from 2:30-4:30: <https://www.uidaho.edu/research/students/undergraduates/symposia/undergraduate-research-symposium>
- A CDAR/CETL Accommodations Workshop will be held: **April 30th, 1:30-2:30pm, zoom:** <https://uidaho.bridgeapp.com/learner/training/077b2f5c/enroll> This workshop is in response to a request by Senators to help faculty in meeting the complex and sometimes contradictory accommodation needs of students in their classes. It will identify the most common accommodation requests and help faculty think about designing assignments in ways that meet them.
- ORED Listening Session: **April 16th, 3:00pm**, <https://uidaho.zoom.us/j/83104628139> This session is in response to Senators requesting a discussion about ways to streamline the grant application and reporting process.
- Improving our relationship with the legislature. Torrey and Kristin met Carolyn Troy to share the ideas Senate developed in January on this issue One possible project that was discussed is a faculty ambassador program that would train a small group of faculty to communicate with the legislature and then have an opportunity to go down to Boise. More discussions on this are forthcoming.
- The deadline for Senate elections was April 15<sup>th</sup>. Incoming senators will be announced at the 4/22 meeting. It is likely Senate will also need to convene on 4/29 for a short meeting to complete policy initiatives
- **Who we are.** Constantinos (Costa) Kolias, senate representative for Idaho Falls Costa introduced himself and shared some background about his education, first in Athens, Greece, for his bachelor's degree in computer science, and then at the University of Aegean, on Samos Island, the birthplace of ancient mathematician Pythagoras (author of the famous Pythagorean theorem). Costa then moved to George Mason University in Virginia, where he continued his work in cybersecurity. Currently, he is at the Idaho Falls campus, mainly a research campus where a lot of the research is in collaboration with INL. Costa's current research area is known as "Side Channel Analysis." He collaborates with Senator Borelli.

### Provost's Reports

- Vandal Giving Day resulted in 1.28 million dollars in donations, another record! UI exceeded its 500 million dollars campaign goal. The campaign continues until the end of December. It's been a ten-year project, the largest fundraising initiative ever in the history of Idaho.
- On Wednesday the 16<sup>th</sup> and Thursday the 17<sup>th</sup>, the State Board of Education is meeting in Moscow, in the International Ballroom. Those meetings are open to the public. President Green's annual report will be Wednesday morning at 9 am, possibly at 9:15 or 9:20. Agenda for the SBOE meetings this week:  
<https://boardofed.idaho.gov/meetings/board/archive/2025/041625/00%20AGENDA%20TO%20POST.pdf>
- Last week Senate discussed Senate Bill 1198. The UI administration is still trying to understand exactly what the institution needs to do and how to comply with the law. The administration hopes to have more information to share next week. Tomorrow, there's a meeting with the State Board of Education and with other universities about the bill. .
- House Bill (HB) 0178, known as the "Free Speech Bill." UI is working to assess the impact of the bill on the institution.
- HB 0264, known as the "bathroom bill or the dorm room bill." It's called "Protecting the Privacy of Women" and is also being reviewed by the University.
- The Department of Energy is limiting F&A to 15%. The institution is watching this as it develops. A number of additional grants have been canceled or frozen in recent days, which is impacting the University of Idaho far more directly.
- After the senate meeting that may happen on the 29<sup>th</sup>, everyone is invited to The Lookout, the Golf Course restaurant. There will be appetizers and a free drink. The provost also offered to meet senators in Boise, Coeur d'Alene and Idaho Falls during upcoming visits.  
Discussion:  
A senator asked whether we'll have any information about the students who had their visas revoked. The provost said that very limited information has been given. The university was not notified. The university has reached out to the students to offer help and assistance.

### Committee Reports

- University Curriculum Committee (vote)
  - UCC 157 – Regulation J-3 Revisions. Barb Kirchmeier, Senator and Director of General Education.  
These are revisions to Regulation J-3 to update introductory language as well as to bring credit requirements into compliance with Idaho State Board policy III.N.  
No questions.  
Vote: 21/21 yes. Motion passes.
- Committee on Committees (vote)
  - FSH 1640.82 Faculty Compensation Committee - Tim Murphy, Chair of the Committee on Committee.  
This change will create the Faculty Compensation Committee as decided by Faculty Affairs Committee, based upon a charge from Faculty Senate to review the issue. Regarding the structure and membership, the committee heard from both Michelle Mattoon, who's the chair of the Staff Compensation Committee this year, and Alex Maas, the chair of the ad hoc salary committee. There was significant debate in ConC

around the structure and the charge of this committee, including the possibility of representation from every college. Eventually, the committee opted for what they believe to be enough faculty members to get good diversity of membership across the university (faculty classification, primary academic home location, years of service, tenure status etc.) They ended up with nine faculty members and decided to leave it to the discretion of the Committee on Committees each year to make sure that the committee is representative of the diversity of our campus.

#### Discussion

Provost Lawrence had some comments on section A-3, which refers to a goal of the market-based compensation scheme of raising actual faculty salaries to 100% of target. The historical goal that started with market-based compensation was to have employees at 100% of target *on average*, whereas the proposed language suggests a goal to bring *everyone* to 100% of target. In addition, it is great to have faculty engaged in the compensation system, but having separate faculty and staff committees poses the risk that their recommendations would cancel each other out if they are conflicting – something for people to be aware of.

Motion on the table: to add the words *on average* at the end of A-3, so that the last line of A-3 reads “*actual faculty salaries to 100% of target on the average;*”

Vote on the amendment: 21/21 yes. Amendment passes.

Vote on the amended motion: 21/21 yes. Motion passes.

- Faculty Affairs Committee – Constitution of the University Faculty. Francesca Sammarruca, Faculty Secretary and Professor of Physics and Erin Chapman, Professor of Family and Consumer Science and Chair of FAC

The revisions impact mostly Article V Section 7 Clause A and Section 8. They are needed to provide a process to elect an alternate with voting rights if a senator needs to be absent for more than one month and less than four months, and the existing provision does not apply. Similar revisions were done on Section 8, in the event of a senator recall.

No questions.

Vote: 22/22
- Borah Foundation Committee (report) – Bal Krishna Sharma, Professor of English and Chen Wang, Assistant Professor of East Asian Politics; Co-Chairs of the Borah Foundation Committee. The Borah Committee has been working on the preparation for the 2025 Borah Symposium since last October and made good progress. The theme for next year's symposium, is “great power competition”, and set the dates to September 29<sup>th</sup> through October 1<sup>st</sup>. This year's symposium will include a panel discussion on the evening of September 29<sup>th</sup>, and a plenary address and a keynote address on Tuesday and Wednesday evening, respectively. Their (confirmed) keynote speaker is K.T. McFarland, an American foreign policy analyst and former government official. She served as the Deputy National Security Advisor under the first Trump Administration in 2017. They also received confirmation from Dr. Esther Brimmer. She is currently a Senior Fellow at the Council on Foreign Relations, and an expert in global governance of oceans, outer space and the polar regions. With these speakers, they have good coverage of different dimensions of the theme. They are currently working on finalizing the Monday evening's panel, which will address how the changing global politics dynamic affect international trade, especially the agricultural commodity trade, which is of interest to the local Moscow audience and the broader Idaho audience. They hope to finalize the panel in the next two weeks.

Bal added that the symposium focuses on the causes of war and the conditions of peace, which is their guiding philosophy as they select the themes and the speakers. We thought that this great power competition is a good fit because of the ongoing political climate and trade war, and our speakers fit right into that theme and topic.

No questions.

### **Announcements and Communications**

- Resolution on Senate Bill 1198 – Kelly Quinnett and Debb Thorne, Senators from CLASS, Erin Chapman, Senator from CALS

These senators put together the draft in Attach. #5 and seek comments on the resolution. They would like the faculty senate to take a position on the issues outlined in the draft.

Senator Ramirez shared some ideas to strengthen the resolution. She proposed the following additions:

*WHEREAS, the University of Idaho is the state's public land-grant research university founded in 1889 to expand the education of "scientific and classical studies...and promote the liberal and practical education" to the citizens of Idaho and the United States as defined by the Morrill Act of 1890;*

*WHEREAS, in undermining the professional autonomy of faculty and staff, this measure weakens our ability to properly educate and prepare graduates to successfully compete in high-skilled professions in the state, nation, and globally.*

*WHEREAS, in 2022, the university system in the state of Idaho contributed over \$4 billion to Idaho's economy.*

*WHEREAS, in undermining the professional autonomy and expertise of faculty and staff, in weakening the ability to recruit and retain students, faculty, and staff, this measure weakens Idaho's economic position and threatens the success of businesses and industries that operate in the state that rely on and demand a properly educated, well-rounded, and high-skilled workforce.*

A senator is concerned that the legislators' reaction will be to point at the exceptions provided in the bill. Other senators think we should be more proactive than reactive and more explicit rather than relying on the assumed exceptions. They think we need to be explicit about the position we're taking.

Kristin and Tim met last Friday with the senate leaders of the other institutions in the state, and ISU proposed writing a resolution that's similar for all institutions. If we approve something today, they would like a copy of it to try and adopt something similar. There is time pressure, due to the approaching end of the semester.

A senator recommended reconsidering some of the words used in the draft resolution and how their meaning may be perceived by other people. For instance, "properly educated" could be something that causes unnecessary tension.

Senator Ramirez agreed with the previous comment and will amend as suggested.

Tim noted that this bill was passed by the legislature and signed by the Governor. It's actually law, even though the effective date is in July. We should make it clear that we understand this is the law of the state.

- OIT Summer Updates – Teresa Amos, Director for IT Planning and Initiatives

Teresa presents some highlights of what OIT is planning for this summer. An important part involves updating classrooms using grant money from the state. There's a lot of great new features coming, across a broad stretch. They are also creating some additional training for the fall and video tutorials of various types that will be created and posted by August. They will be

busy upgrading computers to Windows 11 or swapping out those that cannot be upgraded. The firm deadline from Microsoft is October 2025. They are doing a proof of concept on an AI powered Chatbot. There's been a lot of interest from the university community around using Chatbot technology to improve communication.

[Teresa displayed a pdf which is included with these minutes.]

#### Discussion:

A senator expressed concern about Chatbot as an outward facing product – they think it could lead to more frustration and actually be counterproductive.

Teresa replied that those concerns are part of the proof of concept. They are working with a company by the name of Ivy AI (or Gravity AI), and the proof of concept is around the technology itself. They have the same concerns about anything that might have the risk of degrading the user experience. So, the piece that they are focusing on is more around technology and integration with basic systems where we are managing the content. They want to understand how well the Chatbot can find information and refer it back to the user. But they don't have large scale rollout in place, only evaluation. If anyone would like to learn more, please contact Teresa, and she will put you in contact with the project team. They would love to hear from you and want to hear about your concerns.

#### **New Business**

A senator brought up a 55 million dollars USDA grant, the largest in university history, that had just been canceled by the federal government. The senator (who is not connected to this grant) heard it is a pretty significant hit for his CALS colleagues and constituents. Around 30 people received notice of termination as of yesterday, including 13 graduate students and 3 postdocs, as well as several technical and administrative personnel. Several students and postdocs are without a job and in danger of being sent back to their home country. The reasons that were given seem political, based on the USDA press release, see link below. Apparently, grants that didn't meet certain standards, like 60% of the funds going directly to farmers, were deemed no longer appropriate for this program.

<https://www.usda.gov/about-usda/news/press-releases/2025/04/14/usda-cancels-biden-era-climate-slush-fund-reprioritizes-existing-funding-farmers> <https://iamp.uidaho.edu/>

The provost said that people hired on grant contracts usually have a 60-day notice before termination. They will try to help people as much as they can. With something of this magnitude being cancelled, figuring out another way to fund it is very challenging. As for the reasons, the notification letter from the USDA identified changes to better align projects with new USDA priorities.

Vice President Nomura and his team are in touch with our federal delegation about the impacts of these changes. This decision might get some attention, because it's hitting agriculture in a state where it is very important and valued politically and will impact people that we have engaged with externally. A lot of this grant money actually was not coming to the university, it was going through the university to producers.

Links to various articles were shared in the chat. Revoking visas continues to be an ongoing action. A senator reported on other grants that were canceled. Our Idaho Department of Health and Welfare is not authorized to accept grants from the CDC. So, funding for their diabetes prevention program is cut. They had just started a pilot program focused on the prevention of child obesity, which was cut before it could even start.

A senator involved with climate-smart commodities grants from the Colorado Department of Agriculture expressed deep concerns about the current climate. They asked questions such as: Should one go on and spend the money as long as allowed? How can we, morally, try to bring



students here knowing that they may be sent back in 6 months because we don't have funding or their visa is revoked.

The provost agreed that there's no easy answer. We need to be careful about committing funds we may not have but we don't want to stop ongoing work. That's a hard balance to walk.

Senators continued to brainstorm on possible strategies to keep some of these individuals employed. Could tuition waivers be one of those strategies?

The provost said he needs to find more information, if we want to look into that more deeply.

The impact on colleagues who are coming up for tenure and promotion was brought up next.

Their grants and research may be limited. Will the university take loss of funding and impacts on research into consideration for P&T?

The provost responded that something could be considered, like we did during the pandemics.

In promotion and tenure, the candidate statement is an opportunity for faculty to tell their story and provide context. The situations could be explained. The reviewers need to read it and consider it.

Question from senators: Is the university intending or planning to join any of the lawsuits against either the State or Federal Government?

The provost replied that there are no immediate plans to join independently. The university is working through our organizations such as Friday's department of Energy F&A cap. APLU is on that lawsuit, and we are part of APLU. Harvard's situation, which we should all watch carefully, is going to be a test case. But they are in a position to do things that public institutions are not.

Another question: Does the loss of all of this grant money impact the R1 status?

Provost Lawrence: It is possible, although we do not know if changes will be made to the classification system. These are long running, multiyear averages. I also imagine that the Carnegie system will consider what's happening right now. All R1 universities are impacted.

A senator inquired about the status of the post-tenure review.

Chair Haltinner replied that the State Board is revising their policy. Post-tenure review is one of the items that UI are required to work on. Before finalizing and sending our policy forward for approval, we can wait until we know what the SB policy looks like. Faculty Affairs Committee has been discussing this.

Francesca followed up: FAC is actively working on that right now and, because we don't know to which extent and how the current board policy is going to be modified, the committee has chosen to put down some core principle and ideas about what they think this review should be, rather than drafting specific language at this time.

Provost Lawrence clarified that the board did not tell us to pause, the OSBE office suggested we could wait until they have their policy. Our concern is that it's going to take a long time for them to complete their revision, and we are vulnerable if we wait. The idea is to move forward so it could be approved early in the fall. The resolution the board passed in December requires it, and we are not in compliance with all elements of what they passed.

### **Adjournment**

The meeting was adjourned at 5:10pm.

Respectfully Submitted,

Francesca Sammaruca

Secretary of the University Faculty & Secretary to Faculty Senate



# OIT Summer Projects 2025

Below is a list of summer projects and upgrades planned for May through August 2025. Any questions on these projects can be directed to Teresa Amos (tamos@uidaho.edu).

## Wireless Network

1. 267 Access Point Upgrades (LLC & McConnell)
2. eduroam integration with ISU/Idaho Falls Campus & NIC/CdA Campus

## Academic Technology

1. Classroom Tech Upgrades – New equipment installs that align with AV Standards (replacing all of the AV equipment, adding a 2nd monitor at the lectern and adding a rotatable mount to the webcam)
  - Upgrades (17 rooms): AD 225, AD 317, AD 336, AG SCI 204, BPC 040A, EP 122, JEB 221, LSS 163, MCCL 415, MINES 217, MINES 219, ALB 335, TLC 222, TLC 244, TLLC 247, NIC 006, NIC 301
  - AG SCI 106 large lecture hall upgrade
  - Zoom Enabled – video (19 rooms): AAS 103, AD 301, AD 307, BEL 116, BEL 118, BEL 346, CNR 209, LLC 132, LLC 133, LLC 144, MCCL 115, MCCL 117, MINES 212, MINES 214, MINES 306, NIC 206, REN 129, REN 132, SHOUP 307
2. Creating trainings for Fall:
  - Adobe (2), Zoom (2), Classroom Tech Review
  - Video tutorial creations for various tools and
  - Weekly tech tip postings

## Technology Solutions Partners/Support

1. Campus wide Windows 10 to Windows 11 migration moving forward until Oct 2025
2. Beyond Trust Remote Support Upgrades

## Security

1. Admin by Request - Enable faculty and staff to have faster and/or automatic access to administer their local computers and install software.
2. Review Multi-factor Authentication exceptions to comply with new Idaho law that requires all access to use MFA (possibly affected: Dual Credit, PEI).
3. Additional licenses for 1Password password management software.

## Administrative Applications

- Argos/Evision Upgrades
- MyUI Refresh
- Intranet Implementation
- Decommission webpages.uidaho.edu (May 14)
  - Individual contributor pages only

## IT Planning and Initiatives

1. IT Governance Process Review

## IT Service Desk

1. FY 25 Procurement Finalization
  - Complete end of fiscal year purchases and fulfill orders.
2. AI Chatbot – Proof of Concept
3. Adobe Licensing
  - Expand availability of Creative Cloud applications for course work
  - Provide access to students to Adobe Express using a self-service method

**University of Idaho Faculty Senate  
Resolution on Freedom of Inquiry in Higher Education  
(Idaho Code Section 67-5909D)**

**Whereas**, during the 2025 Legislative Session, the Idaho Legislature passed, and the Governor signed into law, Senate Bill 1198, titled *Freedom of Inquiry in Higher Education* (hereinafter “FIHE”), to be codified as Idaho Code Section 67-5909D and set to take effect on July 1, 2025;

**Whereas**, the language of FIHE creates uncertainty regarding which academic content, research, or university programming may be subject to restriction or elimination, thereby undermining faculty and staff autonomy by introducing political oversight into academic decision-making;

**Whereas**, such oversight threatens academic freedom—an essential principle of American higher education, and one guaranteed by State Board Policy II.B., that ensures faculty may teach, research, and publish without political or ideological interference—and thereby compromises the ability of Idaho’s institutions to foster genuine freedom of inquiry;

**Whereas**, FIHE’s chilling effect on academic content and programming jeopardizes the quality, competitiveness, and national reputation of Idaho’s public universities by discouraging prospective faculty, students, and research partners, and by depriving students of access to a comprehensive, well-rounded education;

**Whereas**, the University of Idaho is committed to academic freedom, the pursuit of knowledge, and the free exchange of ideas, recognizing that learning how to critically engage with diverse perspectives, including opposing viewpoints, is fundamental to higher education and democratic citizenship;

**Whereas**, in diminishing faculty and staff autonomy, FIHE impairs the university’s ability to prepare graduates to succeed in a global workforce and threatens Idaho’s long-term economic vitality by weakening institutions relied upon by businesses and industries for a skilled, educated labor force;

**Whereas**, the University of Idaho, as the state’s public land-grant research university established in 1889 under the Morrill Act of 1890, has a mission to provide scientific, classical, liberal arts, and practical education to the citizens of Idaho and the nation;

**Whereas**, Idaho’s university system contributed more than \$4 billion to the state’s economy in 2022, further underscoring the essential role of public higher education in the state’s prosperity;

**Whereas**, the Faculty Senate affirms its steadfast commitment to academic freedom, inclusive excellence, and freedom of inquiry, and stands in solidarity with faculty, staff, and students throughout the state who are affected by this legislation;

**Now, therefore, be it resolved** that the University of Idaho Faculty Senate:

1. **Urges** the Idaho Legislature to rescind or significantly amend FIHE to preserve academic freedom, institutional autonomy, and the fundamental right to freedom of inquiry;
2. **Calls upon** university leadership and the Idaho State Board of Education to publicly advocate for the protection of academic freedom, shared governance, and the ability of public colleges and universities to foster inclusive, intellectually rigorous environments for learning and research in accordance with their existing academic freedom policy.

Committee	Employee Type	Committee Designation	Last name	First Name	Last Yr. of Term	Department/Unit	College
Academic Hearing Board	Faculty		Maki	Ariana	2025-26	Art & Design	CAA
Academic Hearing Board	Faculty	Chair	Nielson	Mark	2025-26	Mathematics	COS
Academic Hearing Board	Faculty		Turpin	Zachary	2026-27	English	CLASS
Academic Hearing Board	Faculty		Liang	Xi	2025-26	Plant Sciences	CALS
Academic Hearing Board	Faculty/Administrator		Long	Jessica	2027-28	Law	Law
Academic Petitions Committee	Faculty/Associate Dean	Associate Dean	Powell	Matt	2026-27	Animal, Veterinary, and Food Science	CALS
Academic Petitions Committee	Faculty/Associate Dean	Associate Dean	Cover	Aliza	2027-28	Law	Law
Academic Petitions Committee	Faculty		Baggs	Belle	2026-27	Movement Science	EHHS
Academic Petitions Committee	Registrar or Designee	w/o vote					
Academic Petitions Committee	Faculty/CTC	Chair	Kitzrow	Martha	2025-26	Counseling & Testing Center	DOS
Academic Petitions Committee	Faculty		Abdel-Rahim	Ahmed	2025-26	Civil & Environmental Engineering	COE
Academic Petitions Committee	Faculty/Alternate/Associate Dean	Alternate - Committee Appoints			2026-27		
Academic Petitions Committee	Faculty/Alternate/Associate Dean	Alternate - Committee Appoints			2026-27		
Academic Petitions Committee	Faculty/Alternate	Alternate - Committee Appoints			2026-27		
Academic Petitions Committee	Faculty/Alternate	Alternate - Committee Appoints	Attebury	Ramirose	2024-25	Library	LIB
Academic Petitions Committee	Faculty/Alternate/CTC	Alternate - Committee Appoints			2026-27		
Administrative Hearing Board	Faculty	Chair	Thorne	Deborah	2026-27	Culture, Society, and Justice	CLASS
Administrative Hearing Board	Registrar or Designee	Ex Officio					
Administrative Hearing Board	Student Accounts Manager or Designee	Ex Officio					
Administrative Hearing Board	Faculty		McBrayer	Markie	2027-28	Politics and Philosophy	CLASS
Administrative Hearing Board	Staff		Severson	Jess	2026-27	Facilities Admin	
Administrative Hearing Board	Student	ASUI to fill					
Administrative Hearing Board	Faculty/Law		Williams	Sam	2027-28	Law	LAW
Administrative Hearing Board	Faculty		Gordon	Stefan	2025-26	Music	CLASS
Admissions Committee	Director Counseling & Testing Center or Designee						
Admissions Committee	Director of Admissions or Designee	w/o vote					
Admissions Committee	Faculty		Scheef	Andrew	2025-26	Curriculum & Instruction	EHHS
Admissions Committee	Faculty		Lincoln	Ryan	2027-28	Law	Law
Admissions Committee	Faculty		Hong	Zonglie	2025-26	Plant Sciences	CALS
Admissions Committee	Faculty	Chair	Omodt	Kelly	2025-26	Library	LIB
Admissions Committee	Faculty		Nelson	Sarah	2027-28	Global Studies	CLASS
Admissions Committee	Faculty/American Language & Culture Program (ALCP)		Hussein	Ibtesam	2025-26	Modern Languages and Cultures	School of Global Studies

Admissions Committee	Faculty/Alternate	Alternate Appt by Chair	Haltinner	Kristin		Culture, Society, and Justice	CLASS
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair	Gilbert	Laurel		American Language and Culture	School of Global Studies
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair					
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair					
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair	Li	Feng		Electrical & Computer Engineering	COE
Admissions Committee	Professional Advisor						
Admissions Committee	Student Support Services designee	w/o vote					
Admissions Committee	Student Support Programs (optional)	w/o vote					
Admissions Committee	Office of Multicultural Affairs	w/o vote					
Admissions Committee	Director of Vandal Gateway Program	w/o vote					
Admissions Committee	Ubuntu Chair or Designee						
Americans with Disabilities Act Advisory Committee	Director of Center for Disability Access and Resources or Designee						
Americans with Disabilities Act Advisory Committee	Director Counseling & Testing or Designee						
Americans with Disabilities Act Advisory Committee	Director of the OCRI or Designee						
Americans with Disabilities Act Advisory Committee	Staff	Staff Council Assigns					
Americans with Disabilities Act Advisory Committee	Faculty/Library		Godfrey	Bruce	2027-28	Library	LIB
Americans with Disabilities Act Advisory Committee	OIT Director or Designee						
Americans with Disabilities Act Advisory Committee	Faculty/Disability experience knowledge	Chair	Luvaas	Erik	2025-26	CDHD	EHHS
Americans with Disabilities Act Advisory Committee	Student/Graduate	GPSA to fill					
Americans with Disabilities Act Advisory Committee	Faculty		Perrett	Anya	2027-28	Law	Law
Americans with Disabilities Act Advisory Committee	Director of Housing and Residence Life						
Americans with Disabilities Act Advisory Committee	Staff	Staff Council Assigns					
Americans with Disabilities Act Advisory Committee	Public Safety & Security or Designee	w/o vote					
Americans with Disabilities Act Advisory Committee	Center on Disabilities and Human Development	w/o vote					
Americans with Disabilities Act Advisory Committee	Facilities Director or Designee						
Americans with Disabilities Act Advisory Committee	Parking & Transportation Services	w/o vote					

Americans with Disabilities Act Advisory Committee	Executive Director for Human Resources or Designee						
Americans with Disabilities Act Advisory Committee	General Counsel Representative	w/o vote					
Americans with Disabilities Act Advisory Committee	Student/Undergraduate	ASUI to fill			2024-25	ASUI	ASUI
Institutional Animal Care and Use Committee	Members placed by ORED; post roster online (Names are kept confidential with the exception of the chair and attending veterinarian)		Rachlow	Janet	2025	Department of Fish and Wildlife Sciences	CNR
Institutional Animal Care and Use Committee	Members placed by ORED; post roster online (Names are kept confidential with the exception of the chair and attending veterinarian)		Russell	Steven	N/A		
Institutional Biosafety Committee	Members placed by ORED; post roster online		Rowley	Paul	2024-25	Department of Biological Sciences	COS
Institutional Biosafety Committee	Members placed by ORED; post roster online		McClanahan	Russell	N/A	Interim Biosafety Officer	
Institutional Biosafety Committee	Members placed by ORED; post roster online		Russell	Steven	N/A	Attending Veterinarian	
Institutional Biosafety Committee	Members placed by ORED; post roster online				2026-27	Entomology, Plant Pathology and Nematology	CALS
Institutional Biosafety Committee	Members placed by ORED; post roster online				2026-27	Entomology, Plant Pathology and Nematology	CALS
Institutional Biosafety Committee	Members placed by ORED; post roster online		Schiele	Nathan	2024-25	Biological Engineering	ENGR
Institutional Biosafety Committee	Members placed by ORED; post roster online		Skibiell	Amy	2024-25	Animal, Veterinary and Food Science	CALS
Institutional Biosafety Committee	Members placed by ORED; post roster online				2026-27	Community Member	
Institutional Biosafety Committee	Members placed by ORED; post roster online		Boyer	Josephine	2024-25	Community Member	
Institutional Biosafety Committee	Members placed by ORED; post roster online	w/o vote	Harner	Arch	N/A	Assistant VP for Research Administration	ORED
Institutional Biosafety Committee	Members placed by ORED; post roster online	w/o vote	Shahat	Samir	N/A	Director	Environmental Health and Safety
Borah Foundation Committee	Associate Director of the Martin Institute	w/o vote					
Borah Foundation Committee	Faculty		Nelson	Andrew	2025-26	Forest, Rangeland, and Fire Sciences	CNR
Borah Foundation Committee	Faculty		Luckhart	Shirley	2025-26	Biological Sciences	COS
Borah Foundation Committee	Faculty		Wang	Chen	2025-26	Politics and Philosophy	CLASS
Borah Foundation Committee	Student	ASUI to fill					

Borah Foundation Committee	Student	ASUI to fill					
Borah Foundation Committee	Faculty		Fox-Amato	Matthew	2026-27	History	CLASS
Borah Foundation Committee	Student	ASUI to fill					
Borah Foundation Committee	Faculty		Sharma	Bal	2025-26	English	CLASS
Borah Foundation Committee	Staff	Staff Council Assigns					
Borah Foundation Committee	Staff	Staff Council Assigns					
Borah Foundation Committee	Student	ASUI to fill					
Borah Foundation Committee	Faculty						
University Budget & Finance Committee	Budget Office Representative	Ex Officio/Non-voting					
University Budget & Finance Committee	Faculty/At-Large		Kersting-Lark	Dulce	2025-26	Special Collections	LIB
University Budget & Finance Committee	Faculty/CAA		Seamon	Erich	2026-27	Dept. of Design and Environments	CAA
University Budget & Finance Committee	Faculty/CALS		Becker	Hydee	2026-27	Family and Consumer Sciences	CALS
University Budget & Finance Committee	Faculty/CBE		Groza	Mya	2025-26	Business	CBE
University Budget & Finance Committee	Faculty/CEHHS		Kim	Juhee	2025-26	Leadership & Counseling	EHHS
University Budget & Finance Committee	Faculty/CLASS		Lange	Michelle	2025-26	Music	CLASS
University Budget & Finance Committee	Faculty/CNR		Latta	Greg	2025-26	Natural Resources and Society	CNR
University Budget & Finance Committee	Faculty/COS		Ridenhour	Benjamin	2025-26	Mathematics	COS
University Budget & Finance Committee	Faculty/ENGR		Li	Feng	2025-26	Electrical & Computer Engineering	ENGR
University Budget & Finance Committee	Faculty/LAW		Gerwick Couture	Wendy	2026-27	Law	LAW
University Budget & Finance Committee	Faculty/Senate Member		Shook	Steven	2025-26	Forest, Rangeland and Fire Sciences	CNR
University Budget & Finance Committee	Provost & Executive Vice President	Ex Officio/Non-voting					
University Budget & Finance Committee	Staff/Academic Affairs	Staff Council Assigns	Buchert	Charity	2024-25		CALS
University Budget & Finance Committee	Staff/Advancement	Staff Council Assigns	Doering	Zachary	2025-26	Advancement	
University Budget & Finance Committee	Staff/Finance & Administration	Staff Council Assigns	Richards	Kenwyn	2025-26	Provost Office	
University Budget & Finance Committee	Staff/ITS	Staff Council Assigns					
University Budget & Finance Committee	Staff/ORED		Franklin	Chelsea	2025-26	Office of Sponsored Programs	
University Budget & Finance Committee	Student/ASUI	ASUI to fill					
University Budget & Finance Committee	Student/Graduate/GPSA	GSPA to fill					
University Budget & Finance Committee	Student/Law/SBA	SBA to fill					
University Budget & Finance Committee	Vice President for Finance and Administration or Designee	Ex Officio/Non-voting					
Campus Planning Advisory Committee	Faculty		Hirsh	Jess	2027-28	Theatre Arts	CLASS
Campus Planning Advisory Committee	Student	ASUI to fill					



Campus Planning Advisory Committee	Vice President for Information Technology (CIO)						
Campus Planning Advisory Committee	Vice President for Finance and Administration or Designee						
Campus Planning Advisory Committee	Assistant Vice President for Facilities						
Campus Planning Advisory Committee	Faculty Senate						
Campus Planning Advisory Committee	Faculty Senate						
Campus Planning Advisory Committee	Faculty		Murdoch	Brenda	2027-28	Animal, Veterinary & Food Sciences	CALS
Campus Planning Advisory Committee	Faculty		Fehrenkamp	Bethaney	2025-26	WWAMI	WWAMI
Campus Planning Advisory Committee	Coordinator for CDAR or designee						
Campus Planning Advisory Committee	Staff		Matson	Eric	2024-25	CDAR	
Campus Planning Advisory Committee	Faculty	Chair	Kennedy	Brian	2025-26	Fish and Wildlife Sciences	CNR
Classified Position Appeal Board	Classified Staff	Not ConC Appointed					
Classified Position Appeal Board	Faculty/Administrat or	Not ConC Appointed					
Classified Position Appeal Board	Classified Staff	Not ConC Appointed					
Classified Position Appeal Board	Classified Staff/Supervisor	Not ConC Appointed					
Classified Position Appeal Board	Faculty/Administrat or	Not ConC Appointed					
Classified Position Appeal Board	Classified Staff/Supervisor	Not ConC Appointed					
Classified Position Appeal Board	Director of Employment Services	Not ConC Appointed - w/o vote					
Commencement Committee	Faculty	Chair	Kenyon	Jylisa	2025-26	Program Director	LIB
Commencement Committee	Registrar						
Commencement Committee	Faculty		Wilson	Miranda	2025-26	Music	CLASS
Commencement Committee	Faculty		Chen	Linda	2027-28	Accounting	CBE
Commencement Committee	Faculty		Chen	Yimin	2027-28	Family and Consumer Sciences	CALS
Commencement Committee	Faculty		Moritz	Cleave	2026-27	JAMM	CLASS
Commencement Committee	Honors Student	ASUI to fill					
Committee on Committees	Vice Chair/Fac Senate	Chair			2025-26		
Committee on Committees	Staff Council Elections Chair	Staff Council Assigns	Callahan	Crystal	2026-27		
Committee on Committees	Student/ASUI President or Designee	ASUI to fill					
Committee on Committees	Faculty		Seamon	Richard	2026-27	Law	LAW
Committee on Committees	Faculty		Chen	Linda	2026-27	Accounting and MIS	CBE
Committee on Committees	Faculty		Shrestha	Manoj	2027-28	Politics and Philosophy	CLASS
Committee on Committees	Faculty		Vella	Chantal	2027-28	Movement Sciences	EHHS
Committee on Committees	Faculty Secretary	w/o vote					
Committee on Committees	Faculty		Tsruk	Alex	2027-28	Business Management	CBE
Committee on Committees	Faculty		Lee	Katherine	2025-26	Ag Econ and Rural Sociology	CALS
Dismissal Hearings Committee	Faculty/Administrat or/Alternate		Butterfield	Sean	2026-27	Music	CLASS

Dismissal Hearings Committee	Faculty		Rodrigues	Tyler	2027-28	Library	LIB
Dismissal Hearings Committee	Faculty		Qiang	You	2027-28	Physics	COS
Dismissal Hearings Committee	Faculty/Alternate		Johnston	Jason	2026-27	Music	CLASS
Dismissal Hearings Committee	Faculty/Alternate		Zhao	Meng	2025-26	Earth and Spacial Sciences	COS
Dismissal Hearings Committee	Faculty/Administrat or/Alternate		Hollingshead	Aleksandra	2027-28	Curriculum and Instruction	EHHS
Dismissal Hearings Committee	Faculty/Alternate		Brehm	Matthew	2025-26	Architecture	CAA
Dismissal Hearings Committee	Faculty/Alternate	Chair	Hampton	Leah	2025-26	English	CLASS
Dismissal Hearings Committee	Faculty/Administrat or		Strand	Eva	2025-26	Associate Dean	CNR
Dismissal Hearings Committee	Faculty/Alternate		VACANT				
Dismissal Hearings Committee	Faculty		Devezer	Berna	2026-27	Marketing	CBE
Dismissal Hearings Committee	Faculty		Schab	Aaron	2027-28	English	CLASS
Dismissal Hearings Committee	Faculty/Alternate		Dainoff	Charles	2026-27	Politics and Philosophy	CLASS
Dismissal Hearings Committee	Faculty/Alternate		Loiacono	Catherine	2026-27	Movement Sciences	EHHS
Instructional Space Committee	Registrar or Designee	Chair					
Instructional Space Committee	Faculty		Sheldon	Frederick	2027-28	Computer Science	COE
Instructional Space Committee	Facilities	Facilities Assigns					
Instructional Space Committee	Center for Excellence Teaching & Learning Representative						
Instructional Space Committee	Student/ASUI Representative	ASUI to fill					ASUI
Instructional Space Committee	Purchasing Representative						
Instructional Space Committee	Registrar Office Representative						
Instructional Space Committee	Faculty		Langman	Jeff	2027-28	Earth and Spatial Sciences	COS
Instructional Space Committee	Director of General Education	Ex Officio/Non-voting					
Instructional Space Committee	Faculty		Hanley	Kalynn	2027-28	Global Studies	CLASS
Instructional Space Committee	Student/ASUI Representative	ASUI to fill				ASUI	ASUI
Instructional Space Committee	Information Technology Representative						ITS
Instructional Space Committee	Facilities						
Faculty and Staff Policy Group	Staff/Council Member	Staff Council Assigns	Keim	Elissa	2026-27	EEOC	
Faculty and Staff Policy Group	Faculty		Perrigue	Anne	2025-26	Global Studies	CLASS
Faculty and Staff Policy Group	Staff	Staff Council Assigns	Amos	Teresa	2025-26	OIT	
Faculty and Staff Policy Group	Faculty Secretary	Ex Officio					
Faculty and Staff Policy Group	Faculty		Pennick	Chelsea	2027-28	Natural Resources and Society	CNR
Faculty and Staff Policy Group	Policy Coordinator or Designee	Ex Officio					
Faculty and Staff Policy Group	Faculty		Smith	Nick	2027-28	Law	Law
Faculty and Staff Policy Group	Staff/Council Member	Staff Council Assigns					
Faculty Affairs Committee	Faculty		Mahdavi	Sara	2026-27	Plant Sciences	CALS
Faculty Affairs Committee	Faculty		McGriff	Michael	2026-27	English	CLASS
Faculty Affairs Committee	Faculty		Chapman	Erin	2026-27	FCS	CALS

Faculty Affairs Committee	Faculty		Pennick	Chelsea	2027-28	NRS	CNR
Faculty Affairs Committee	Vice Provost for Faculty	Ex Officio/Non-voting					
Faculty Affairs Committee	Faculty		Hormel	Leontina	2025-26	Culture, Society, and Justice	CLASS
Faculty Affairs Committee	Faculty/Department Chair		Holyoke	Laura	2027-28	Leadership and Counseling	EHHS
Faculty Affairs Committee	Faculty	Chair	Borrelli	Bob	2025-26	Nuclear Engineering and Industrial Management	COE
Faculty Affairs Committee	Faculty Secretary	Ex Officio/Non-voting					
Faculty Affairs Committee	Faculty		Dandurand	Louise-Marie	2027-28	Entomology, Plant Pathology, and Nematology	CALS
Faculty Affairs Committee	Faculty		Johnson-Leung	Jennifer	2026-27	Mathematics	CoS
Faculty Appeals Hearing Board	Faculty		Kerr	Ashley	2025-26	School of Global Studies	CLASS
Faculty Appeals Hearing Board	Faculty		Turpin	Zachary	2025-26	English	CLASS
Faculty Appeals Hearing Board	Faculty		Skinner	Kate	2025-26	Music	CLASS
Faculty Appeals Hearing Board	Faculty		Overton	Michael	2027-28	Politics and Philosophy	CLASS
Faculty Appeals Hearing Board	Faculty		Barannyk	Lyudmyla	2025-26	Mathematics and Statistical Science	COS
Faculty Appeals Hearing Board	Faculty/Alternate		Scofield	Rebecca	2025-26		
Faculty Appeals Hearing Board	Faculty/Alternate		Schwarzlaender	Mark	2026-27	Entomology	CALS
Faculty Appeals Hearing Board	Faculty/Alternate		Pimentel	David	2025-26	Law	LAW
Faculty Appeals Hearing Board	Faculty/Alternate		Schab	Aaron	2025-26	English	CLASS
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Idaho Falls	Vaughan	Chandra	2027-28	Extension	CALS
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Boise	Qiang	You	2026-27	Physics	COS
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Idaho Falls	Zhao	Haiyan	2025-26	Chemical & Biological Engineering	COE
Faculty Appeals Hearing Board	Faculty/Department Chair		Goebel	Charles	2026-27	Forest, Rangeland, and Fire	CNR
Faculty Appeals Hearing Board	Faculty/Department Chair/Alternate		Scruggs	Philip	2025-26	Movement Sciences	EHHS
Faculty Appeals Hearing Board	Faculty/Department Chair/Alternate		Butterfield	Sean	2025-26	Music	CLASS
Arts Committee	Faculty		Yumna	Kurdi	2026-27	VTD	CAA
Arts Committee	Moscow Arts Commission Art Director or Designee	Ex Officio/Non-voting					
Arts Committee	Faculty		Sielert	Vanessa	2025-26	Music	CLASS
Arts Committee	Administrator/Designated by the President	Ex Officio/Non-voting			N/A		
Arts Committee	Administrator/Designated by the President	Ex Officio/Non-voting			N/A		
Arts Committee	Administrator in the Arts	Ex Officio/Non-voting					
Arts Committee	Staff		Huck	Amy	2025-26		
Arts Committee	Faculty	Chair	Smith	Rochelle	2025-26	Library	LIB
Arts Committee	Student/ASUI Fine Arts Committee when possible	ASUI to fill				ASUI	ASUI
Arts Committee	Facilities Management	Ex Officio/Non-voting					
Arts Committee	Faculty		Hampton	Leah	2026-27	English	CLASS
Arts Committee	Faculty		Johnson	Aaron	2025-26	Art & Design	CAA
Arts Committee	Student	ASUI to fill				ASUI	ASUI

Arts Committee	UI Foundation or Designee	Ex Officio/Non-voting					
Arts Committee	Library Special Collections	Ex Officio/Non-voting					
Grievance Committee for Student Employees	Student	ASUI to fill			2024-25	ASUI	ASUI
Grievance Committee for Student Employees	Staff/Council Member	Staff Council Assigns	Noble	Tami	2024-25	EPSCoR	
Grievance Committee for Student Employees	Student	ASUI to fill			2024-25	ASUI	ASUI
Grievance Committee for Student Employees	Faculty/Senate Member		Kenyon	Jylisa	2025-26	Library	
Grievance Committee for Student Employees	Student	ASUI to fill			2024-25	ASUI	ASUI
Honors Program Committee	Director of University Honors Program	w/o vote					
Honors Program Committee	Faculty		Zajchowski	Chris	2025-26	Natural Resources & Society	CNR
Honors Program Committee	Faculty		Egan Loiacono	Cate	2027-28	Movement Sciences	EHHS
Honors Program Committee	Faculty		Ely	Rob	2027-28	Mathematics and Statistical Science	COS
Honors Program Committee	Faculty	Chair	Thompson-Franklin	Samantha	2025-26	Library	LIB
Honors Program Committee	Faculty		Frost	Keith	2026-27	Agricultural Education, Leadership, and Communications	CALS
Honors Program Committee	Faculty		McDunn	Benjamin	2025-26	Psychology & Communication	CLASS
Honors Program Committee	Academic Dean (annual appointment)						
Honors Program Committee	program advisor of the UHP (currently "Honors Program Specialist")						
Honors Program Committee	President of Honors Student Advisory Board or Designee				2024-25	HSAB Student Club President	
Institutional Review Board	Members placed by ORED; post roster online	N/A					
Information Technology Committee	Faculty	Fort Hall Reservation	Gunn	Danielle	2025-26	Central District	CALS
Information Technology Committee	Vice President for Research or Designee						
Information Technology Committee	Registrar or Designee						
Information Technology Committee	Vice President for Finance and Administration or Designee	w/o vote					
Information Technology Committee	Vice Provost for Digital Learning or Designee	w/o vote					
Information Technology Committee	Vice President for Information Technology or Designee	w/o vote					
Information Technology Committee	Director of CETL or Designee						
Information Technology Committee	Faculty		Barnes	Jason	2025-26	Physics	COS
Information Technology Committee	Faculty		Woolley	Darryl	2025-26	CBE	CBE
Information Technology Committee	Faculty	Chair	Zadehgo	Ata	2025-26	Electrical & Computer Engineering	COE
Information Technology Committee	Faculty		Graden	Dale	2027-28	History	CLASS

Information Technology Committee	Faculty/Library		Dong	Hanwen	2025-26	Library	LIB
Information Technology Committee	Faculty/Off Campus	Idaho Falls	Adjesiwor	Albert	2027-28	Plant Sciences	CALS
Information Technology Committee	Student Computing Advisory Committee or Designee	ASUI to fill					
Ubuntu	Student Affairs Representatives	Ex Officio/Non-voting					
Ubuntu	Director CDAR or Designee						
Ubuntu	Director of International Programs or Designee						
Ubuntu	Equity, Diversity and Inclusion Appointee						
Ubuntu	Faculty	Canyon County	Howard	Tasha	2025-26	Southern District	CALS
Ubuntu	Faculty		Cieslik-Miskmen	Caitlin	2026-27	School of Journalism and Mass Media	CLASS
Ubuntu	Faculty		Meenan	Melanie	2027-28	Movement Sciences	EHHS
Ubuntu	Faculty		Ritcher	Jamaica	2025-26	English	CLASS
Ubuntu	Human Resources Representative	Ex Officio/Non-voting					
Ubuntu	Director of OCRI	Ex Officio/Non-voting					
Ubuntu	Staff	Staff Council Assigns					
Ubuntu	Staff/Council Member	Staff Council Assigns					
Ubuntu	ASUI Director of Diversity Affairs or Designee	ASUI to fill					
Ubuntu	Student/Graduate	GPSA to fill					
Ubuntu	Student/ Undergraduate	ASUI to fill				ASUI	ASUI
Library Affairs Committee	Faculty/Library		Love	Leesa	2027-28	Library	LIB
Library Affairs Committee	Faculty/Humanities		Klement	David	2025-26	Music	CLASS
Library Affairs Committee	Student/ Undergraduate	ASUI to fill				ASUI	ASUI
Library Affairs Committee	Dean Library Services	w/o vote					
Library Affairs Committee	Faculty/Sciences		Ytreberg	Marty	2027-28	Physics	COS
Library Affairs Committee	Faculty	Kimberly	Olsen Nelson	Nora	2025-26	Plant Sciences	CALS
Library Affairs Committee	Faculty/CLASS		Larti	Eneida	2027-28	Music	CLASS
Library Affairs Committee	Student/Graduate	GPSA to fill					
Officer Education Committee	Faculty		Awwad-Rafferty	Rula	2025-26	Interior Architecture & Design	CAA
Officer Education Committee	Head of Aerospace Studies (WSU)						
Officer Education Committee	Faculty	Chair	Smith	Bill	2026-27	Global Studies	CLASS
Officer Education Committee	Vice Provost for Academic Affairs or or Designee	Ex Officio					
Officer Education Committee	Head of Naval Science						
Officer Education Committee	Faculty		Yoder	Steve	2027-28	Culture, Society and Justice	CLASS
Officer Education Committee	Head of Military Science						
Officer Education Committee	Student	ASUI to fill				ASUI	ASUI
Officer Education Committee	Student/ROTC	ASUI to fill					
Parking Committee	Staff	Staff Council Assigns	Smith	Randy	2025-26	Director of Mtce & ops	Facilities

Parking Committee	Staff	Staff Council Assigns					
Parking Committee	Parking Coordinator	w/o vote					
Parking Committee	Staff	Staff Council Assigns	Gorham	Claire	2026-27	Academic Advising	
Parking Committee	Student	ASUI to fill				ASUI	
Parking Committee	Student	ASUI to fill				ASUI	
Parking Committee	Faculty		Ibrahim	Ahmed	2027-28	Civil & Environmental Engineering	COE
Parking Committee	Faculty		Ugur	Senay	2027-28	Plant Sciences	CALS
Parking Committee	Faculty		Wilson	Miranda	2027-28	Music	CLASS
Sabbatical Leave Evaluation Committee	Faculty/Natural Science		Bartholomaus	Tim	2026-27	Earth and Spatial Sciences	CNR
Sabbatical Leave Evaluation Committee	Faculty	Chair	Hickman	Dan	2025-26	Business	CBE
Sabbatical Leave Evaluation Committee	Faculty		Gunder	Jessica	2027-28	Law	Law
Sabbatical Leave Evaluation Committee	Vice Provost of Academic Affairs or Designee	w/o vote					
Sabbatical Leave Evaluation Committee	Faculty/Humanities		Rodriguez	Javier	2026-27	Music	CLASS
Sabbatical Leave Evaluation Committee	Faculty/Social Sciences		DeAngelis	Joseph	2026-27	Culture, Society & Justice	CLASS
Safety and Loss-Control Committee	Asstistant VP of Facilities or Designee	*Committee chooses its own chair*				Facilities	
Safety and Loss-Control Committee	Commander, Moscow Police Department	Ex Officio/Non-voting				City of Moscow	
Safety and Loss-Control Committee	Director of Environmental Health & Safety	Ex Officio/Non-voting				Environmental Health & Safety	
Safety and Loss-Control Committee	Director of Student Health Services or Designee				N/A		Student Affairs
Safety and Loss-Control Committee	Director of University Residences or Designee					University Housing	
Safety and Loss-Control Committee	Event Support Services						
Safety and Loss-Control Committee	Faculty/CAA		Maki	Ariana	2027-28	Art & Design Programs	CAA
Safety and Loss-Control Committee	Faculty/CALS		Lynch	Laurel	2025-26	Soil & Water Systems	CALS
Safety and Loss-Control Committee	Faculty/CBE		Stone	Robert	2026-27	Accounting	CBE
Safety and Loss-Control Committee	Faculty/CEHHS		Kitchel	Allen	2027-28	Curriculum and Instruction	EHHS
Safety and Loss-Control Committee	Faculty/CLASS		Cohen	Rajal	2025-26	Psychology/Communications	CLASS
Safety and Loss-Control Committee	Faculty/CNR		Cheng	Ming-Hsun	2027-28	Natural Resources and Society	CNR
Safety and Loss-Control Committee	Faculty/COS		Hernandez Vargas	Esteban Abelardo	2025-26	Mathematics	COS
Safety and Loss-Control Committee	Faculty/ENGR		Swanson	Clifford	2027-28	Civil & Environmental Engineering	COE
Safety and Loss-Control Committee	Faculty/LAW		Williams	Sam	2027-28	Law	LAW
Safety and Loss-Control Committee	Faculty/Library		Weymouth	Andrew	2026-27	Library	Library
Safety and Loss-Control Committee	OIT Represetative						
Safety and Loss-Control Committee	Occupational Safety Specialist	Ex Officio/Non-voting					
Safety and Loss-Control Committee	Research & Economic Development						OSP
Safety and Loss-Control Committee	Risk Manager or Designee						

Safety and Loss-Control Committee	Senior Human Resources Executive or Designee						
Safety and Loss-Control Committee	Staff Council Representative	Staff Council Assigns					
Safety and Loss-Control Committee	Student/Graduate	GPSA to fill			2024-25	GPSA	
Safety and Loss-Control Committee	Student/Undergraduate	ASUI to fill				ASUI	ASUI
Scientific Misconduct Committee	Faculty/Tenured		Prather	Tim	2025-26	Plant Sciences	CALS
Scientific Misconduct Committee	Faculty/Tenured						
Scientific Misconduct Committee	Faculty/Tenured		Kassem	Emad	2026-27		
Scientific Misconduct Committee	Faculty/Tenured						
Scientific Misconduct Committee	Faculty/Tenured		Chen	Lide	2026-27	Soil & Water Systems	CALS
Scientific Misconduct Committee	Faculty/Tenured						
Scientific Misconduct Committee	Faculty/Tenured - Alternate		Boris Tarre	Marta	2025-26	School of Global Studies	CLASS
Scientific Misconduct Committee	Faculty/Tenured - Alternate						
Scientific Misconduct Committee	Faculty/Tenured - Alternate		Borrelli	R.A.	2025-26	Nuclear Engineering	COE (Idaho Falls)
University Staff Compensation Committee	Vice President for Finance and Administration or Designee	Ex Officio/Non-voting					
University Staff Compensation Committee	Senior Executive of Human Resources	Ex Officio/Non-voting					
University Staff Compensation Committee	Staff/Off-Campus	Staff Council Assigns - CDA	St. John	Tammy	2026-27	Computer Science	COE
University Staff Compensation Committee	Staff/Off-Campus	Staff Council Assigns - Boise	Stribling	Aubrey	2026-27	CLASS	
University Staff Compensation Committee	Staff	Staff Council Assigns	Taff	Heather	2026-27	Business Officer	CLASS
University Staff Compensation Committee	Staff/Staff Council	Staff Council assigns					
University Staff Compensation Committee	Staff	Staff Council Assigns					
University Staff Compensation Committee	Staff	Staff Council Assigns	Brown	Lindsey	2025-26	Registrar's Office	
University Staff Compensation Committee	Staff	Staff Council Assigns	Bunney	Cretia	2025-26	Payroll Services	
University Staff Compensation Committee	Staff	Staff Council Assigns	Huck	Amy	2026-27	CNR Dean's Office	
University Staff Compensation Committee	Staff	Staff Council Assigns	Osborne	Kimberly	2025-26	CAA Dean's Office	CAA
Student Conduct Board	Faculty		Heimgartner	Candi	2025-26	Biological Sciences	COS
Student Conduct Board	Staff		Hofmaister	Emma	2026-27	University Housing	
Student Conduct Board	Student/Graduate	GPSA to fill				GPSA	
Student Conduct Board	Faculty		Poulsen	Deanna	2027-28	Extension	CALS
Student Conduct Board	Staff						
Student Conduct Board	Student	ASUI to fill					
Student Conduct Board	Faculty	Chair	Udekwu	Klas	2025-26	Biological Sciences	COS
Student Conduct Board	Faculty		Johnson	Jan	2027-28	English	CLASS
Student Conduct Board	Student	ASUI to fill				ASUI	
Student Conduct Board	Staff						
Student Conduct Board	Faculty		Martin	Todd	2025-26	Business	CBE
Student Conduct Board	Staff		Cook	Christopher	2025-26	Admissions & Recruitment	
Student Conduct Board	Student	ASUI to fill					
Student Conduct Board	Student	ASUI to fill					
Student Conduct Board	Faculty		Sweet	Dawn	2026-27	Psychology & Communication	CLASS
Student Conduct Board	Faculty		Smith	Kasee	2025-26	Agricultural Education, Leadership, and Communications	CALS



Student Conduct Board	Staff	Staff Council Assigns	Asplund	Stacy	2026-27	Athletics	
Student Conduct Board	Staff	Staff Council Assigns					
Student Conduct Board	Staff	Staff Council Assigns	Goodwin	Jen	2026-27	Career Services	
Student Conduct Board	Student/Law	SBA to fill				Law	
Student Conduct Board	Student	ASUI to fill				ASUI	ASUI
Student Financial Aid Committee	Faculty	Chair	Billing	Carol	2025-26	Curriculum & Instruction	EHHS
Student Financial Aid Committee	Staff Designated by Director of Student Financial Aid						
Student Financial Aid Committee	Director of Student Financial Aid	w/o vote					
Student Financial Aid Committee	Faculty		Becker	Hydee	2025-26	Family and Consumer Scienes	CALS
Student Financial Aid Committee	Student	ASUI to fill				ASUI	ASUI
Student Financial Aid Committee	Faculty		Sarathchandra	Dilshani	2026-27	Culture, Society and Justice	CTC
Student Financial Aid Committee	Faculty		Alcocer	Ani	2027-28	Global Studies	CLASS
Student Financial Aid Committee	Student	ASUI to fill			2024-25	ASUI	ASUI
Student Financial Aid Committee	Student Support Staff Representative	w/o vote					
Student Financial Aid Committee	Faculty	Idaho Falls	Vakanski	Alex	2025-26	Nuclear Engineering and Industrial Management	ENGR
University Teaching Committee	Faculty		Halverson	Rachel	2026-27	Global Studies	CLASS
University Teaching Committee	Faculty		Strickland	Michael	2025-26	Soil and Water Systems	CALS
University Teaching Committee	Faculty		Miller	Brant	2025-26	Curriculum & Instruction	EHHS
University Teaching Committee	Faculty		Chapman	Erin	2027-28	Family and Consumer Sciences	CALS
University Teaching Committee	Associate Dean		Raney	Taylor	2026-27	Curriculum & Instruction	EHHS
University Teaching Committee	Institutional Effectiveness and Accreditation Representative	w/o vote					
University Teaching Committee	Director of General Education						
University Teaching Committee	Director of CETL or Designee	w/o vote				CETL	
University Teaching Committee	Student/Graduate or Undergraduate	ASUI/GPSA to fill				ASUI	
University Teaching Committee	Faculty		Edgar	Don	2026-27	Ag Education	CALS
University Teaching Committee	Faculty	Chair	Launchbaugh	Karen	2026-27	Forest, Rangeland and Fire Sciences	CNR
University Advising Committee	Faculty		Swenson	Matthew	2025-26	Mechanical Engineering	COE
University Advising Committee	Executive Director of Student Success Initiatives or Designee						
University Advising Committee	"a professional academic advisor"						CBE
University Advising Committee	Associate Dean		Strand	Eva	2026-27	Rangeland Ecology and Management	CNR
University Advising Committee	Faculty		Kittell	Ellen	2025-26	History	CLASS

University Advising Committee	Faculty	Chair	Vella	Chantal	2025-26	Movement Sciences	EHHS
University Advising Committee	Faculty	Boise	Vos	Jaap	2025-26	Natural Resources and Society	CNR
University Advising Committee	Faculty		McDunn	Benjamin	2026-27	Psychology	CLASS
University Advising Committee	Student/Undergraduate	ASUI to fill			2024-25	ASUI	ASUI
University Advising Committee	Student/Undergraduate	ASUI to fill			2024-25	ASUI	ASUI
University Advising Committee	University Advising Services Director						
University Committee for General Education	Asst. Director of Institutional Research and Assess. or Designee	w/o vote					
University Committee for General Education	CLASS Dean or Designee	w/o vote				History	CLASS
University Committee for General Education	COS Dean or Designee	w/o vote					COS
University Committee for General Education	Director of Academic Advising or Designee	w/o vote				Academic Support Programs	
University Committee for General Education	Director of General Education	w/o vote					
University Committee for General Education	Faculty/CAA		McCleary	Lauren	2025-26	Art & Design	CAA
University Committee for General Education	Faculty/CALS		Glaze	Benton	2025-26	Animal, Vet., and Food Sciences	CALS
University Committee for General Education	Faculty/CBE		Martin	Todd	2027-28	Management	CBE
University Committee for General Education	Faculty/CEHHS		Billing	Carol	2027-28	Curriculum and Instruction	EHHS
University Committee for General Education	Faculty/CNR		Miesel	Jessica	2026-27	Department of Forest, Rangeland, and Fire Sciences	CNR
University Committee for General Education	Faculty/ENGR		Aston	D. Eric	2027-28	Chemical and Biological Engineering	COE
University Committee for General Education	Faculty/Library		Martin	Pamela	2027-28	Library	LIB
University Committee for General Education	Faculty/SBOE GEM - Humanistic & Artistic	Talk to Director of Gen Ed in Appointing	Oswald	Oscar	2025-26	English	CLASS
University Committee for General Education	Faculty/SBOE GEM - Humanistic & Artistic	Talk to Director of Gen Ed in Appointing	Slater	Christine	2026-27	School of Global Studies	CLASS
University Committee for General Education	Faculty/SBOE GEM - Mathematical	Talk to Director of Gen Ed in Appointing	Boester	Tim	2025-26	Mathematics & Statistical Science	COS
University Committee for General Education	Faculty/SBOE GEM - Mathematical	Talk to Director of Gen Ed in Appointing	Welhan	Manuel	2027-28	Mathematics & Statistical Science	COS
University Committee for General Education	Faculty/SBOE GEM - Oral Comm.	Talk to Director of Gen Ed in Appointing	Carter	Diane	2027-28	Psychology & Communication	CLASS
University Committee for General Education	Faculty/SBOE GEM - Oral Comm.	Talk to Director of Gen Ed in Appointing	Folwell	Annette	2027-28	Associate Dean	CLASS
University Committee for General Education	Faculty/SBOE GEM - Scientific	Talk to Director of Gen Ed in Appointing	Heinse	Robert	2024-25	Soil & Water Systems	COS
University Committee for General Education	Faculty/SBOE GEM - Scientific	Talk to Director of Gen Ed in Appointing	Cross	Jeff	2025-26	Chemistry	COS
University Committee for General Education	Faculty/SBOE GEM - Social & Behavioral	Chair, Talk to Director of Gen Ed in Appointing	Kolpan	Katharine	2025-26	Culture, Society and Justice	CLASS
University Committee for General Education	Faculty/SBOE GEM - Social & Behavioral	Talk to Director of Gen Ed in Appointing	Pula	Kacy	2027-28	Psychology & Communication	CLASS
University Committee for General Education	Faculty/SBOE GEM - Written Comm.	Talk to Director of Gen Ed in Appointing	Perry	Emma	2026-27	English	CLASS

University Committee for General Education	Faculty/SBOE GEM - Written Comm.	Talk to Director of Gen Ed in Appointing	Easterbrook	Tyler	2027-28	English	CLASS
University Committee for General Education	Registrar or Designee	w/o vote	Frost	Rebecca	N/A	Registrar's Office	
University Committee for General Education	Student/Undergraduate	ASUI to fill					
University Committee for General Education	Student/Undergraduate	ASUI to fill					
University Assessment and Accreditation Committee	Associate Director of Assessment and Accreditation	ex officio/Non-voting					
University Assessment and Accreditation Committee	Office of Equity, Diversity, and Inclusion Representative	ex officio/Non-voting					
University Assessment and Accreditation Committee	Faculty/CAA						
University Assessment and Accreditation Committee	Faculty/CALS		Hamilton	Melissa	2026-27	Extension	
University Assessment and Accreditation Committee	Faculty/CBE	Chair	Sisodiya	Sanjay	2025-26	Business	
University Assessment and Accreditation Committee	Faculty/CLASS		Johnson	Robin	2025-26	Journalism & Mass Media	CLASS
University Assessment and Accreditation Committee	Faculty/CNR		Strand	Eva	2026-27	Forest, Rangeland and Fire Sciences	CNR
University Assessment and Accreditation Committee	Faculty/COS		Ytreberg	Marty	2025-26	Physics	COS
University Assessment and Accreditation Committee	Faculty/EHHS		Merica	Christopher	2027-28	Movement Sciences	EHHS
University Assessment and Accreditation Committee	Faculty/Engineering		Raja	Krishnan	2026-27	Mechanical Engineering	ENGR
University Assessment and Accreditation Committee	Faculty/Graduate Studies (named by Dean)		Soria	Krista	2026-27	Adult, Organization Learning & Leadership	EHHS
University Assessment and Accreditation Committee	Faculty/Law		Wellman	Karen	2026-27	Law	LAW
University Assessment and Accreditation Committee	Faculty/Library		Kenyon	Jeremy	2026-27	Library	LIB
University Assessment and Accreditation Committee	Recorder, Office of Assessment and Accreditation				N/A		
University Assessment and Accreditation Committee	Strategic Enrollment Managemnt Representative	ex officio/Non-voting					
University Assessment and Accreditation Committee	Student Affairs Representative	ex officio/Non-voting - Blaine to Appoint			N/A		
University Assessment and Accreditation Committee	Vice Provost of Academic Initiatives or Designee	ex officio/Non-voting					
University Curriculum Committee	Director of General Education	w/o vote					
University Curriculum Committee	Faculty Secretary or Designee	w/o vote					
University Curriculum Committee	Faculty/At-Large		Phillips	Derrick	2025-26	WWAMI	
University Curriculum Committee	Faculty/CAA		Isenberger	Stacy	2026-27	Art & Design	CAA
University Curriculum Committee	Faculty/CALS		Doumit	Stacey	2027-28	Animal & Veterinary Sciences	CALS
University Curriculum Committee	Faculty/CBE		Park	Young	2025-26	Business	CBE
University Curriculum Committee	Faculty/CEHHS		Anthony-Stevens	Vanessa	2027-28	Curriculum & Instruction	EHHS
University Curriculum Committee	Faculty/CLASS	Chair	James	Erin	2027-28	English	CLASS
University Curriculum Committee	Faculty/CNR		Shook	Steven	2027-28	Forest, Rangeland and Fire Sciences	CNR
University Curriculum Committee	Faculty/COS		Buzbas	Erkan	2025-26	Mathematics & Statistical Sciences	COS

University Curriculum Committee	Faculty/ENGR		Corden	Dan	2026-27	Civil & Environmental Engr.	ENGR
University Curriculum Committee	Faculty/LAW		Long	Jerry	2027-28	Law	LAW
University Curriculum Committee	Faculty/Library		Lee	Norman	2026-27	Library	LIB
University Curriculum Committee	Registrar or Designee	w/o vote					
University Curriculum Committee	Student/Graduate	GPSA to fill					
University Curriculum Committee	Student/Undergraduate/Upper Division	ASUI to fill					ASUI
University Curriculum Committee	Student/Undergraduate/Upper Division	ASUI to fill					ASUI
University Curriculum Committee	Vice Provost Academic Initiatives or Designee	w/o vote					
University Security & Compliance Committee	Executive Director Public Safety & Security	Chair					
University Security & Compliance Committee	Title IX Coordinator						OCRI
University Security & Compliance Committee	Faculty		Callister	David	2025-26	Eastern District	CALS (Butte County)
University Security & Compliance Committee	Moscow Police Department Representative						
University Security & Compliance Committee	General Counsel Representative	w/o vote					
University Security & Compliance Committee	EHS Safety Specialist						
University Security & Compliance Committee	Dean of Students						
University Security & Compliance Committee	Faculty		Kitchel	Allen	2025-26	Curriculum & Instruction	EHHS
University Security & Compliance Committee	Student/Undergraduate	ASUI to fill					
University Security & Compliance Committee	Faculty/Staff Off-site Representative	Kimberly	Spear	Rhett	2027-28	Plant Sciences	CALS (Aberdeen)
University Security & Compliance Committee	Staff/Staff Council	Staff Affairs to Appoint	Stanton	Mark	2024-25	Auxiliary Services	
University Security & Compliance Committee	Student/Undergraduate	ASUI to fill					
University Security & Compliance Committee	Student/Graduate	GPSA to fill					
University Committee for Academic Certificates in Sustainability	Student	ASUI to fill				ASUI	
University Committee for Academic Certificates in Sustainability	Student/Graduate	GPSA to fill				GPSA	
University Committee for Academic Certificates in Sustainability	Sustainability Director	ex-officio					
University Committee for Academic Certificates in Sustainability	Vice Provost for Academic Initiatives	ex-officio					
University Committee for Academic Certificates in Sustainability	Faculty/CAA		Sonnichsen	Michael	2027-28	Art & Design	CAA
University Committee for Academic Certificates in Sustainability	Faculty/CALS		Lewallen	Chelsey	2026-27		CALS
University Committee for Academic Certificates in Sustainability	Faculty/CBE	Chair	Chung	Yun	2025-26	Business	CBE
University Committee for Academic Certificates in Sustainability	Faculty/CLASS		Ladino	Jenn	2025-26	English	CLASS
University Committee for Academic Certificates in Sustainability	Faculty/CNR		Coleman	Mark	2026-27	Forest, Rangeland and Fire Sciences	CNR

University Committee for Academic Certificates in Sustainability	Faculty/COS		Humes	Karen	2026-27	Earth and Spatial Sciences	COS
University Committee for Academic Certificates in Sustainability	Faculty/EHHS		Cheah	Yin Hong	2027-28	Curriculum and Instruction	EHHS
University Committee for Academic Certificates in Sustainability	Faculty/Engineering		Shrestha	Dev	2025-26	Chemical and Biological Engineering	ENGR
University Committee for Academic Certificates in Sustainability	Faculty/Graduate Studies		James	Erin	2026-27	English	CLASS
University Committee for Academic Certificates in Sustainability	Faculty/Law		Callaway Kellner	Marie	2027-28	Law	LAW
University Committee for Academic Certificates in Sustainability	Faculty/At-Large		Hastings	Rebecca	2025-26	Library	LIB



## MEMORANDUM

**TO:** Kristen Haltinner, Chair, Faculty Senate  
Tim Murphy, Vice Chair, Faculty Senate

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

**DATE:** April 21, 2025

**SUBJECT:** Items for Faculty Senate

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

NAME	COLLEGE	DEPARTMENT	SABBATICAL TERM
Yunhyung Chung	College of Business and Economics	Business	S2027
Kenneth Locke	College of Letters, Arts and Social Sciences	Psychology & Communication	F2026
Tae-Hyung Pyo	College of Business and Economics	Business	AY206-27
Kelly Quinnett	College of Letters, Arts and Social Sciences	Theatre Arts	S2027
Andreas Vasdekis	College of Science	Physics	AY2026-27

# 158: CHANGE TO UNIVERSITY-LEVEL LEARNING OUTCOME PRACTICE CITIZENSHIP

## In Workflow

- 1. Registrar's Office (none)
- 2. Ready for UCC (none)
- 3. UCC (none)
- 4. Faculty Senate Chair (stoutm@uidaho.edu; cari@uidaho.edu; nvietz@uidaho.edu; sandeschlueter@uidaho.edu)
- 5. Provost Q 1 (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
- 6. Catalog Update (sbeal@uidaho.edu)

## Approval Path

- 1. Tue, 01 Apr 2025 16:13:11 GMT  
Sydney Beal-Coles (sbeal): Approved for Registrar's Office
- 2. Tue, 01 Apr 2025 16:23:36 GMT  
Sydney Beal-Coles (sbeal): Approved for Ready for UCC
- 3. Tue, 08 Apr 2025 16:52:36 GMT  
Sydney Beal-Coles (sbeal): Approved for UCC

## New Proposal

Date Submitted: Fri, 21 Mar 2025 21:16:54 GMT

**Viewing: Change to university-level learning outcome Practice Citizenship**

**Last edit: Tue, 08 Apr 2025 16:48:40 GMT**

Changes proposed by: Barbara Kirchmeier

### Faculty Contact

Faculty Name	Faculty Email
Barb Kirchmeier	barbara@uidaho.edu
Erin James	ejames@uidaho.edu

### Request Type

Other

### Effective Catalog Year

2025-2026

### Title

Change to university-level learning outcome Practice Citizenship

### Request Details

Revise university-level learning outcome Practice Citizenship ASAP.

### EXISTING UNIVERSITY LEARNING OUTCOME

Practice Citizenship: Apply principles of ethical leadership, collaborative engagement, socially responsible behavior, respect for diversity in an interdependent world and a service-oriented commitment to advance and sustain local and global communities.

### RECOMMENDED REVISION (changes highlighted in attached document):

Practice Citizenship: Apply principles of ethical leadership; collaborative engagement; socially, economically, and environmentally responsible behavior; open-mindedness; and a service-oriented commitment to advance and sustain local and global communities in a rapidly changing world.

### Supporting Documents

Change to university learning outcome Practice Citizenship.docx

Key: 158



#### EXISTING UNIVERSITY LEARNING OUTCOME

Practice Citizenship: Apply principles of ethical leadership, collaborative engagement, socially responsible behavior, respect for diversity in an interdependent world and a service-oriented commitment to advance and sustain local and global communities.

#### RECOMMENDED REVISION (changes highlighted):

Practice Citizenship: Apply principles of ethical leadership; collaborative engagement; socially, economically, **and environmentally** responsible behavior; **open-mindedness; ~~respect for diversity in an interdependent world,~~** and a service-oriented commitment to advance and sustain local and global communities **in a rapidly changing world.**



## POLICY COVER SHEET

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**Faculty Staff Handbook (FSH)**

☐ Addition ☒ Revision\* ☐ Deletion\* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 4310 Academic Advising and Counseling**

**Administrative Procedures Manual (APM)**

☐ Addition ☐ Revision\* ☐ Deletion\* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

**Policy originator:** Dean Kahler, Vice Provost for Strategic Enrollment Management

**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.

The current policy does not reflect how the University of Idaho is actually operating. The policy is revised to reflect current and recommended practices.

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.

Requested effective July 1, 2025

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 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.~~

~~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 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~~

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Chapter IV: ACADEMIC POLICIES AND REGULATIONS  
Section 4310: Academic Advising and Counseling

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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 have 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 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

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

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~~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; have a thorough understanding of departmental curricula; (3) to take advising duties into account in assigning routine tasks to the various members of their faculties; 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:**

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

**Amended July 1989.** Editorial changes.

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Section 4310: Academic Advising and Counseling

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**Adopted 1979.**



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### Faculty Staff Handbook (FSH)

☐ Addition ☒ Revision\* ☐ Deletion\* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 4120 Catalog Change Procedure**

### Administrative Procedures Manual (APM)

☐ Addition ☐ Revision\* ☐ Deletion\* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

**Policy originator:** Erin James (chair) and Karen Humes (member), Ad-Hoc faculty committee for development of an Intercollege Curriculum Committee

**Policy sponsor, if different from originator:** Lindsey Brown, Registrar

**Reviewed by General Counsel:** \_\_ Yes x No Name & Date:

**Comprehensive review?** \_\_ Yes \_x\_ No

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

In AY 2023-24, FSH 4120 was amended to expand the authority for submitting curriculum change proposals to UCC (previously limited to department units and colleges) to include the authority for interdisciplinary faculty committees to submit proposals to UCC for intercollege interdisciplinary programs. The change last year was catalyzed by the formation of a university-wide committee to develop and maintain curriculum for the Academic Certificate in Sustainability. The demand for interdisciplinary programs is such that concerns arose this year around the creation of Faculty Senate-appointed committees for each individual intercollege program, both existing and newly proposed. The change to FSH 4120 proposed here is formalize just one university-wide Faculty Senate-appointed Intercollege Curriculum Committee (ICC) to serve in a role analogous to colleges for curriculum change process (only) for intercollege programs. Faculty working groups for individual intercollege programs will continue to serve in a role analogous to departments, with respect to submitting curriculum changes for intercollege programs to the newly formed ICC.

The proposed additions have been reviewed by the policy owner (UI Registrar).

2. **Fiscal Impact:** What fiscal impact, if any, will this change have? None

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

Other proposed policy changes that serve as companions to this one include:



a) A proposed addition to FSH 1640 to create the ICC (1640.XX Intercollege Curriculum Committee)

b) The proposed deletion of FSH 1640.93, which describes a Faculty Senate-appointed committee specific to the Academic Certificate in Sustainability. That committee will revert to an intercollege faculty working group on curriculum for that specific program, to be governed by bylaws under development by that faculty group.

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, 2025

# 4120 - Catalog Change Procedures

Last updated: July 2022

**A. PURPOSE.** The purpose of this policy is to provide for appropriate faculty review of catalog changes and to provide for timely processing of those changes so that students have access to accurate catalog information regarding curricular requirements and course offerings.

**B. SCOPE.** This policy applies to all faculty at the University of Idaho.

## C. DEFINITIONS

**C-1. Routine curricular changes.** Changes identified as [Group A changes](#) by the University Curriculum Committee.

**C-2. Substantive curricular changes.** Changes identified as [Group B and C changes](#) by the University Curriculum Committee.

**C-3. UCC.** University Curriculum Committee.

**D. POLICY.** Catalog changes shall be processed with appropriate faculty review in a timely manner in order to provide students with accurate catalog information regarding curricular requirements and course offerings.

## E. PROCEDURE

### E-1. Routine curricular changes

**a.** Each routine curricular change proposal shall be submitted to the relevant unit and college for approval following all notice and approval procedure contained in unit or college bylaws. For inter-college interdisciplinary programs that are designed and assessed by a group of faculty from more than one college, the proposal shall first be approved by the intercollege curriculum working group responsible for proposing a new program or maintaining curriculum for an existing program, and then be submitted to the university-level Intercollege Curriculum Committee (ICC) appropriate university-level interdisciplinary committee for approval following the committee's curricular approval procedures.

**b.** Following approval by the unit and college or by the ~~interdisciplinary committee~~UCC, the college or committee shall submit the proposal for review to the UCC. The UCC Secretary will distribute a list of all proposed curricular changes to all university faculty members at least 48 hours before each meeting.

**c.** If approved by the UCC, the UCC Secretary shall send the proposal to the Office of the Registrar for implementation after a waiting period of at least seven days, provided that the UCC Secretary has not received a valid petition signed by at least five faculty members requesting Faculty Senate review.

**i.** If the UCC Secretary receives a valid petition as described in E-1.c. by the established deadline, the UCC Secretary shall refer the proposal to

Faculty Senate for review, except that a petition concerning courses or curricula in the College of Letters, Arts, and Social Sciences signed by five members of the college faculty shall be returned to the college for further consideration rather than being sent to Faculty Senate.

ii. If approved by Faculty Senate, the proposal will be forwarded to the provost for final approval. If disapproved by Faculty Senate or the provost, the proposal will be sent back to the proposal originator for further consideration.

iii. The Faculty Secretary shall forward all routine curricular changes approved by the provost to the Office of the Registrar for implementation.

#### **E-2. Substantive curricular changes**

a. Each substantive curricular change proposal shall be submitted to the relevant unit and college for approval, following all notice and approval procedure contained in unit or college bylaws. For inter-college interdisciplinary programs, that are designed and assessed by a group of faculty from more than one college, the proposal shall first be approved by the intercollege curriculum working group responsible for proposing a new program or maintaining curriculum for an existing program, and then be submitted to the appropriate university-level Interdisciplinary Curriculum Committee for approval following the committee's curricular approval procedures.

b. Following approval by the unit and college or by the ICC committee, the college or committee ICC shall submit the proposal for review by all appropriate committees. Following such review, the college or committee shall submit the proposal to the provost for approval. The provost shall submit approved proposals to the UCC and return disapproved proposals to the proposal originator for further consideration.

c. The UCC Secretary shall distribute a list of all substantive curricular change proposals to all university faculty at least 48 hours prior to each meeting.

d. If approved by the UCC, the UCC Secretary shall forward the proposal to Faculty Senate for approval.

e. If approved by the Faculty Senate, the Faculty Secretary shall send the proposal to the provost for final approval after a waiting period of at least seven days, provided that the Faculty Secretary has not received a valid petition signed by at least 10 faculty members requesting review at a meeting of the university faculty.

i. If the Faculty Secretary receives a valid petition as described in E-2.e. by the established deadline, the Faculty Secretary shall place the proposal on the agenda of the next university faculty meeting, except that a petition concerning courses or curricula in the College of Letters, Arts, and Social Sciences signed by five members of the college faculty shall be returned to the college for further consideration rather than being sent to the university faculty meeting.

ii. If approved by university faculty, the proposal will be forwarded to the provost for final approval and implementation. If disapproved by university faculty or the provost, the proposal will be sent back to the unit or committee for further consideration.

iii. Any additional required approvals, such as approval by the Board of Regents, shall be managed by the Office of the Provost.

**E-3. Other catalog changes.** Noncurricular catalog changes may be submitted directly to the most relevant standing committee of the university faculty and require approval by Faculty Senate and the university faculty before being forwarded to the provost for approval.

**E-4. Interim catalog changes.** The provost may approve an interim catalog change (not including curricular changes) to address legal requirements or a significant institutional risk if there is insufficient time to complete the standard review and approval process. A timeline for completing the standard review and approval of the interim catalog change as soon as reasonably practicable must be included in the request to the provost. If approved, the catalog change will go into effect immediately. The standard catalog change review and approval process must be completed during this approved interim period.

#### Version History

**Amended July 2025.** Procedures revised for approval of inter-college interdisciplinary programs.

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**Amended July 2024.** Revised to include “university-wide interdisciplinary committees” as bodies with authority to initiate and submit curriculum changes to UCC.

**Amended July 2022.** Moved catalog change procedures into this policy from FSH 1540; simplified approval process.

**Amended 2001.** Editorial changes.

**Adopted 1979.**



## POLICY COVER SHEET

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**Faculty Staff Handbook (FSH)**

X Addition ☐ Revision\* ☐ Deletion\* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **1640.94 Intercollege Curriculum Committee**

**Administrative Procedures Manual (APM)**

☐ Addition ☐ Revision\* ☐ Deletion\* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

**Policy originator:** Tim Murphy, Chair of Committee on Committees

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

**Reviewed by General Counsel:** ☒ Yes ☐ No Name & Date: Karl Klein, 4/15/25

**Comprehensive review?** ☐ Yes ☐ No

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

This change will create the Intercollege Curriculum Committee as proposed by an ad hoc committee, based upon a charge from Faculty Senate to review the issue.

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

No financial impact is expected.

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.

## **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 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.



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**Faculty Staff Handbook (FSH)**

☐ Addition ☐ Revision\* ☒ Deletion\* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 1640.93 University Committee for Academic Certificates in Sustainability**

**Administrative Procedures Manual (APM)**

☐ Addition ☐ Revision\* ☐ Deletion\* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

**Policy originator:** Faculty Senate

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

**Reviewed by General Counsel:** no Name & Date:

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

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

Deletion of this policy is proposed because if the proposed ICC Committee (FSH 1640.94) passes it will replace the need for 1640.93, which would become a working group independent from Faculty Senate oversight.

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.

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 H) unless otherwise specified.

July 1



**UNIVERSITY COMMITTEE FOR ACADEMIC CERTIFICATES IN SUSTAINABILITY****A. FUNCTION**

~~A-1.~~ The University Committee for Academic Certificates in Sustainability (UCACS) serves as the curriculum body for interdisciplinary, university-wide academic certificates pertaining to sustainability. The UCACS develops and maintains the curriculum for the existing university-wide Undergraduate Academic Certificate by soliciting proposals for, reviewing and approving courses to be included in the certificates. The UCACS also decides on the eligibility of courses transferred from other institutions, as well as substitution/waiver requests for the university-wide certificate program. The UCACS also engages in program review and assessment and makes recommendations for the continuous refinement of the certificate. Recommendations for changes will be forwarded to UCC, Faculty Senate, and the university faculty. The UCACS will also be responsible for consideration, development and maintenance of other university-wide certificate programs in sustainability proposed to the committee, such as certificate(s) at other academic levels. In partnership with staff advisors, members will also serve as faculty mentors for students in the academic certificate program(s).

~~A-2.~~ The committee reports periodically (at least once a year) to the Faculty Senate on the status of the university-wide Academic Certificate(s) in Sustainability.

**B. STRUCTURE AND MEMBERSHIP.** One faculty member from each college, appointed by the Committee on Committees for three-year terms, one undergraduate student selected by ASUI and one graduate student selected by GPSA. The chair is selected by the Committee on Committees. The university Sustainability Director and Vice Provost for Academic Initiatives serve as *ex officio*, non-voting committee members.



## POLICY COVER SHEET

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

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

**Faculty Staff Handbook (FSH)**

☐ Addition ☒ Revision\* ☐ Deletion\* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 1640 COMMITTEE DIRECTORY**

**Administrative Procedures Manual (APM)**

☐ Addition ☐ Revision\* ☐ Deletion\* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

**Policy originator:** Tim Murphy, Chair of Committee on Committees

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

**Reviewed by General Counsel:** ☒ Yes ☐ No Name & Date: Karl Klein, 4/18/25

**Comprehensive review?** ☒ Yes ☐ No

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

This change will update multiple sections of FSH 1640 that have become out-of-date with changes to position titles and office names across the University over the last several years. Several substantive changes are also included to: better align the committee memberships with the current University structure; remove designated senator seats from committees where they are not necessary; resolve ambiguous language in the current policy; and to reduce the usage of designated position titles where a representative from the appropriate unit will suffice.

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

No financial impact is expected.

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.

**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

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**ACADEMIC HEARING BOARD (AHB)**

**A. FUNCTION.**

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

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

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

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

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

**C. PROCEDURES.**

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

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

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

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

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

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

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

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

**1640.04**  
**ACADEMIC PETITIONS COMMITTEE (APC)**

**A. FUNCTION.**

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

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

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

**B. STRUCTURE.** Five faculty members, at least one from the Counseling and ~~Testing~~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).

**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.

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

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

**A-5.** This committee meets during the summer.

**B. STRUCTURE.** Four members of the faculty (including one from the College of Law), one staff member, one student and the following *ex officio* members; or their designees: Registrar and ~~Manager~~ 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 d~~Director of ~~the e~~Counseling and ~~testing~~ Mental Health Center ~~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 d~~Director of ~~admissions~~ 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 ~~the Office of Multicultural Affairs~~, ~~an~~ professional advisor from University Advising Services, the ~~director~~ 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.

**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

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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, ~~ITS Director~~ Vice President of Information Technology (or designee), Director of Facilities ~~Director~~ (or designee), ~~the Executive Director for~~ senior hHuman rResources 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 ~~Testing~~ 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 ~~(or designee)~~, and Office of General Counsel.

#### 1640.12

#### INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

(See also APM 45.01)

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

#### **B. STRUCTURE.**

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

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

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

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

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

#### 1640.14

#### INSTITUTIONAL BIOSAFETY COMMITTEE (IBC)

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

**A-1.** Reviewing and approving the use of potentially biohazardous material, select agents and toxins, and recombinant DNA in research or teaching activities conducted at or sponsored by the institution for 1) compliance with government agency requirements, including NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines) and regulations promulgated by the CDC and USDA related to select agents and toxins; and 2) alignment with best practices as provided in Biosafety in Microbiological and Biomedical Laboratories (BMBL) and other appropriate best practices. This review shall include: 1) independent assessment of the containment levels appropriate for the proposed research, and 2) assessment of the facilities, procedures, practices, and training and expertise of personnel involved in work with these materials. Consultants may be utilized to assist the IBC. See NIH Guidelines section IV-B-2-b-1 and APM 35.11. Biohazard Safety

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

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

#### 1640.20

#### UNIVERSITY BUDGET AND FINANCE COMMITTEE

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

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

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

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

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

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

**C. STRUCTURE AND MEMBERSHIP.** The committee is composed of ~~19-18~~ 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), ~~and one Senator elected from the Faculty Senate~~; five staff, (one from each vice presidential area nominated by Staff Council); and three students (selected by the Committee on Committees from nominations provided by the Associated Students of the University of Idaho, Graduate & Professional Student Association and the Student Bar Association). Ex Officio (w/o vote) members include: Provost and Executive Vice President, Vice President for 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, including such areas as the following:

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

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

A-3. The Faculty Secretary is a resource for this committee and ~~oversees-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 to the alternate list as needed. Once the panel for an individual hearing has been determined, it will meet at the direction

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of the chair of the Dismissal Hearings Committee and elect its own panel chair. In selecting a chair, a tenured faculty member will receive priority.

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

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

#### 1640.40

#### INSTRUCTIONAL SPACE COMMITTEE

[. See also APM 40.10]

##### A. FUNCTION.

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

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

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

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

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

**B. STRUCTURE.** The Registrar, or designee, shall serve as Chair and one additional member from the Registrar's Office; two members from facilities selected by the ~~assistant vice president~~ Director of facilities 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*.

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

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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 ~~official responsible for coordinating policy~~ 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. An ex officio member may be elected as chair of the committee.

#### 1640.42

#### FACULTY AFFAIRS COMMITTEE (FAC)

##### A. FUNCTION.

**A-1.** To, in collaboration with other relevant committees, conduct a continuing study of salaries, professional ~~problems~~ 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:** Five faculty members, one of whom is a departmental administrator, are principal members. In addition, five other faculty members, two other departmental administrators, and three off-campus faculty members are appointed as alternate members of the board. In appointing members, including alternates, the Committee on Committees must ensure that the majority of the members are tenured and each of them have been employed at the UI for longer than two years. Since a case for dismissal is appealable to the Faculty Appeals Hearing Board, care should be taken in appointing members to both Faculty Appeals Hearing Board and Dismissal Hearings Committee. The term of membership is three years, with initial terms staggered to form a rotation pattern. The off-campus alternates will serve, in place of principal faculty members chosen by lot, when an appeal by an off-campus faculty member is to be heard. The other alternate members will serve, as appropriate, when a principal member is deemed to have a conflict of interest. Once the panel for an individual hearing has been determined, it will meet at the direction of the chair of the Faculty Appeals Hearing Board and elect its own panel chair. In selecting a chair, a tenured faculty member will receive priority.

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

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

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

#### 1640.44

##### FACULTY SENATE

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

#### 1640.46

##### ARTS COMMITTEE

#### A. FUNCTION:

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

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

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

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

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

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

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**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 program advisor of the UHP Specialist (staff). The latter serves as secretary. One of the six appointed faculty members serves as chair. 7

**1640.54**

**INSTITUTIONAL REVIEW BOARD**

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



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**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.

**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),



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the Vice President for Finance and Administration, or designee (w/o vote), the Vice Provost for Digital Learning Initiatives or designee (w/o vote), the Vice President ~~for~~ of Information Technology or designee (w/o vote), the Registrar, or designee (w/o vote), the Director of the Center for ~~Teaching Innovation~~, 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, one from the Office of Equity and Diversity (appointed by the Chief Diversity Officer); a representative from the International Programs Office (appointed by the Director), and a representative from the Center for Disability Access and Resources (appointed by the Director)), each serving three-year terms. Two undergraduate students (including the ASUI Director of Diversity and Inclusion), 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 ~~in their third year of service.~~

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**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 d~~Dean of ~~library services~~[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 affairs.

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

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

**1640.66**  
**PARKING COMMITTEE**

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

**B. STRUCTURE.** Three members of the faculty, three members of the staff, two students, and (w/o vote) ~~the parking coordinator~~[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 ~~21-20~~ 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 Services, University Support Auxiliary Services, University Library, and Office of Research and Economic Development; Director of University Residences Housing and Residence Life or designee; ~~Director of Student Health Services or designee; Assistant VP~~ Director of Facilities; or designee; senior ~~h~~Human ~~r~~Resources executive, or designee; a Staff Council representative; one undergraduate student; ~~-one graduate student;~~ and ~~the Risk Manager~~ 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 Director, Environmental Health & Safety 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 MISCONDUCT COMMITTEE

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

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

#### 1640.80

### STAFF COUNCIL

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

**1640.81**  
**UNIVERSITY STAFF COMPENSATION COMMITTEE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**B. STRUCTURE.** Five faculty members, two students, and (w/o vote) director of student financial aid services, a member of the Student Support Services 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; ~~a representative from the Office of Institutional Effectiveness~~ 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; ~~an~~ professional 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>]



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



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Education, Health and Human Sciences; Engineering; Graduate Studies; Law; Letters, Arts, and Social Sciences; Natural Resources; and Science. The representative from the College of Graduate Studies shall be named by their Dean. Preference shall be given to faculty members with expertise and experience in assessment and accreditation, and a chair shall be chosen by the Committee on Committees from among the faculty representatives, preferably a tenured faculty member. The following positions shall serve on the committee as ex officio members (without vote): the Vice Provost ~~of for~~ Academic Initiatives or designee, Associate Director of Assessment & Accreditation, ~~a recorder from the office of Assessment & Accreditation, a representative from the office of Equity, Diversity & Inclusion,~~ a representative from the Division of Student Affairs, a representative from Strategic Enrollment management, the Director of General Education, and the Director of CETL or designee.

#### 1640.91

##### UNIVERSITY CURRICULUM COMMITTEE

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

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

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

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

**B. STRUCTURE.** One faculty member from each college except Graduate Studies, of whom at least one must be a member of the graduate faculty and at least one of whom must have experience in an interdisciplinary area; one faculty member at large; ~~one faculty member from the library;~~ ~~two upper-division undergraduate students;~~ one graduate student; and the following without vote ~~(or their designees)~~: vice provost of academic affairs, registrar, secretary of the faculty ~~(or their designees)~~, and the director of general education ~~as a non-voting member of the University Curriculum Committee~~. To assure a quorum alternates for the faculty positions are appointed by the chair of the University Curriculum Committee from a list of those who have previously served on the Committee from that college. If there should be no such alternates available from a particular college, the chair of that college's curriculum committee is the designated alternate.

#### 1640.92

##### UNIVERSITY DEVELOPMENT COUNCIL

**A. FUNCTION.** To plan and coordinate the fund-raising activities of the university and its units.

**B. STRUCTURE.** Vice president for university advancement (chair), financial vice president, provost, academic deans, executive director of the UI Foundation, director of athletics, director of alumni relations, trust and investment officer, and executive director of development.

#### 1640.93

##### UNIVERSITY COMMITTEE FOR ACADEMIC CERTIFICATES IN SUSTAINABILITY

**A. FUNCTION**

**A-1.** The University Committee for Academic Certificates in Sustainability (UCACS) serves as the curriculum body for interdisciplinary, university-wide academic certificates pertaining to sustainability. The

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UCACS develops and maintains the curriculum for the existing university-wide Undergraduate Academic Certificate by soliciting proposals for, reviewing and approving courses to be included in the certificates. The UCACS also decides on the eligibility of courses transferred from other institutions, as well as substitution/waiver requests for the university-wide certificate program. The UCACS also engages in program review and assessment and makes recommendations for the continuous refinement of the certificate. Recommendations for changes will be forwarded to UCC, Faculty Senate, and the university faculty. The UCACS will also be responsible for consideration, development and maintenance of other university-wide certificate programs in sustainability proposed to the committee, such as certificate(s) at other academic levels. In partnership with staff advisors, members will also serve as faculty mentors for students in the academic certificate program(s).

**A-2.** The committee reports periodically (at least once a year) to the Faculty Senate on the status of the university-wide Academic Certificate(s) in Sustainability.

**B. STRUCTURE AND MEMBERSHIP.** One faculty member from each college, appointed by the Committee on Committees for three-year terms, one undergraduate student selected by ASUI and one graduate student selected by GPSA. The chair is selected by the Committee on Committees. The university Sustainability Director and Vice Provost for Academic Initiatives serve as *ex officio*, non-voting committee members.

#### 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, ~~Title IX Coordinator~~ 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

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**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.

**Amended July 2023.** Reorganized committee directory; deleted Fiscal Emergency Committee, Disability Affairs Committee; Shared Leave Committee, and Multi-Campus Communication Committee; revised structure of University Assessment & Accreditation Committee and University Teaching Committee.

**Amended July 2022.** Updated structure of Arts Committee and Scientific Misconduct Committee, extensively revised description of Biosafety Committee, and deleted the Intellectual Property Committee.

**Amended January 2022.** Updated structure of Information Technology Committee.

**Amended July 2021.** Editorial changes.

**Amended July 2020.** Updated the Admissions Committee to clarify its purpose and to increase the number of faculty members to provide additional capacity for processing student petitions. A member of the American Language and Culture Program faculty was added.

**Amended January 2020.** Revised to split the roles of the Teaching and Advising Committee to two separate groups. In addition, it was thought that the work on teaching and advising award selection would be best taken up by Center for Excellence in Teaching and Learning and UI ACADA, respectively.

**Amended July 2019.** Revised B of the Admissions Committee, B-2 and B-4 of the Institutional Animal Care and Use Committee, A-1, A-2, and B of the Campus Planning Advisory Committee, B of the Committee on Committees, B of the Faculty and Staff Policy Ground, B of the Faculty Affairs Committee, B of the Arts Committee, and B of the University Curriculum Committee. Added A-3 to the Committee on Committees. Substantially revised the Instructional Space Committee.

**Amended January 2019.** The Safety and Loss-Control Committee voted to have the Risk Manager as a permanent voting member. Removed “the Executive Director of Public Safety” from FSH 1640.76 section B. and replaced the wording with “Risk Management.”

**Amended July 2018.** Revised B of the Americans with Disabilities Act Advisory Committee, A of the Faculty Appeals Hearing Board, A and B-1 of the Institutional Review Board, C of Ubuntu, A of the Research Council, B of the Sabbatical Leave Evaluation Committee, and B of the Safety and Loss-Control Committee. Editorial changes were made to A-1 and A-3 of the Americans with Disabilities Act Advisory Committee, A-4 and C of the University Budget and Finance Committee, B-2, B-3, B-4, B-5, and B-6 of the Institution Review Board, and B of the University Security and Compliance Committee. Added B-7 and B-8 to the Institutional Review Board. Created the University Staff Compensation Committee.

**Amended January 2018.** Revised B of the Faculty and Staff Policy Ground, the Institutional Review Board, A-4, and B of the Teacher Education Coordinating Committee, and B of the University Teaching Committee. Editorial changes were made to A-2 of the Teacher Education Coordinating Committee.

**Amended July 2017.** Revised B of Academic Hearing Board, B of the Administrative Hearing Board, B and C of the University Budget and Finance Committee, C of the Dismissal Hearings Committees, A-3 of the Faculty Affairs Committee, and B of the Faculty Appeals Hearing Board. Created the Faculty and Staff Policy Group and the Student Conduct Board.

**Amended January 2017.** Editorial changes were made to A-2 and B of the Campus Planning Advisory Committee.

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**Amended July 2016.** Revised C of the University Budget and Finance Committee and B of the Sabbatical Leave Evaluation Committee.

**Amended January 2016.** Revised B of the University Multi-Campus Communications Committee. Editorial changes were made to B of the Campus Planning Advisory Committee, B of the Information Technology Committee, B of the Radiation Safety Committee.

**Amended July 2015.** Revised A-1, A-2, A-3, A-4, B, and C of the University Budget and Finance Committee. Added C-1 and C-2 of the Dismissal Hearings Committees, and B-1 and B-2 of the Faculty Appeals Hearing Board. Created the University Security and Compliance Committee.

**Amended January 2015.** Revised A-1 and B of the University Committee for General Education and A-1 of the Committee on Committees.

**Amended July 2014.** Revised B of the Honors Program Committee, and A-2, A-3, and B of the Teacher Education Coordinating Committee. Added A-4 to the Teacher Education Committee.

**Amended January 2014.** Revised C of Ubuntu, B of the Borah Foundations Committee, and B of the Safety and Loss-Control Committee.

**Amended July 2013.** Revised A-4 and A-5 of the Administrative Hearing Board. Added A-3 to the Administrative Hearing Board.

**Amended January 2013.** Revised A-1, A-2, A-3, and B of the University Committee for General Education, and B of the University Multi-Campus Communications Committee. Editorial changes were made to B of the Americans with Disabilities Act Advisory Committee, A of the Parking Committee, B of the University Teaching Committee, B of the University Committee for General Education, and B of the University Curriculum Committee,

**Amended July 2012.** Revised B of the Intellectual Property Committee. Editorial changes were made to B of the Admissions Committee. Created the Americans with Disabilities Act Advisory Committee, and Ubuntu.

**Amended January 2012.** Editorial changes were made to A-3 of the University Committee for General Education.

**Amended July 2011.** Revised to take into consideration the possibility that both of the Dismissal Hearings and Faculty Appeals Hearings Committees could affect the other, and thus care should be taken in the appointment of members to both of these committees due to a potential conflict.

**Amended January 2011.** Revisions were made in committee reporting structure. Revised to give oversight of radiation safety to Finance and Administration. The NRC requires a representative of the University's administration to serve a committee member to assist in financial matters of the radiation safety program. This change replaced the Budget Officer with the director of Environmental Health and Safety or a representative of Finance and Administration to better align the source of financial support of the committee. The University's radioactive materials license was amended to no longer require NRC approval of the committee chair.

**Amended July 2010.** Revisions were made to allow committees to more efficiently conduct business.

**Amended January 2010.** Editorial changes were made to B of the Provost Council, B of the Radiation Safety Committee, B of the Research Council, and B of the Scientific Misconduct Committee.

**Amended July 2009.** Revised A-4 of the Officer Education Committee and B of the Sabbatical Leave Evaluation Committee. Editorial changes were made to A-2 and C-5 of the Academic Hearing Board, A-2 of the Academic Petitions Committee, A-1 of the Administration Hearing Board, A-4 and C of the University Budget and Finance Committee, A-1, A-2, and B of the Campus Planning Advisory Committee, A-4 of the Commencement Committee,

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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.

**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.

## UI FACULTY-STAFF HANDBOOK

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

#### Section 1640: Committee Directory

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**Amended July 1998.** Revised C-5 of the Academic Hearing Board, and A-1, A-3, and B of the Commencement Committee. Editorial changes were made to B of the Honors Program Committee, and A and B of the University Curriculum Committee. Added A-2 and A-4 of the Commencement Committee.

**Amended July 1997.** Revised B of the Admissions Committee, B of the Borah Foundation Committee, B of the Honors Program Committee, and B of the Student Financial Aid Committee. Editorial changes were made to B of the Research Council.

**Adopted 1979.**

## **Ubuntu, Staff Council, and Faculty Senate Joint Resolution in Support of Equity Office Staff**

**Whereas**, the Idaho Board of Education has prohibited all public institutions from maintaining offices, policies, and procedures that promote diversity, equity and inclusion ideologies, with full implementation required by June 30, 2025;

**Whereas**, this resolution has resulted in the reorganization of centers previously dedicated to supporting students from diverse genders, races, and sexual identities such as the Black and African American Cultural Center, the Office of Multicultural Affairs, the Office of Equity and Diversity, the Diversity Center, the LGBTQA Office, and the Women's Center and necessitated a transition to a broader approach of student support;

**Whereas**, the staff of these equity offices have consistently demonstrated extraordinary dedication, passion, and professionalism in creating welcoming spaces, providing essential support services and fostering an environment that promotes the success and well-being of all students;

**Whereas**, the work carried out by these units has made a profound and lasting positive impact on the U of I community, significantly enriching the academic and social experiences of all Vandals;

**Be it resolved**, that the Staff Council, the Ubuntu Committee, and Faculty Senate of University of Idaho formally acknowledges and celebrate the invaluable contributions of the equity office staff, recognizing their tireless efforts and exceptional commitment to the university community;

**Be it further resolved**, that these three governing bodies express our sincere gratitude for the passion, dedication, and hard work of our student support staff in cultivating an inclusive and supportive academic environment for all students;

**Be it further resolved**, that the Staff Council, the Ubuntu Committee, and Faculty Senate pledge to collaborate with the university's administration and employees in continuing to provide impactful, personalized support for all of our students, ensuring that, even within the framework of new regulations, we uphold our shared commitment to a welcoming and supportive environment for everyone;

**Be it finally resolved**, that the U of I Staff Council, the Ubuntu Committee, and Faculty Senate stand together in solidarity with the university's student support staff, reaffirming our collective commitment to fostering an inclusive, supportive, and empowering academic community for all students.



## POLICY COVER SHEET

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

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

**Faculty Staff Handbook (FSH)**

☐ Addition ☐ Revision\* ☒ Deletion\* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 4800 LANGUAGE SKILLS**

**Administrative Procedures Manual (APM)**

☐ Addition ☐ Revision\* ☐ Deletion\* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

**Policy originator: Sarah Nelson, Faculty Staff Policy Group Chair**

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

**Reviewed by General Counsel:** \_\_Yes \_\_No Name & Date:

**Comprehensive review?** \_\_X Yes \_\_No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.  
Following comprehensive review, FSPG proposes to delete FSH 4800 Language Skills because it does not meet the FSH 1460 E-2 criteria for inclusion in the policy library.
2. **Fiscal Impact:** What fiscal impact, if any, will this change have?  
  
None
3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.  
  
None
4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.



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

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4800

**LANGUAGE SKILLS**

**LAST REVISION:** January 2010 (editorial)

~~A. The hallmark of an educated person is the ability to speak and write well: simply, clearly, observing the standards and conventions of English usage, and consciously suiting tone to audience. Every member of the UI faculty and professional staff is expected to demonstrate this ability. Moreover, it is society's reasonable expectation that the demonstration of such ability will have been required of each candidate who is recommended by the faculty for a degree bearing the name of the University of Idaho.~~

~~B. The responsibility for guiding students in acquiring this ability rests with every member of the UI faculty and professional staff, including teaching assistants. UI's responsibility cannot be discharged in its entirety by requiring a specific number of English courses, nor can it be shouldered solely by the language specialists in a single department or by the members of a few departments. In a very real sense, it is shared by all who have occasion to observe the spoken and written expression of students. Though not every faculty and staff member can be an expert in language skills, all UI professional appointees are encouraged to foster an atmosphere inside and outside the classroom in which they demand appropriate standards of usage, correct gross errors, discourage carelessness, identify unacceptable performance, and reward those who speak and write well.~~

**Version History:**

~~**Amended January 2010.** Editorial changes.~~

~~**Adopted 1979.**~~



## POLICY COVER SHEET

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### Faculty Staff Handbook (FSH)

X Addition ☐ Revision\* ☐ Deletion\* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **FSH 3130 Disruptions of University Operations**

### Administrative Procedures Manual (APM)

☐ Addition ☐ Revision\* ☐ Deletion\* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

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

**Policy originator:** Sarah Nelson, FSPG Chair

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

**Reviewed by General Counsel:** ☒ Yes ☐ No Name & Date: Karl Klein, 4/16/25

**Comprehensive review?** ☐ Yes ☐ No

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

New policy FSH 3130 Disruptions of University Operations has been developed jointly by the Faculty Affairs Committee, Staff Council, and the Faculty Staff Policy Group. It gives all employees the opportunity to make recommendations to their supervisors regarding temporary adjustments to their responsibilities during a disruption to University operations such as a natural disaster or public health emergency. It also gives employees the right to submit a description of the disruption's impact on their work, to be used in the evaluative process.

2. **Fiscal Impact:** What fiscal impact, if any, will this change have?  
None.

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

FSH 6990 Contagious or Infectious Disease Emergency Response  
FSH 3500 Promotion and Tenure

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

**FSH 3130**  
**Disruptions of University Operations**

- A. Purpose.** The purpose of this policy is to address impacts to employee work in the event of a disruption to University operations.
- B. Scope.** This policy applies to all University employees.
- C. Definition of Disruption.** For the purpose of this policy, a disruption is an unusual event that interrupts or interferes with the normal execution of any University operations at any of its locations and that is of sufficient duration or severity as to materially impact employee work.
- C-1. Large-scale disruptions.** Large-scale disruptions are significant enough to impact the work of all or most employees (e.g., natural disasters or public health emergencies) are addressed in Section E.
- C-2. Limited-scale disruptions.** Limited-scale disruptions are events that affect a small number of employees (e.g., fires, floods, or other disasters that may damage or destroy a building or a laboratory) and are addressed in Section F.
- D. Policy.** This policy applies only to employees experiencing impacts to their work because of disruptions as defined herein. Employees whose work is impacted by personal circumstances should contact their supervisor for guidance. See FSH 3710. If Emergency Actions are taken in accordance with the provisions of FSH 6990 Contagious or Infectious Disease Emergency Response, the provisions of this policy shall also apply.
- E. Large-Scale Disruption Procedure**
- E-1. Determination of disruption.** Whether an event meets the section C definition of a “large-scale disruption” shall be determined in the sole discretion of the president. The determination may be initiated by the president or by an employee.
- a. Initiated by president.** The president may determine whether an event rises to the level of a large-scale disruption and which employees are affected. The president shall communicate the decision and rationale to the affected employees and their supervisors.
- b. Initiated by employee.** Employees may request a declaration of large-scale disruption using the following procedure:
1. The request should address:
    - a. A description of the disruption and how it affects normal execution of University operations;

- b. Employees potentially impacted, if known to the initiator;
- c. Expected material impact to the work of employees; and
- d. Expected duration of the disruption, if known.

2. The request must be submitted to the employee's direct supervisor and shall be routed through the employee's supervisory chain. The administrator at each level may add additional information, insight, and context to aid the president in analyzing the request.

4. The president shall render a decision as soon as reasonably practicable as to whether the event rises to the level of a large-scale disruption and which employees are affected and shall communicate the decision and rationale to the requesting employee(s) and their supervisors.

**c. Appeal.** The president's decision shall be considered an administrative decision within the meaning of FSH 3840, for faculty. Classified employees may appeal under FSH 3860 C Due Process Procedure.

## **F. Limited-Scale Disruption Procedure**

**F-1. Determination of disruption.** Affected employees may request a determination of limited-scale disruption using the below procedure; however, in the interest of efficiency, a supervisor may make a request for a determination of disruption for a group of employees, as appropriate, rather than processing multiple individual requests.

**a.** The request should address:

- 1. A description of the disruption and how it affects normal execution of University operations;
- 2. Employees potentially impacted, if known to the initiator;
- 3. Expected material impact to the work of employees; and
- 4. Expected duration of the disruption, if known.

**b.** The request must be submitted to the employee's direct supervisor and shall be routed through the employee's supervisory chain. The determination shall be made by the dean or designee (for faculty) or the employee's second-level manager (for staff).

**c. Appeal.** The dean's or second-level manager's decision shall be considered an administrative decision which can be appealed under FSH 3840, for faculty. Classified employees may appeal under FSH 3860 C Due Process Procedure.

## **G. Temporary Adjustments to Employee Responsibilities**

**G-1. In general.** Following administrative determination of a disruption under either Section E or Section F above, the following procedure shall be used in determining temporary adjustments to employee responsibilities. In the interest of efficiency, a supervisor may make adjustments to the responsibilities of a group of employees, as appropriate.

**a. Staff.** An affected staff member may make recommendations to their direct supervisor regarding their responsibilities during the disruption, such as changes in location, schedule, or mode of delivery, to maximize safety and best preserve the effectiveness of the employee's work. If a mutually agreeable arrangement cannot be found, the employee's second-level manager shall make the final decision.

### **b. Faculty**

#### **1. Teaching**

An affected faculty member may make recommendations to their direct supervisor regarding their responsibilities during the disruption, such as changes in mode of delivery, method, location, class size, course load, or schedule, so as to maximize safety and best preserve teaching effectiveness. If a mutually agreeable arrangement cannot be found, the dean or designee shall make the final decision.

#### **2. Scholarship and Creative Activity**

An affected faculty member may make recommendations to their direct supervisor regarding their responsibilities during the disruption. It is recognized that a disruption can have long-term impact on a faculty's productivity. Faculty should work with their supervisor to develop a recovery plan to be incorporated into the articulation of goals in their annual evaluation. If a mutually agreeable arrangement cannot be found, the dean or designee shall make the final decision.

#### **3. Outreach and Extension**

An affected faculty member may make recommendations to their direct supervisor regarding their responsibilities during the disruption, such as changes in mode of delivery, method, location, or schedule, to maximize safety and best preserve the effectiveness of the

extension/outreach program. If a mutually agreeable arrangement cannot be found, the dean or designee shall make the final decision.

#### **4. Service and Leadership**

An affected faculty member may make recommendations to their direct supervisor regarding their responsibilities during the disruption so as to maximize safety and best preserve effectiveness of service and leadership. If a mutually agreeable arrangement cannot be found, the dean or designee shall make the final decision.

### **H. Evaluation of Employee Performance**

#### **H-1. Disruption impact statement in evaluation of faculty performance.**

Following administrative determination of a disruption under either Section E or Section F above, faculty shall have the option of providing a disruption impact statement. The statement will constitute a part of any current or future performance evaluations, including annual performance evaluation, third-year review, tenure, and promotion, as applicable. The statement may describe how the disruption has affected the exercise of their official duties. Once submitted, the statement cannot be withdrawn. The Office of the Provost and Executive Vice President shall notify employees that they have the option of providing the statement and provide guidance regarding the statement. In the case of tenure and promotion, the statement addressed in this section is additional to the Candidate Statement described in FSH 3500 D-1.b.

**H-2. Disruption impact statement in evaluation of staff performance.** Following administrative determination of a disruption under either Section E or Section F above, staff employees shall have the option of providing a disruption impact statement. The statement will constitute a part of any current or future performance evaluations, including annual performance evaluation as applicable. The statement may describe how the disruption has affected the exercise of their official duties. Once submitted, the statement cannot be withdrawn. Human Resources shall notify employees that they have the option of providing the statement and provide guidance regarding the statement.

**I. Termination.** The president may terminate determinations of large-scale disruptions, and the deciding dean or second-level manager may terminate determinations of limited-scale disruptions, if deemed no longer necessary. Temporary adjustments to employee responsibilities enacted under section G of this policy will remain in effect only for so long as the determination of disruption remains in effect, or for 180 days, whichever is longer.