

University of Idaho
2008-2009 FACULTY COUNCIL AGENDA
Meeting #26

Tuesday, April 7, 2009, 3:30 p.m.
BRINK HALL FACULTY LOUNGE

Order of Business

Consent Agenda:

- FC-09-074:** FSH 3360 – Probation, Promotion, Demotion and Transfer of Classified Employees
- APM 50.15 – Classified Employee Internal Promotion Process – delete

I. Regular Agenda.

II. Call to Order.

II. Minutes.

- Minutes of the 2008-09 Faculty Council Meeting #25, March 31, 2009

III. Chair's Report.

IV. Provost's Report.

V. Other Announcements and Communications.

VI. Committee Reports.

University Curriculum Committee:

- FC-09-075:** FSH 4130 – Standard Course Numbers

VII. Special Orders.

VIII. Unfinished Business and General Orders.

Discussion of RFIs

- FC-09-071rev11:** FSH 1520 – University Constitution – for vote (Hill)
- FSH 1540 – Standing Rules of University Faculty
- FSH 1640.94 – University Multi-Campus Communications Committee

IX. New Business.

X. Adjournment.

Professor Karen Guilfoyle, Chair 2008-2009, Faculty Council

Attachments: Minutes of 2008-2009 FC Meeting #25
FC-09-071rev11
FC-09-074
FC-09-075

University of Idaho
Faculty Council Meeting Minutes
2008-09 Meeting #25 Tuesday March 31, 2009

Present: Baird, Baillargeon, Baker, (w/o vote), Battaglia, Eveleth, Fairley, Fritz, Guilfoyle (chair), Hill (w/o vote), Huber, Johnson, Limbaugh, Machlis, Makus, Mihelich, Miller, Murphy, Oman, Schmeckpeper, Stohner, Sullivan, Williams, Wilson. **Liaisons:** Budwig (Boise), Newcombe (Coeur d'Alene), Dakins (Idaho Falls). **Absent:** Crowley, Graden. **Visitors/Guests: 8**

A quorum being present, the chair opened the meeting at 3:31 p.m.

Minutes: It was moved and seconded (Murphy/ Miller) to approve the minutes of the meeting of March 24, 2009 as distributed, approved.

Chair's Report: Chair Guilfoyle was warmly welcomed on her return. The Chair noted that the President search was at an impasse. One of the Regents had called President Search Committee members for their input on a way forward. The second short listed candidate, Dr. Dooley had withdrawn. It was speculated the recent announcement that the President of Montana State University was retiring had precipitated Dr. Dooley's decision. There was no decision at this time to suggest that the president search was to be declared a failed search, nor what the subsequent actions or decisions of the Regents may be. The Chair was critical of the search consultant, as it appeared that one factor in candidate withdrawal was a lack of early disclosure of the position salary range to candidates.

The Chair noted that discussion at President's Cabinet yesterday focused on the responses of the Idaho higher education institutions to the proposed 3% across the board state worker salary cut plus an additional 2% cut proposed by the legislature. All Idaho institutions were working together with the legislature to craft an outcome that provided maximum flexibility in its implementation. The Chair went on to note that there had been more than 60 staff members nominated for staff awards. These would be announced at a ceremony in the SUB ballroom at 2:00 pm on April 27. Faculty were encouraged to attend. The Chair requested Professor Murphy, Chair of University Budget and Finance Committee (UBFC) to provide a brief update on the president's proposed change to Budget and Finance and the role of the UBFC. Professor Murphy noted that the president's intention was to separate the planning and controlling functions. Dean of the College of Business and Economics, Jack Morris would lead a new committee of about 12 individuals charged with developing the process of restructuring the Finance and Administration office. The new committee would have two members from UBFC and another faculty member. One of the committee's functions would be to establish the roles and relationships that UBFC would have in the new structure. An outline of the process was available on the President's web-page.

The Chair moved on to remind council that election of new FC members was due to be completed by April 15 and asked for a report from the college representatives. Presently, neither CLASS nor the College of Engineering had any member nominations; the process in A & A would be completed this Friday, CALS was in process and in the College of Science there had been only one nomination.

The Chair reminded council that it was important for this body to keep a vision for the future of the university as a priority. It is essential that we remain strategically focused, work towards a vital and impactful future and consider how the institution as a whole might look in 5 years.

Provost's Report: The Provost thanked Chair Guilfoyle for her encouragement of the faculty in focusing on an evolving shared strategic vision. He noted examples of the core elements of the Strategic Action Plan – transformational learning for students, building multidisciplinary creative activity and engagement in outreach to the Idaho community and advancing a respectful culture across the UI

community. Moving on to discuss the state budget allocations, he noted that JFAC had brought down its recommendations but there were additional steps for the budget to pass through: including adoption and approval of the legislature and the governor and finally to the SBOE before final release.

He noted from the JFAC recommendations that if there was no student fee increase, the budget would be \$12.1M lower in FY10 than the FY09 base. This also factored in \$4.8M from the Federal Stimulus Package for which there would also be a repeat allocation of these funds (\$4.8M) in FY11. UI was requesting a student fee increase of 8.5% that was equivalent to \$3.6M. The SBOE was meeting next week in Boise to discuss fee increase requests. Thus if this was granted by the SBOE, the base reduction would be \$8.5M for FY10. The Federal stimulus package provided some relief as we work toward new efficiencies and reshaping the institution. UI had asked JFAC for maximum flexibility in the budget. JFAC had recommended but not mandated an across-the-board 3% individual salary cut plus another 2% to be implemented from open positions. This number was built into the \$12.1M reduction.

The Provost noted that the Washington State legislature had recommended a 29% reduction in the allocation to WSU. It was reported that the WSU President had stated this would likely result in the lay-off of 450-500 personnel. The Provost noted that although our situation was not ideal, there were others in a much worse situation due to the economic down-turn.

Professor Murphy noted that the percentage budget reduction figure was elusive due to complex factors that affected its calculation and a more reliable figure was the absolute dollar amount.

The provost added that the Borah Foundation Symposium lecture would be presented this evening by Dr. Gro Harlem Brundtland, former prime minister of Norway and former director of the World Health Organization. The symposium would be held in the SUB ballroom at 7:30 pm. All are welcome to attend. There would also be a ceremonial tree planting ceremony, to which FC members were invited at the close of the meeting. Dr. Brundtland and President Daley-Laursen would plant a Norway Maple in commemoration of Dr. Brundtland's visit.

FC-09-09-071 Revision of FSH 1520 University Constitution – faculty voting and participation at general faculty meetings attending via compressed video/ webcast. Professor Hill, the Secretary of the Faculty, noted that he had begun to receive a little feedback on the proposed changes. The additional details to the constitutional change were now included (1540 and 1640.94) outlining FC approval of multiple sites, multi-site delegate roles and establishment of a University Multi-Campus Communications Committee. He encouraged FC members to reflect changes with their constituents. This is a proposed change to the constitution and requires careful consideration.

Member Williams recognized and thanked Rod Hill for his efforts in this area, something that extension faculty and other off-campus faculty have been hoping would happen for a long time. The addition of a multi-campus communications committee with representatives at each site, acting as the secretary's delegates at GFM's will ensure that meetings provide effective involvement of faculty across the state. Discussion followed about similar issues: *status of center representatives on FC having vote*. This would again be presented for vote at the next GFM at which it was hoped a quorum would be realized.

Can any FC member participate and vote in FC meetings by being present at a remote site, via electronic link? Faculty leadership will study this issue and report back to FC.

RFI's: The Chair noted that participation in the RFI development process helped to frame the strategic vision for the university. The Chair called upon the RFI Review Committee Chair, Professor O'Rourke to comment on the RFI development process.

Professor O'Rourke noted that the committee was one source of information and review of the proposals and there were multiple ways that the process had informed the president and provost. Comments from the RFI blog site, suggestions and input from Provost Council and FC similarly had the opportunity for input. The full proposals were available on the provost's web-site. He noted that the committee had developed a rubric to assist in evaluation. The committee recommendations had been developed in consultation with the president and provost.

Extended discussion ensued around the possibility of having the review committee report released to FC. The sentiment was that the committee had undertaken their discussion in the context of a closed forum and perhaps it would not be appropriate for FC to request the committee report. FC debated difficulties with revising and summarizing the complex array of information presented in the selection of the 16 proposals. There was additional discussion of the value of the committee providing their evaluative rubric to FC as a tool to assist proposal evaluation. Other groups such as Provost Council had provided parallel review of the RFI proposals with the committee to the provost. The issue of whether FC should conduct an independent review of the proposals was discussed. It was further noted that several of the proposals had overlapping themes or issues, but addressed similar issues from different perspectives. In some cases the objectives or proposed outcomes were complimentary and for others they were contradictory. It was also noted that it was important for FC to see the vision of the RFI's. It was not the role of FC to pass judgment on or approve the committee recommendations. Thus, the complexities of effective review and an efficient approach to FC input was somewhat problematic.

The discussion moved to considering individual RFI's. RFI entitled "Improving the quality of instruction...." etc. One FC member had received feedback from about 30 students about Math 143 Polya class. Student views were mixed to unfavorable. The issue of quality instruction rather than lower-cost training was discussed.

The discussion returned to more global issues. Several of these RFIs are complex involving a series of changes, for example curriculum and research. *If one of these were implemented, would the required changes follow the normal process, for example would a change in curriculum be reviewed through UCC?*

The Provost replied that normal processes would occur.

There has been faculty engagement in the RFI process right from the start. Seventy-seven proposals coming from multiple individuals and groups indicates very broad community involvement. There were many good ideas and energy in the 60 that did not make the final list. Perhaps there is some way to glean value from these so as not to lose any of these creative ideas. The scope of the RFIs is broad, many impacting research, outreach and/or academics. As the selected RFI's move forward, it is difficult to see how they can be successful without some start-up investment. It appeared that many of the RFI's would require at least start-up investment and were far from "cost neutral"; one of the requirements under the guidelines. This raises the question about how these fit into the present mix and the need not only to review academic programs as in the PPP, but also to effectively review the overall research and outreach priorities of the university and apply strategic investment criteria to these as well.

The Provost responded that we have an opportunity in the next two years to take advantage of increased federal research funding coming from the Federal Stimulus package. Additional funding from

NIH and NSF will allow us to have a buffer to reshape. This will be the opportunity to define those creative areas in which we can be nationally and internationally competitive. In the following period there will likely be fewer resources and it will be essential to focus in a few critical areas of excellence. VPR Jack McIver visited FC in the fall and spoke to focal areas he saw in which we could excel. For example the confluence of energy, water and the environment may provide a unique niche on which UI can focus. Another is an area of strength in the biological sciences.

The Chair noted that the PPP had only made a start on the programmatic cuts that would be required in the current fiscal environment.

A concern was raised about implementing new research areas via action of Blue Ribbon panels as had occurred twice through the early-mid 2000's. It would be important to have review criteria in place that evaluates the return to the institution from any newly implemented programs. Another councilor noted that if any of the RFI research proposals move forward, there will be a need for review of current research programs. Another, reiterated view was that all of the RFI's had great ideas but few were really revenue neutral a standard asked for in the initial request for RFI's. It was noted that the real cost of implementation of new programs should be carefully evaluated as adaptation costs could be substantial.

As the 16 RFI's or a sub-set of these goes forward, will there be an external review process (a financial diligence evaluation)? The Provost responded that before any of the programs could move forward there would have to be a clear budget defined. There should be no need to have external review of budgets; expertise internally should provide an accurate review.

The topic moved to the development of suitable metrics. It was suggested that this required open discussion involving the UI community and the developed metrics should be for the on-going evaluation of newly implemented and established programs.

The Provost responded that he was in full agreement with this view.

Another view was that there were certain basic expectations for training in a university undergraduate curriculum. It was suggested that a crucial test for the instruction-focused RFI's was that they must address those basic expectations or they were not fulfilling the UI mission.

The discussion returned to the sentiment that sought to be informed by the RFI review committee report. Thus, it was moved (Miller/Schmeckpeper) to request the RFI review committee and the provost to consider their perspectives on the confidentiality of the report and if they are willing, to provide the report for the guidance of FC in reviewing the 16 proposals. Approved.

Adjournment: It was moved and seconded (Schmeckpeper/Murphy) to adjourn at 5:08 p.m. The motion carried unanimously.

Respectfully submitted,

Rodney A. Hill, Faculty Secretary and
Secretary to Faculty Council

3360

PROBATION, PROMOTION, DEMOTION, AND
TRANSFER OF CLASSIFIED EMPLOYEES

PREAMBLE: An original part of the 1979 Handbook, this section underwent a full revision in 2003 to bring it in line with Regents policy. For further information, contact Human Resources (208-885-363809). [ed 7-97, 7-03]

CONTENTS:

[A. Definitions](#)[BA. Probationary Period](#)[CB. Promotion](#)[DC. Demotion](#)[ED. Transfer](#)**A. DEFINITIONS.**

A-1. Certified Status. In this section and related policy statements, reference to “certified status” means that the employee has successfully completed the probationary period.

A-2. Demotion. Reassignment of an employee from his or her present position to one that is in a lower pay grade and in which the employee has previously held certified status or for which he or she has the minimum qualifications.

A-3. Probation. A working test period to provide unit administrators with an opportunity to evaluate a person’s work performance and suitability for the position. The probationary period for classified employees beginning a new position is six months.

A-4. Promotion. A promotion is a career opportunity that involves greater responsibilities, and may also involve an increase in salary and a change in title. Promotions are intended to be non-interim are not intended to be used where duties are changed on a temporary basis. A promotion is distinct from a reclassification in that it moves the employee into a different position, retaining little, if any, of the responsibilities of his or her previous position, as long as the employee meets the minimum qualifications of the position.

A-5. Reclassification. An employee retains the majority of his/her original responsibilities while accepting duties requiring a higher level of knowledge, skills or abilities.

A-6. Transfer. An opportunity for an employee to move into a different unit at the university with the same classification and title.

AB. PROBATIONARY PERIOD.

AB-1. Each employee, following initial appointment or promotion to a classified position, must successfully complete a probationary period of at least six full months. The probationary period in a given class must be completed within a single department/unit and not be interrupted by resignation or dismissal. An employee who has been separated during the probationary period, other than by “layoff” [see 3930 B], must begin a new probationary period upon being rehired or promoted to that class. [ed. 7-03]

AB-2. The probationary period serves as a working test period and provides the appointee’s department administrator an opportunity to evaluate the person’s work performance and suitability for the position. The unit/department administrator must is encouraged to complete an employee performance development plan

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available on the Human Resource Development website at www.hr.uidaho.edu/hrd, and a 3-month and 6-month evaluation using the "Staff Personnel Evaluation" form [see 3340] available on the HR website at www.hr.uidaho.edu/hrs. The 6-month evaluation must be completed, discussed with the probationary employee, and reviewed by the second-level supervisor before the probationary period ends. A probationary employee may be dismissed or returned to his or her former classification, without cause being assigned, upon the recommendation of the ~~department unit~~ administrator at any time before the completion of the probationary period with prior approval of the ~~assistant vice president executive director~~ for human resources or designee. Normally, a probationary employee whose appointment is to be terminated will be given two weeks' notice. Dismissal under these circumstances is not a basis for recourse to the grievance procedures described in 3860. [rev. 7-02, 7-03]

~~A-3. In this section and related policy statements, reference to "certified status" denotes that the employee concerned has successfully completed the probationary period. [ed. 7-02]~~

BC. PROMOTION.

~~B-1. A promotion is a career opportunity that involves greater responsibilities, and may also involve an increase in salary and a change in title. Promotions are intended to be non-interim. [rev. 7-03]~~

~~C-1. the An~~ employee may be considered for ~~the~~ promotion on the basis of his or her past record, length of service, performance in the present position, and qualification to perform the duties of the higher position. [See also 3380D.]

~~C-2. A supervisor may wish to promote an employee into a vacant position in the unit if the employee has demonstrated exceptional competency and skill for that position. In other circumstances, a supervisor may wish to assign additional, higher level responsibilities to an employee as a result of an internal reorganization or change in workflow in the unit. In either case,~~

~~BC-32. A promotion may occur in a unit that has a vacancy or is undergoing reorganization. In this case, an explanation of the office or unit changes and the reasons why the employee is qualified for the promotion is necessary.~~

~~C-4. If the employee is promoted into a classification for which he or she is not certified, a 6-month probationary period is required (see FSH 3360, AB-1). [rev. 7-03]~~

~~BC-5. When there is more than one internal candidate employee within the unit who meets the minimum qualifications for the position within the unit, the hiring unit administrator must, at a minimum, conduct a UI-only search to document the candidate's qualifications and identify the most qualified individual. The hiring administrator must send an email to the Human Rights Compliance Officer (HRCO) as hrc@uidaho.edu requesting a UI-only search stating that there is one promotional opportunity and more than one qualified internal candidate. document the qualifications of each employee using the Internal Promotion Form available at www.uidaho.edu/hrs. This form must be submitted to Employment Services for review prior to offering the position. a. Send a completed and approved Position Authorization Form and a memo of justification to the director of Employment Services stating the name of the employee considered for promotion, an explanation of the office or unit changes, and the reasons why the employee is qualified for the promotion. Include the employee's current job description, the new job description and the employee's resume with the documentation.~~

~~C-6. Process. B-3. The Human Rights Compliance Officer (HRCO) is the approving authority for all promotions of classified employees. [add. 7-03]~~

~~B-4. To ensure compliance with the University of Idaho's equal opportunity policy, a UI-only search may be required (see FSH 3065). [add. 7-03]~~

~~B-5. Salary recommendations for a promotion made by the hiring authority must be reviewed and approved by HR. HR will compare the market value of the position and the salaries of similar positions at the~~

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~~University, and where appropriate, the salary of similar positions at peer institutions, prior to a final salary recommendation. [add. 7-03]~~

~~**B-6.a.** To promote an employee, the hiring authority or designee must take the following steps: [add. 7-03] unit follows all affirmative action and equal employment opportunity policies by posting the position in the Applicant Tracking System (ATS) and evaluating the applicants. The employee applies for the position using the ATS. See APM 50.02.~~

~~**B-5b.** Exceptions to posting internal promotional opportunities require the review and approval of the Human Rights Compliance Officer. The unit administrator must e-mail the Human Rights Compliance Officer at HRCO@uidaho.edu to request an internal promotion, stating the justification for waiver of a search. The unit must provide:~~

- ~~1) A current Results Oriented Job Description (ROJD), reviewed and approved by the classification and compensation analyst in Human Resources;~~
- ~~2) A resume from the promotion candidate;~~
- ~~3) The plans for the "to be vacant" position;~~
- ~~4) A salary recommendation (optional).-~~

~~**BC-6.** The unit must complete a standard Position Authorization Form, which must then be processed through regular approval channels. This includes any processes unique to the unit.~~

~~**BC-7.** The Human Rights Compliance Officer (HRCO) or designee will review and provide a written response to the request for promotion. The unit CANNOT offer the position until it receives approval from the HRCO. For additional information call (208) 885-4212.~~

~~**a.** Send a completed and approved Position Authorization Form and a memo of justification to the director of Employment Services stating the name of the employee considered for promotion, an explanation of the office or unit changes, and the reasons why the employee is qualified for the promotion. Include the employee's current job description, the new job description and the employee's resume with the documentation. [add. 7-03]~~

~~**b.** Employment Services will review the promotional job description for the responsibilities, job title and salary range and review the individual's minimum qualifications with the minimum qualifications stated in the job description. [add. 7-03]~~

~~**c.** Employment Services will communicate to the hiring authority the results of the review. [add. 7-03]~~

~~**B-7.** When there is more than one employee within the unit who meets minimum qualifications of the position, the unit administrator must document the qualifications of each employee using the Internal Promotion Form available at www.uidaho.edu/hrs. This form must be submitted to Employment Services for review prior to offering the position. [add. 7-03]~~

CD. DEMOTION.

~~**C-1.** Demotion is the reassignment of an employee from his or her present position to one that is in a lower pay grade and in which the employee has previously held certified status or for which he or she has the minimum qualifications. [ed. 7-02]~~

~~**CD-21.** An employee may be demoted, subject to the approval of the department/unit administrator and the assistant vice president-executive director for human resources or designee. The department/unit administrator may recommend the demotion of an employee for any of the following reasons: [ed. 7-02]~~

- ~~**a.** The reallocation or reclassification of a class or position to a lower pay grade.~~

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- b. The elimination of the employee's position because of lack of work or lack of funds.
- c. Expiration of a temporary promotional assignment. *[add. 7-03]*
- d. The failure of the employee to complete successfully the probationary- requirements of a higher position.
- e. Disciplinary action for causes stated in [3930 C-1](#) but not of a degree of severity that would warrant suspension or dismissal.
- f. At the request of the employee. *[rev. 7-02]*

CD-3. Procedure. A [department/unit](#) administrator's recommendation that an employee be demoted is submitted through the dean or equivalent administrator. Concurrently, written notice is given to the employee and to the ~~assistant vice president~~[executive director](#) for human resources [or designee](#). An employee with certified status must be given notice of demotion at least 15 calendar days before its effective date and must be given the reasons for the demotion. *[ed. 7-03]*

DC-4. Effect of Demotion on Salary. When an employee is demoted, his or her salary is reduced to a step in the lower pay grade as recommended by the [department/unit](#) administrator and the ~~assistant vice president~~[executive director](#) for human resources [or designee](#). If demotion is due to failure to ~~complete~~ successfully [complete](#) the probationary requirements of the higher position, to which he or she had been provisionally promoted, the salary after demotion will normally coincide with the salary the employee was receiving before promotion. *[ed. 7-02]*

DE. TRANSFER.

DE-1. ~~An employee may voluntarily transfer from one unit to another in the exact same title and pay grade.~~ An employee who wishes to be transferred should make a written request to his or her [department/unit](#) administrator and Employment Services. ~~UI may involuntarily transfer A~~an employee ~~may also be transferred by the UI~~ as long as there is no loss of compensation. *[rev. 7-02, 7-03]*

DE-2. An employee requesting transfer between [departments/units](#) must complete application materials through Employment Services in HR before a transfer request will be considered. *[rev. 7-03]*

DE-3. An employee-requested transfer between [departments/units](#) also requires the written approval of the [department/unit](#) administrators concerned, the employee ~~involved~~, and the director of employment services. *[add. 7-03]*

DE-4. A transfer is made without reduction in ~~rate of pay~~ [hourly wage](#) unless such reduction is agreed to by the employee and the [department/unit](#) administrator. *[ed. 7-02, renumbered 7-03]*

DE-5. The transfer of an employee does not affect his or her prior earned credited state service. However, the transfer may affect the employee's leave accrual rate, which is based on years of service, hours worked, and percentage of appointment. *[rev. 7-02,7-03, renumbered 7-03]*

~~50.15 -- Classified Employee Internal Promotion Process~~

~~Last updated November 21, 2006~~

~~A. **General.** A promotion is a career opportunity for an employee that involves greater responsibilities, and may also involve an increase in salary, and a change in title. Promotions are It is intended to be non-interim. A Ppromotions differs from a reclassifications in that in a reclassifications, the employee retains the majority of the employee's his/her original responsibilities while accepting duties requiring a higher level of knowledge, skills or abilities. In contrast, Aa promotion moves an the employee into a different position, and he/she retaining retains little, if any, of the responsibilities from of their previous position. The employee need not have begun performing the new duties prior to the promotion, as long as the employee meets the minimum qualifications of the position. If the employee is promoted into a classification for which he or she is not certified, a 6-month probationary period is required (see FSH 3360, A-1).~~

~~For reclassifications of classified employees see 50.51.~~

~~B. **Procedures.** The department follows all affirmative action and equal employment opportunity policies by posting the position in the Applicant Tracking System (ATS) and evaluating the applicants. The employee applies for the position using the ATS, see APM 50.02.~~

~~B-1. Exceptions to posting internal promotional opportunities require the review and approval of the Human Rights Compliance Officer. The department administrator must e-mail the Human Rights Compliance Officer at anbutler@uidaho.edu/HRCO@uidaho.edu to request an internal promotion, stating the justification as to why a waiver to search is being requested. The hiring department must provide:~~

- ~~a. A current Results Oriented Job Description (ROJD), reviewed and approved by the classification and compensation analyst in Human Resources~~
- ~~b. A resume from the promotion candidate~~
- ~~c. The plans for the "to be vacant" position.~~

~~B-2. **Position Authorization Form.** A standard Position Authorization Form must be filled out and processed through regular channels. This includes any unique processes that are specific to a college or unit.~~

~~B-3. **AA/EEO Approval.** The Human Rights Compliance Officer or designee will review and provide a written response to the request for promotion. The position CANNOT be offered until this approval has been received. For additional information call (208) 885-4212.~~



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions.)

[1/08]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion* Emergency
 Minor Amendment

Chapter & Title: 4130 Standard Course Numbers

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.
 *Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): Charles Tibbals 4/1/09
 (Please see FSH 1460 C) Name Date
Telephone & Email: 885-9222 ctibbals@uidaho.edu

Policy Sponsor: (If different than originator.) Nancy Krogh 4/1/09
 Name Date
Telephone & Email: 885-2020 nkrogh@uidaho.edu

Reviewed by General Counsel Yes No Name & Date: Sharyl Kammerzell 4/02/09

I. Policy/Procedure Statement: Briefly explain the purpose of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
 The purpose of this change is to update the FSH to meet comply with the Office of the Registrar's request to the University Curriculum Committee (UCC) to stop the cross- and joint-listing of the standard course numbers to existing University of Idaho courses without UCC's approval.

II. Reason/Rationale: Reason this addition, revision, and/or deletion is necessary, if different than above?
 The Office of the Registrar has requested that the University Curriculum Committee consider a request to prevent departments from cross and joint-listing the standard course numbers to existing University of Idaho courses without UCC's approval. Normally any request to cross or joint-list a course has to be approved by a College Curriculum Committee, UCC, and finally the General Faculty via a General Curriculum Report. The practice of cross- and joint-listing of the standard course numbers has not required any committee's approval and hence is not subject to the appropriate faculty review. This practice has lead to some issues such as: students completing the cross-listed standard course number courses and having it not satisfy university requirements for graduation and students not being charged any special course fees if the standard course numbered course is cross- or joint-listed to a course that has special course fees.

III. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have? None

IV. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change. None

V. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. May 11th, 2009

If not a minor amendment forward to: University Curriculum Committee

Policy Coordinator
 Appr. & Date:

 [Office Use Only]

APM

F&A Appr.: _____
 [Office Use Only]

FSH

Appr. _____
 FC FC-09-075 _____
 GFM _____
 Pres./Prov. _____
 [Office Use Only]

Track # _UP-09-042 _____
 Date Rec.: _4/3/09 _____
 Posted: t-sheet _4/3/09 _____
 h/c _____
 web _____
 Register: _____
 (Office Use Only)

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

July 2007 (editorial)

4130

STANDARD COURSE NUMBERS

PREAMBLE: This section describes certain standard course numbers which may be used in any subject field. This section appeared in the 1979 Handbook; in February, 1991, clarification concerning expanded course titles was added and in July, 1994 common internship numbers were specified (as well as the possibility of grading internships on a pass/fail basis) in 2004 the addition of 600-level courses were created specifically for doctoral students, definitions were added under C-3 and a new paragraph was added C-7, the possibilities of cross-listing special topics and directed studies courses were clarified July 2005. Unless otherwise noted, the text is as of July 1996. For further information, contact the Registrar's Office (885-6731). [rev. 7/04, 7-05].

A. STANDARD COURSE NUMBERS. University-wide standard numbers have been established for certain categories of courses. These courses need not be listed in a subject-field section in the catalog. They may be offered and listed in the Time-Class Schedule whenever they are needed. Catalog course numbers are assigned by the Office of the Registrar at the time of approval by the University Curriculum Committee. ~~Other courses to which these numbers have been assigned should be renumbered as soon as practicable.~~

B. AUTHORIZED COMBINATIONS OF COURSE NUMBERS AND TITLES. The following course numbers and titles are authorized: 200, 400, 501, 601 Seminar; 203, 403, 503, 603 Workshop; 204, 404, 504, 604 Special Topics; 405, 505, 605 Professional Development; ~~206, 406, 506 Study Abroad;~~ 298, 398, 498, 598, 698 Internship; 299, 499, 502, 602 Directed Study; Optional 400s number Practicum in Tutoring; 500 Master's Research and Thesis; 597 Graduate Practicum; 599 Non-thesis Master's Research; 600 Doctoral Research and Dissertation. (Courses in this group that are appropriate to the College of Law are assigned analogous numbers in the 800s and 900s.) [rev. 7-04]

C. CONDITIONS.

C-1. Authorized Fields. With the exception of Practicum in Tutoring, the undergraduate-level standard courses may be offered in any subject field, excluding those approved for graduate degrees only. Practicum in Tutoring may be offered in subject fields in which a bachelor's degree has been approved. Courses 501, 502, 503, 504, 505, ~~506~~ may be offered in subject fields in which graduate-level courses or degree have been approved. Courses 597, 598, 599 may be offered in subject fields in which a graduate degree has been approved. Course 500 must be offered in, and only in, those subject fields in which a thesis master's degree has been approved. Course 600 must be offered in, and only in, those subject fields in which the Ph.D. or Ed.D. degree has been approved. Courses 601, 602, 603, 604, 605, 698 must be offered in, and only in, those subject fields in which doctoral-level programs are offered. [rev. 7-04]

C-2. Expanded Titles and Descriptions. All of the foregoing titles, except for 500, 600, and Practicum in Tutoring, may be expanded (in the nature of subtitles) to indicate the subject more specifically. This possibility is indicated by the symbol "(s)" between the number and the title in the catalog entry. If more than one such specific topic is to be offered, they will be listed in the Time Schedule as separate sections. Also, special conditions or restrictions may be added to the course description. Illustrative catalog entry: MusH 400 (s) Seminar (cr arr); Illustrative Time Schedule entries: MusH 400 Lec 01 Seminar (cr arr); MusH 400 Lec 02 Seminar in Ethnomusicology (3 cr); MusH 400 Lec 03 Seminar in Medieval Music (1-3 cr). [rev. 7-04]

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

Directed Study: One-on-one method of delivering specially designed content to a student outside of the normal classroom environment. A specific directed study course can be offered only once and is not intended for repetition in subsequent semesters. Directed study courses should not duplicate an existing course.

UI FACULTY-STAFF HANDBOOK

Chapter IV: ACADEMIC POLICIES AND REGULATIONS

Section 4130: Standard Course Numbers

July 2007 (editorial)

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

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

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

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

Research: Supervised collection of information about a particular subject.

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

Special Topic: Extended discussion on a topic or subject area not covered in an existing course offering. Topic may not be offered more than twice under this course number, ~~and cannot be cross- or joint-listed with more than two subject areas.~~ [rev. 7-05].

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

C-4. Prerequisites. Prerequisites are not usually listed for courses 500. Courses in the 600-series are intended for doctoral students only and will carry a system-enforced prerequisite of enrollment in a doctoral program (Ph.D., Ed.D.). ~~The catalog entry for 206, 406, 506 is "Prereq: perm of dept." For all other standard courses, the catalog entry is "Prereq: perm."~~ [rev. 7-04]

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

C-6. Limitations. A separate special-topics course should not be offered under the number 204, 404, 504, or 604 more than twice; after the second offering, it should be assigned its own number, title, and description so that with few exceptions the official descriptions of courses students take will be in the catalog. Use 599 for research not directly related to a thesis or dissertation. A maximum of 10 credits in course 500 may be applied toward the minimum of 30 credits required for a thesis master's degree; nevertheless, the number of credits a student may earn in course 500 is not limited to the number required by the student's department. Credit in course 500 cannot be counted toward the minimum of 30 credits required for a nonthesis master's degree. Credit earned in 405, 505 and 605 will not be accepted toward graduate degree programs. Courses numbered 600-699 may never be conducted jointly and can be cross listed only with 600-level courses in a second department. Standard course numbers may not be cross- or joint-listed with catalog courses [rev. 7-04, 7-05]

C-7. Limitations on Directed Study. Directed study is intended as a one-on-one method of delivering specially designed content to the student outside of the normal classroom environment. General classroom space is not available for this purpose and enrollment in any directed study course should not exceed five. A specific directed study course can be offered only once; the directed study course is not intended to be repeated in subsequent semesters. Directed study courses cannot duplicate an existing course. ~~and cannot be cross- or joint-listed with more than two subject areas.~~ [add. 7-04, rev. 7-05]



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion* Emergency
 Minor Amendment
Chapter & Title: FSH 1520 – University Constitution, Article III – Faculty Meetings

Administrative Procedures Manual [APM] Addition Revision* Deletion* Emergency
 Minor Amendment
Chapter & Title: _____

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): Rod Hill 4/6/09
 (Please see FSH 1460 C) Name _____ Date _____
Telephone & Email: 885-7808 rodhill@uidaho.edu

Policy Sponsor: (If different than originator.) same
 Name _____ Date _____
Telephone & Email: _____

Reviewed by General Counsel ___ Yes ___ No Name & Date: _____

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
 Support functions for faculty voting across the state at general faculty meetings that conveys audio and visual signals in both directions between Moscow and the remote venue, as established in FSH 1540 A-1.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
 Cost would require each site to establish a video/audio link to allow both directions to connect, equipment dedicated to that end would cost approximately \$20,000 per site. There will also be an hourly charge per site for connection support typically \$25-35 hr. depending on the site.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
 FSH 1540 and 1640.94.

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

If not a minor amendment forward to: _____

Policy Coordinator
 Appr. & Date:

[Office Use Only]

APM

F&A Appr.: _____
[Office Use Only]

FSH

Appr. _____
 FC _____
 GFM _____
 Pres./Prov. _____

[Office Use Only]

Track # _____
 Date Rec.: _____
 Posted: t-sheet _____
 h/c _____
 web _____
 Register: _____
(Office Use Only)



POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion* Emergency
 Minor Amendment
Chapter & Title: FSH 1540 – Standing Rules of the University Faculty

Administrative Procedures Manual [APM] Addition Revision* Deletion* Emergency
 Minor Amendment
Chapter & Title: _____

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): Rod Hill 4/6/09
 (Please see FSH 1460 C) Name _____ Date _____
Telephone & Email: 885-7808 rodhill@uidaho.edu

Policy Sponsor: (If different than originator.) same
 Name _____ Date _____
Telephone & Email: _____

Reviewed by General Counsel ___ Yes ___ No Name & Date: _____

- I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
 Support functions for faculty voting across the state at general faculty meetings and determine venues.
- II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
 None known.
- III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
 FSH 1520 and 1640.94.
- IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. July 2009

If not a minor amendment forward to: _____

Policy Coordinator
 Appr. & Date:

[Office Use Only]

APM

F&A Appr.: _____
[Office Use Only]

FSH

Appr. _____
 FC _____
 GFM _____
 Pres./Prov. _____
[Office Use Only]

Track # _____
 Date Rec.: _____
 Posted: t-sheet _____
 h/c _____
 web _____
 Register: _____
(Office Use Only)



POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion* Emergency
 Minor Amendment
Chapter & Title: FSH 1640.94 – University Multi-Campus Communications Committee

Administrative Procedures Manual [APM] Addition Revision* Deletion* Emergency
 Minor Amendment
Chapter & Title: _____

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): Rod Hill 4/6/09
 (Please see FSH 1460 C) Name _____ Date _____
Telephone & Email: 885-7808 rodhill@uidaho.edu

Policy Sponsor: (If different than originator.) same
 Name _____ Date _____
Telephone & Email: _____

Reviewed by General Counsel ___ Yes ___ No Name & Date: _____

- I. Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
 New committee to support functions for faculty voting across the state at general faculty meetings.
- II. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
 Teleconference for meetings would cost typical long distance charges. Video conferencing would cost \$25-35/hr per site.
- III. Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
 FSH 1520, and FSH 1540
- IV. Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. July 2009

If not a minor amendment forward to: _____

Policy Coordinator
 Appr. & Date:

[Office Use Only]

APM

F&A Appr.: _____
[Office Use Only]

FSH

Appr. _____
 FC _____
 GFM _____
 Pres./Prov. _____
[Office Use Only]

Track # _____
 Date Rec.: _____
 Posted: t-sheet _____
 h/c _____
 web _____
 Register: _____
(Office Use Only)

FC-09-071

FSH 1520 – Proposed revision to meeting procedure – voting faculty who are physically present or attending via compressed video / webcast.

ARTICLE III--FACULTY MEETINGS.

Section 1. Meetings. The university faculty meets at least once each semester. Meetings of the university faculty may be called at any time, with due notice, by the president. Meetings of the university faculty must be called with due notice by the president on the request of the Faculty Council or on the written petition of 25 members of the university faculty. The president, or a member of the university faculty designated by the president, presides at meetings of the university faculty.

Clause A. Venue. Faculty may participate and vote in meetings by being physically present at the designated venue on the Moscow campus, or by being physically present at another designated venue in the state that is connected via electronic video and audio link as outlined in Clause B. Venues will be designated annually by faculty council as described in 1540 A-1.

Clause B. Participation. To be eligible for meeting participation, venues remote from the Moscow campus must be linked to the Moscow venue via compressed video link or other electronic means that conveys audio and visual signals in both directions between Moscow and the remote venue. In addition, an authorized delegate of the Secretary of the Faculty must be present at each site to facilitate meeting participation and counting and reporting of votes (see Section 3, Clause C, Secretary's Delegates at remote sites).

Section 2. Secretary. The president appoints the secretary of the faculty from among the tenured members of the university faculty [see 1570]. The secretary is responsible for recording and distributing the minutes, tallying and recording of votes, and performs such other duties as may be assigned by the president or the university faculty.

Section 3. Quorum, Recognition of Speakers, Recording of Votes and Delegates.

Clause A. Quorum. A quorum consists of one-~~sixth~~ eighth of the membership of the university faculty, as defined in article II, section 17

~~who are assigned to the Moscow campus.~~ If there is not a quorum at a faculty meeting, Faculty Council actions reported in the agenda for that meeting have faculty approval and are forwarded to the president and regents. *[rev. 7-97]*.

Clause B. Recognition of Speakers. Participants wishing to speak at the Moscow site or at remote sites will be recognized by the presiding officer in Moscow and may obtain the floor with his/her approval.

Clause C. Recording of Votes. In determining the outcome of motions, the secretary will determine the number of votes for or against. The Secretary's Delegate at each electronically linked site will convey votes for and against to the Secretary (see FSH 1540 A).

Clause D. Secretary's Delegates. Delegates at remote sites shall be members of the University Multi-Campus Communications Committee appointed by the Committee on Committees as outlined in 1640.

1540

STANDING RULES OF THE UNIVERSITY FACULTY

PREAMBLE: The university faculty have adopted for their convenience certain standing rules, given in this section. This section appeared for the first time in the 1979 edition of the Handbook and remains essentially in the form it took then. For further information, consult the Office of the Faculty Secretary (208-885-6151). [ed 7-97]

A. VOTING PRIVILEGE. Constituent faculties of colleges and other UI units must limit the voting privilege to those who are qualified under the provisions of the constitution of the university faculty. [See [1520 II-1](#) and [II-3.](#)] Moreover, those who are qualified cannot be deprived of their vote in meetings of constituent faculties. [See [1520 IV-8.](#)] Emeritus, adjunct, and affiliate faculty members, staff members, students, and others may be permitted to participate in meetings in an advisory capacity only, and they may serve as voting members of committees.

A-1. Venue Determination. The approved sites remote from the Moscow campus for General Faculty Meetings will be determined annually. At the first faculty council meeting in the fall, with other committee elections, the remote sites for the year will be approved (see also 1520, III-1-A).

1640.94

University Multi-Campus Communications Committee

A. FUNCTION.

A-1. To coordinate the orderly conduct of General Faculty Meetings at multiple sites across the state.

A-2. To design, review and recommend for approval by Faculty Council, operating protocols with respect to conducting faculty meetings with active participation of faculty across the state. Focus points include methods of recording and reporting of votes, recognition of members and other logistical issues.

A-3. To work in collaboration with the *Information Technology Committee* (see 1640.55) to review and make recommendations to Faculty Council on appropriate communication technologies to maintain high-quality faculty meetings.

A-4. To report annually to the Faculty Council on faculty satisfaction with communications during faculty meetings.

B. STRUCTURE AND MEMBERSHIP. Secretary of the Faculty who serves as chair, one faculty member who resides at the Moscow campus, the Executive Director of Information Technology or designee (w/o vote), and one faculty member from each designated remote site (see FSH 1540 A-1) who serves as the secretary's delegate at faculty meetings. To assure a quorum and remote site participation one alternate faculty member from each designated remote site will be selected. Committee members are appointed by the university's Committee on Committees and serve a three-year period.