

REVISED
REGULAR MEETING OF THE
FACULTY OF THE UNIVERSITY OF IDAHO

Wednesday, May 4, 2005
4:00 p.m., University Auditorium
President Tim White Presiding

- **Call to Order**
- **In Memoriam**
- **Minutes** Meeting of August 25, 2004
- **Announcements**
- **Special Orders**

Report from the Faculty Council
[Begins on Page 5]

I. Proposed Changes to the University of Idaho Catalog.

1. FC-05-034: Regulation B-11-a “Undergraduate Students”
2. FC-05-025: Proposed New Grading System
3. FC-05-018/-035: Regulation H “Final Examinations”

II. Proposed Changes to the *Faculty-Staff Handbook*.

1. FC-05-021: FSH 2300 “Student Code of Conduct, Article II, Academic Honesty”
2. FC-05-024: FSH 2600 “Student Education Records”
3. FC-05-014: FSH 3320 “Faculty Annual Evaluation Point System”
4. FC-05-022/-037: FSH 3520 “Faculty Tenure”
5. FC-05-036: FSH 4130 “Standard Course Numbers”
6. FC-05-015: FSH 5700 “Research Data Policy”
7. FC-05-039: FSH 3820 “Ombuds Office”
8. FC-05-041: FSH 5400 “Employment Agreement for Patents and Copyrights”

III. Proposed Changes in University Standing Committees Structure and Function.

1. FC-05-020: FSH 1640 “Committee Structures”
2. FC-05-027: FSH 1640.20 “University Budget and Finance Committee” (added late)

- **President’s Remarks**
- **Adjournment**

Douglas Q. Adams
Secretary of the Faculty
<http://www.webs.uidaho.edu/facultycouncil>
(885-6151)

117 faculty members constitute a quorum. Those who are recognized by the president for the purpose of speaking should identify themselves by name and discipline or position.

NOTICE: Hardcopies of all pertinent documents for this meeting can be accessed at the Faculty Council Website at http://www.webs.uidaho.edu/facultycouncil/General%20Faculty%20Meetings/univ_faculty_meetings.htm

University of Idaho General Faculty Meeting Minutes

August 25, 2004

Call to Order. University of Idaho President, Tim White, called to order a meeting of the university faculty at 3:35 p.m. in room 104 of the Janssen Engineering Building. Attendance at the meeting exceeded the requirements for a quorum (117).

In Memoriam. A moment of silence was requested to honor those faculty members who passed away since the last General Faculty Meeting. Faculty members remembered on this occasion were:

Nancy Atkinson, Catalog Librarian Emerita with rank of Professor
Ronald D. Bevans, Professor Emeritus of Architecture
Charles O. Decker, Dean of Students Emeritus
DeLance Franklin, Research Professor Emeritus of Horticulture
Edson R. Peck, Professor Emeritus of Physics
Warren K. Pope, Research Professor Emeritus of Agronomy

Minutes. The minutes of the General Faculty Meeting on April 27, 2004, were accepted as written.

Introduction of New Faculty Members and Administrative Changes. University of Idaho Provost, Brian Pitcher, formally introduced President White noting his solid accomplishments as department head, dean, provost and president. Pitcher also called attention to President White's strong scholarship in the areas of teaching and research. The Provost then asked the Deans and Associate Provost Linda Morris to introduce new faculty members and/or administrative changes in their respective areas. There were six new administrators, nine changes in administrative assignments, and twenty-three new faculty listed in the printed announcement provided by the University administration and available on the Provost's website <http://www.webs.uidaho.edu/provost/>. These changes were greeted by a strong round of applause from the faculty.

President's Remarks. As has become the custom at the University of Idaho, the beginning of the school year General Faculty Meeting conducts no formal business, but instead greets new members of the faculty and hears about the "State of the University" from the President. The President introduced Jay Kenton, Vice President for Finance and Administration, commenting that Kenton brings a wealth of experience, insights, knowledge and energy to his new work.

In his initial remarks, President White emphasized that the faculty constitutes the core of the University and is the front line in attracting and working with students, generating external recognition through research and other creative endeavors, and, more generally, in defining and realizing the aspirations of the institution. White also stressed the importance of staff in contributing to these efforts.

The President stated that there is an imperative for change. He noted the circadian rhythm that often characterizes University life as a new academic year unfolds. There is customarily a sense of renewal and excitement at the beginning of the fall semester. He noted, however, that this year the University community shares these feelings with other thoughts: curiosity, uncertainty, and unease. White warned that we cannot be lulled into a sense of complacency. Recent events together with such factors as changing public and political expectations, increasingly limited resources, and placing greater emphasis on accountability and affordability compel the University to institute significant changes. We cannot sustain what we are currently doing in light of these and other factors.

Among the many challenges facing the University, White listed: continued decrease in state support resulting in higher student fees and greater reliance on private funding sources; non-competitive compensation in many areas; high deferred maintenance costs; major infrastructure deficiencies, both on and off campus; and the need for a contemporary long range plan.

To address these issues the President emphasized the importance of changing the conversation from cost to investment. The future of the state depends in large part on the innovative ideas and creativity found at a major research university. White pointed out that because of the Morrill Act it is our charge and obligation as a land-grant institution to deliver programs throughout the state, and that the University needs to be an engine for economic growth. Also, as a student-centered university, the University must place a high value on diversity and preparing students to enter and prosper in a complex global society. White also emphasized the importance of the arts and humanities in our students' education.

The President said his first task is to establish trust with students, staff, faculty, the legislature and the Governor through openness, integrity, and accountability. Such trust, he believes, is an absolute requisite for moving forward. White noted that it is imperative that the University of Idaho adopt an informed, participatory process in reaching decisions. He added that there must be an alignment of responsibility, authority, and communication as students, faculty and administrators work to effect changes. Decentralization will play an important role in re-defining the University, but, it is essential to realize that structure is trumped by behavior.

White has decided to replace the Executive Council with the President's Cabinet consisting of the Provost, two Deans, the Vice President for Research and Graduate Studies, the Vice President for Finance and Administration, the Special Assistant to the President for Governmental Operations, the Chair of the Faculty Council, the Chair of Staff Affairs, the President of ASUI, the Director of Communications and Marketing, and the Dean of Students. The Cabinet will also include three ex-officio members: University Counsel, Assistant to the President, and the Associate Director of Communications and Marketing. The Cabinet will not be a voting body but rather will serve in an advisory capacity to help the President in setting professional, productive and behavioral standards, maintaining the institution's financial and legal obligations, and in ensuring that the University is meeting its mission and core values.

The President stated that he is a strong advocate of shared leadership and emphasized the roles of the Deans, the ASUI, the Graduate Student Association, the Student Bar Association, Staff Affairs, the Academic Deans, Faculty Council, and others in providing leadership and shaping future decisions. He indicated he had some reservations about the usefulness of the University of Idaho Council, in part because of possible redundancies with other committees.

The President then introduced a Decision, Operations and Communication "matrix" exemplifying the shared leadership and illustrating the critical alignments and responsibilities necessary for this to succeed. He announced structural changes that will go into effect immediately. White said that Wayland Winstead, Executive Director of the Office of Institutional Planning and Budget, will leave the University. His position will be eliminated, and the office will be split into two offices: the Budget Office, headed by Mark Brainard, who will report to the Vice President for Finance and Administration and the Office of Institutional Research and Assessment, headed by Archie George, who will report to the Provost. The President thanked Winstead for his contributions to the University during difficult times and wished him well in the future

White then briefly discussed the work of the University Vision and Resources Task Force. He said that Task Force members were chosen not to take parochial stances but rather to focus on the overall well-being of the University. He applauded the members of the group, who ranged from "dreamers" to "spreadsheet fanatics", for their diligence and willingness to dedicate an inordinate amount of time to their work. White anticipates that the Task Force will forward its recommendations to him in mid-September. He will then ask the Deans, the Vice Presidents, and the Provost to prepare an analysis of the

report. Following this, the Task Force report and the analyses will be made available to the University community, the regents, the Governor, and others for comments. Based on all this information the President will then formulate his recommendations. He emphasized that he will read every message that is sent to him and will respond to the various themes that emerge from the received input. He will also explain the rationale behind decisions that are made (or not made). White's recommendations will then proceed through the customary University channels and eventually go to the SBOE for approval.

The President concluded his remarks by saying that success in making necessary changes will depend in large part on those in the room. He asks the entire university community for advice, support and commitment to a common good. White said that though there will be discomfort we need to act now and be accountable for our actions. Ending on a positive note, the President referred to Christopher Reeve's comment to the effect that where there is sufficient will, dreams can progress from the impossible to the improbable to the inevitable.

Questions from the Floor. White asked for questions from the floor. In response to comments by Mickey Gunter, White said that a dysfunctional budget system has hampered efforts to determine accurate figures relating to the budget deficits. He said that Jay Kenton is working to correct this situation and we should soon have the numbers needed for making sound decisions. David Thomas asked if those seeking grants can assume that there will continue to be adequate infrastructure support. White and Vice President Chuck Hatch strongly encouraged faculty to continue efforts in seeking new grants; now is not the time to hold back. They noted that we have made tremendous strides in the past two or three years, and it would be a serious mistake to diminish our efforts in that area. Responding to a question from Joe McCaffrey, White said that it would be extremely useful to demonstrate to the legislature, in economic terms, the impact the University of Idaho has on the region and the state; Steve Peterson is currently finalizing such a report.

White said that students want access to a quality education, but regrettably, the costs for this access are rising, though the University remains an excellent bargain. The President reported that under the leadership of Gary Michael, a higher education advocacy group is being formed which will work with the business community and others to promote support for higher education. White stressed the need for cooperation among the state's institutions of higher learning to achieve their respective goals. He said he would never criticize the legislature, the SBOE, or the Governor for the degree of support they offer the University. If that support is inadequate, it is because we have failed to make a strong case for additional resources, and it is incumbent on us to develop better information and arguments to bolster our requests.

Dale Graden inquired about compensation received by members of the University Vision and Resources Task Force. White said that compensation was needed because of the immense amount of work involved. He said that from the beginning there had been discussions about this investment, although compensation for Task Force members was announced only after the members had been selected.

Responding to comments from Jack Dawson, the President pointed out that the Morrill Act requires the land-grant institutions to deliver programs throughout their respective states. White said that the University of Idaho is in a unique position because it is a land-grant university with a strong emphasis on the Sciences and the Liberal Arts, along with several highly regarded professional programs. This unusual mix of programs is a major asset for the University. The University of Idaho is well positioned to bring value to every county and, thereby, influence the political process. Finally, the President said the University must be focused and emphasize quality in whatever it undertakes.

Respectfully submitted,

Bill Voxman
Interim Secretary of the Faculty

I. Changes to the Catalog

1. FC-05-034 Regulation B-11-a “Undergraduate Students”

B-11-a. Undergraduate Students.

(1) After consultation with their advisors, undergraduates who have a cumulative grade-point average of 2.00 or higher are permitted to enroll in one course a semester under this P/F option. (The grade-point requirement is not applicable to students who are taking university-level courses for the first time.) This procedure is separate from taking courses that are regularly graded P/F. Within the limitations specified above, an undergraduate may enroll under the pass-fail option in any course EXCEPT: (a) courses listed by number and title in the student's major curriculum as printed in Part 5; (b) courses taken to meet the distributional requirements of the college or curriculum, unless allowed for P/F enrollment by the college in which the student is majoring; (c) courses used to satisfy the core curriculum; (d) courses in the major subject field; and (e) courses in closely related fields that are excluded from this option by the student's department. (See B-11-d for “Reporting of Grades.”)

(2) Students in officer education programs (OEP) may enroll under this regulation in courses required because of their affiliation with the OEP ONLY with the permission of the administrator of the OEP department concerned.

(3) A maximum of 12 credits earned in courses under this regulation may be counted toward a baccalaureate degree.

2. FC-05-025: Proposed New Grading System

E – Grades

E-1. Grading System.

E-1-a. The University of Idaho uses letter grades and the four (4) point maximum grading scale. The grade A is the highest possible grade, and grades below D are considered failing. Plus (+) or minus (-) symbols are used to indicate grades that fall above or below the letter grades, but grades of A+ and D- are not used. For purposes of calculating grade points and averages, the plus (+) is equal to .3 and minus (-) equals .7 (e.g., a grade B+ is equivalent to 3.3 and A- is 3.7). For purposes of reporting and record, academic work is graded as follows: A- superior; B above average; C average; D below average; F failure; Other grades that may be awarded as appropriate are I-incomplete work of passing quality (see regulation F); W-withdrawal; WU-withdrawal from the university; P-pass (see below); IP-in progress (see E-2); N-unsatisfactory and must be repeated (used only in Engl 090, 101, and 102 and Chem 050); S-satisfactory (used only in CEU courses); CR-Credit, and NC-No Credit (may be used only in professional development courses).

E-1-b. Grades of P may be reported at the option of the department on a course-by-course basis in noncompetitive courses such as practicum, internship, seminar, and directed study. Grades of P are also reported in courses carrying the statement, “Graded P/F,” in the course description. In courses in which Ps are to be used, the method of grading will be made known to the students at the beginning of the semester, and the grading system will be uniform for all students in the courses, except as provided in B-4-b. Grades under the pass-fail option are not affected by this regulation because the conversion of the regular letter grade is made by the registrar after instructors turn in the class rosters.

E-1-c. Midsemester grades in undergraduate courses must also conform to the above regulations. It is permissible to report Ps at midsemester ONLY in courses that have been approved for grading on this basis.

E-4. Computing Grade-Point Averages. Grades are converted by assigning the following number of points per credit for each grade: A=4, A-=3.7, B+=3.3, B=3, B-=2.7, C+=2.3, C=2, C-= 1.7, D+=1.3, D=1, F=0. Grades

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

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

3. FC-05-018/-035 Regulation H “Final Examinations” (2-8, 4-5)

H – Final Examinations

H-1. The last five days of each semester are scheduled as a final exam week (two-hour exams) in all divisions except the College of Law. The following provisions apply:

H-1-a. No quizzes or exams may be given in lecture-recitation periods during the week before finals week. Exams in lab periods and in physical education activity classes, final in-class essays in English composition classes, and final oral presentations in speech classes are permitted.

H-1-b. Instructors must meet their classes during the exam period for which they are scheduled in the finals week, either for an exam or for a final class session.

H-1-c. Final exams or final class sessions are to be held in accordance with the schedule approved by the Faculty Council . (The final exam time will be scheduled based on the lecture portion of a course. If the lecture portion of a course meets at different times during the semester, the final exam time will be scheduled based on the first meeting time.). Instructors may deviate from the schedule only on the recommendation of the college dean and prior approval by the provost or provost's designee.

H-1-d. The final exam time will be scheduled based on the lecture portion of a course. The final exam time is based on the meeting schedule of the course section, as it exists in the class schedule for that semester. If a class meets Monday, Wednesday, and Friday, for example, the final exam time will be based on the time the class is scheduled to meet on these days. If the meeting day(s) and/or time of the lecture portion of a course change during the semester the final exam time will be scheduled based on the first meeting time.

H-1-e. Where exams common to more than one course or section are required, they must be scheduled through the Registrar's Office and are regularly held in the evening.

H-1-f. Students with more than two finals in one day are permitted, at their option, to have the excess final(s) rescheduled to the conflict period or at a time arranged with the instructor of the course.

H-1-g. Final grades for each course must be filed with the registrar within 72 hours after its scheduled exam period.

H-1-h. Athletic contests are not to be scheduled during finals week; further, if a change in the calendar causes a scheduled athletic contest to fall within finals week, every reasonable effort must be made to reschedule the athletic contest.

II. Changes to the Faculty-Staff Handbook

1. FC-05-021: FSH 2300 “Student code of Conduct, Article II, Academic Honesty”

ARTICLE II--ACADEMIC HONESTY.

1. Cheating on classroom or outside assignments, examinations, or tests is a violation of this code. Plagiarism, falsification of academic records, and the acquisition or use of test materials without faculty authorization are considered forms of academic dishonesty and, as such, are violations of this code. Because academic honesty and integrity are core values at a university, the faculty finds that even one incident of academic dishonesty seriously and critically endangers the essential operation of the university and may merit expulsion. *[rev. 7-98]*

2. The operation of UI requires the accuracy and protection of its records and documents. To use, make, forge, print, reproduce, copy, alter, remove, or destroy any record, document, or identification used or maintained by UI violates this code when done with intent to defraud or misinform. All data acquired through participation in UI research programs is the property of the university and must be provided to the principle investigator. In addition, collaboration with the University Research Office for the assignment of rights, title, and interest in patentable inventions resulting from the research is also required [see 5400 A through E.]. Entrance without proper authority into any private office or space of a member of the faculty, staff, or student body is a violation of this code. It is also a violation to “hack” or make unauthorized use of any computer or information system maintained by the university or a member of the faculty, staff, or student body.

3. Instructors and students are responsible for maintaining academic standards and integrity in their classes. Consequences for academic dishonesty may be imposed by the course instructor. Such consequences may include but cannot exceed a grade of “F” in the course. The instructor should attempt to notify the student of the suspected academic dishonesty and give the student an opportunity to respond. The notice and the opportunity may be informal and need not be in writing. Penalties for any disciplinary infraction must be judicially imposed. [See [1640.02 C-5](#)] *[rev. 7-98]*

2. FC-05-024: FSH 2600 “Student Education Records”

B. DEFINITIONS.

B-1. “File” and “Record” refer to any discrete gathering of information concerning a student that is stored in a manner that provides access to information about specific persons.

B-2. “Student” is any person who is or has attended UI and about whom UI maintains records.

B-3. “Education records.” Records maintained by UI are “education records” if they (a) directly relate to a student and (b) are maintained by UI. “Education records” do not include: (1) records of instructional, supervisory, and administrative personnel and those working under their direction which are kept in the sole possession of the maker of the record and are not accessible or revealed to others unless acting for them, e.g. gradebooks, student evaluations, class notes; (2) records relating to a student in his or her capacity as an employee unless the student's status as a student is the basis of the employment; (3) records made or maintained by a physician, psychiatrist, psychologist, or other professional while treating a student and which are kept confidentially; (4) records created about alumni; and (5) records created, maintained and held by a UI law enforcement unit (see B-7 below) for law enforcement purposes. *[ed. 7-00, 7/02]*

B-4. “Personally identifiable information” is information contained in any record which makes a student's identity easily traceable such as name, address, name or address of parent or other family member, social security number, student identification number, or personal characteristics which make identity easily traceable.

B-5. “Directory information” is the student's name, individual photograph or electronic image including the photograph on the student identification card, local address and telephone number, permanent address and telephone number, electronic mail address, class, academic major, college, full- or part-time status, academic and other honors, heights and weights of members of athletic teams, specific athletic achievements, letters of commendation, high schools and other academic institutions attended, scholarships awarded, withdrawal date, degree earned and date it was conferred, dates of attendance, and leadership positions in UI organizations.

B-6. “Legitimate educational interest” of UI faculty, staff, employees or other school officials in educational records and personally identifiable information includes a reasonable need to know information because in the course of acting in his or her capacity as a faculty or staff member, employee, or school official, the information is legitimately related to carrying out his or her duties.

B-7. “Law enforcement unit” includes the UI campus substation of the Moscow Police Department and the UI nightwatch service.

3. FC-05-014: FSH 3320 “Faculty Annual Evaluation Point System”

Revise the form that accompanies FSH 3320 “Faculty Annual Evaluation Point System” in the following ways:

Change the name of the category, Meets Expectations 3, to Fully Meets Expectations, and change the description of this category to indicate that a faculty member who receives a 3 on his/her evaluation is performing very well and is eligible for promotion, tenure, and merit-pay increases. Retain the 1 to 5 integer system on the Faculty Evaluation form for Teaching/Pedagogy, Scholarship, Advising, Extramural and University Service, Administration, and Other categories, but use weighted average scores (one decimal place) for the Department Chair Score and College Dean Score.

(FSH 3320)
ANNUAL PERFORMANCE EVALUATION FORM 1: EVALUATION OF FACULTY
 (Confidential)

Name: _____
 Department: _____
 Date: _____
 Evaluator: _____

Assigned Responsibilities	Position Description Percentage	Numeric Score *	Weighting (optional)	COMMENTS (Use back if necessary)
TEACHING/PEDAGOGY**				
SCHOLARSHIP IN				
Teaching and learning ** (1565 A-3-a)				
Artistic creativity (1565 A-3-b)				
Discovery (1565 A-3-c)				
Application/integration (1565 A-3-d)				
ADVISING				
EXTRAMURAL SERVICE and/or UNIVERSITY SERVICE				
EXTENSION/OUTREACH				
ADMINISTRATION				
OTHER				

** The Scholarship of Teaching and Learning is defined in Section 1565 A-3-a of the *FSH* and is differentiated from Teaching/Pedagogy by the requirement that it must be communicated and validated (*FSH* 1565 A-3).

***Scoring Key**

- 5 = Exceptional performance
- 4 = Above expectations
- 3 = Meets expectations
- 2 = Below expectations
- 1 = Unacceptable performance

Overall Evaluation Score

Should reflect a weighting—not necessarily a mathematical average—of the numerical scores by the appropriate position description percentages. The weighted scores may extend one decimal place.

**Department
Chair
Score**

**College
Dean
Score**

**Department
Average**

**College
Average**

Scoring Example:		
Position Description %	Numeric Score	Weighting
Teaching 85%	4	.85X4 = 3.40
Scholarship 15%	1	.15X1 = 0.15

NARRATIVE EVALUATION (complete on back and use extra pages if necessary)

NARRATIVE EVALUATION:

 Evaluator Signature

 Faculty Signature

Agree Disagree

 Dean Signature

4. FC-05-022/-037: FSH 3520 “Faculty Tenure”

G. TIME REQUIREMENTS FOR TENURE ELIGIBILITY.

G-1. Probationary or term appointments may be for one year, or for other stated periods not exceeding one year, and are subject to renewal. [See 3900.] Prior to the award of tenure, employment beyond the annual term of appointment may not be legally presumed. (RGP IIG6). If tenured faculty in the unit, the unit administrator, or the dean have significant concerns about the continued employment of a non-tenured faculty member during the probationary period, they are to consult with one another about possible actions to be taken, and they will seek concurrence on all actions including non-renewal decisions. Although the non-tenured faculty member is not entitled to reasons for non-renewal, he or she may request written reasons for the decision. If written reasons are requested and provided by the unit administrator or dean, those reasons are to be shared with the tenured faculty of the unit unless the non-renewed faculty member objects. Ordinarily a faculty member is not considered for tenure until the fourth full year of probationary service, and consideration is mandatory no later than the sixth full year of service. (RGP IIG6). Credit for prior service may be given in accordance with the provisions in G-4. Faculty members initially employed as full professors can be appointed with tenure when this action is supported by a majority of the tenured faculty in the department or equivalent unit and by the university administration; otherwise, professors are considered for tenure during the fourth full year of service. In this context, unless otherwise specified, the term “year” means the appointment year, whether that is an academic, calendar, or fiscal year. A faculty member who is not awarded tenure may be given written notice of non-reappointment, or be offered a one-year terminal appointment, or be granted an additional short-term probationary appointment for not more than a twelve-month period by mutual agreement between UI and the faculty member. The decision to offer employment following a denial of tenure is in the sole discretion of the president (RGP IIG6j). [See 3900.] [rev. 7-98, 7-02]

H. EVALUATION FOR TENURE.

H-3. Third Year Review. A more thorough review by a non-tenured faculty member’s colleagues is held during the third full year of service at UI. A committee shall be appointed, in accordance with procedures determined by each unit, to consider the progress of each faculty member. The detailed procedures for appointing the committee and conducting the third-year review are developed by the faculty of each department and made a part of the departmental bylaws. If the committee has significant concerns about the progress of a non-tenured faculty member, the committee will consult with the unit administrator and the dean about possible recommendations of the committee. The committee report, including its recommendations on continuing or discontinuing the probationary period is provided to the unit administrator who forwards the report to the dean along with his or her recommendation. If the unit administrator or the dean does not concur with the recommendations of the committee or if extenuating circumstances compel him or her to act contrary to the recommendations of the committee, he or she reports to the committee, in writing, the specific reasons for acting contrary to the recommendation of the committee. The non-tenured faculty member is given a copy of the committee’s report and is informed in writing by the unit administrator of strong and weak points that are brought out by this review. [rev. 7-98]

5. FC-05-036: FSH 4130 “Standard Course Numbers”

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.

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).

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.

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. A 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.

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.”

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 non-thesis 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.

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 another subject area.

6. FC-05-015: FSH 5700 “Research Data Policy”

B. DEFINITION.

B-1. “Research Data”, as used throughout this section, means recorded information, regardless of form or the media on which it may be recorded. The term includes computer software (computer programs, computer data bases, and documentation thereof), business protocols and processes, data of a scientific or technical nature (including DNA and genotypes), and data and statistics from the social sciences (including surveys, political, geographic, and government information). The term does not include information incidental to award administration, such as financial, administrative, cost or pricing, or management information. In practice, data include, but are not limited to, material contained in laboratory notebooks or other media such as electronic storage devices, video tapes, and printouts. Research Materials or tangible products generated by the research (such as genetic linkages) may also be considered Research Data. Research Data does not include class materials, professional articles and textbooks. However, Research Data that is referenced or included in such works and was obtained as part of research performed at UI in the course and scope of employment or study, supported by UI administered funds, or conducted using UI facilities is included under this policy.

B-2. A “Database” “”, as used throughout this section, is a work formed by selecting and assembling preexisting materials (generally facts or data unprotected by copyright) in a unique way to form an original work of authorship.

B-3. “Senior Investigator”, as used throughout this section, means the individual acting as the technical contact with the sponsor of the research.

B-4. “Principal Investigator” (PI), as used throughout this section, means the individual responsible for the administrative and programmatic aspects of the proposed project.

B-5. “Responsible Investigator”, as used throughout this section, means the faculty, staff, or student researcher creating the data, whether or not they are also the Principal Investigator or Senior Investigator.

B-6. “Scientific Misconduct”, as used throughout this section, means fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It also means any material failure to comply with federal requirements that uniquely relate to the conduct of research. It does not include honest error or honest differences in interpretations or judgments of data. [See 3230]

B-7. “Official Inquiry”, as used throughout this section, means gathering information and initial fact-finding to determine whether an allegation or apparent instance of Scientific Misconduct warrants an investigation.

B-8. “Official Investigation”, as used throughout this section, means the formal examination and evaluation of all relevant facts to determine if misconduct has occurred, and if so, to determine the responsible person and the seriousness of the misconduct.

B-9. “Materials Transfer Agreement” (MTA), as used throughout this section, means a legal agreement, which is required whenever a tangible research product (Material) is being transferred from Provider to Recipient. Material may be any form of biological materials, such as cultures, cell lines, plasmids, nucleotides, proteins, transgenic animals or plants, pharmaceuticals, other chemical compounds, electronic components or devices, maskworks, or other tangible research products. This type of agreement is used when we receive Materials from other Institutions or companies or we send Material out. The purpose of the MTA is to govern such issues as: a) ownership of the transferred Material and any of the modifications and derivatives made by Recipient; b) limits on the use of the Material by the Recipient, and to recover, where necessary, any costs in providing the Material; c) confidentiality of information relating to the Material, and publication restrictions; d) rights to inventions and use of research results; e) protect intellectual property or valuable know-how; and f) protect institutions from legal liability as a result of the use of the Material or any results obtained. MTAs are available from UI’s Chief Technology Transfer Officer [(208) 885-4630].

B-10. “Tangible Research Material”, as used throughout this section, means tangible items produced in the course of research projects, such as biological (cell lines, germplasm, or micro-organisms for example) or chemical substances, electronic materials (chips, circuits, or maskworks for example), software or other tangible products of research.

C. OWNERSHIP OF RESEARCH DATA. Except as otherwise provided for [see 5300], Research Data, the notebooks and other media on which they may be recorded, supporting Materials such as tangible research products, and Research Databases belong to UI. UI may make such disposition of these properties and property rights as it sees fit, consistent with law and policy.

D. CUSTODY OF RESEARCH DATA. All original Research Data, including both original data and analyses of data, shall be preserved in the custody of the Senior Investigator on behalf of UI. Departing investigators are entitled to take copies of their personal notebooks and other written or electronic data from projects on which they worked, but original data and tangible research products (e.g., reagents, Databases) remain at UI unless an exception is made in writing by the vice president for research. The Senior Investigator is charged with the integrity, preservation and security of the data, and appropriate marking of all Databases and other UI intellectual property included in the Research Data. Senior members of research teams have obligations to discuss responsibilities of data management and retention with other members of the research team. Senior Investigators for each research program are obligated to ensure that sufficient records are kept to document the experimental methods used and the accuracy of data collected as well as the methods and accuracy of data interpretation. In cases involving Scientific Misconduct [see 3230], imminent loss of custody, or at other appropriate times the UI, upon request of the vice president for research or designee, may take immediate custody of Research Data.

E. RETENTION OF RESEARCH DATA. Research Data, including the primary experimental results, must be retained for a minimum of five years to allow analysis and repetition by others of published material resulting from those data. Research Data resulting from sponsored programs are to be retained by UI for a period of three (3) years after submission of the final report on the research project for which the data were collected, unless a longer retention period is specified by the sponsor or additional time is required to meet the five year minimum. If a legal action, an Official Inquiry, or an Official Investigation [see 3230] concerning a research activity is underway, all data related to the project must be retained and made accessible until all issues are resolved. In addition, the Research Data should be kept for as long as may be required to protect any patents (20 years from patent application filing date) or other intellectual property (contact Idaho Research Foundation at 208-885-4550) resulting from this work or required by an external funding source. In the event an investigator leaves UI for any reason, he/she must notify his/her supervisor of the designated custodian and location of research records covered by this policy.

7. FC-05-039: FSH 3820 “Ombuds Office”

3820

OMBUDS OFFICE

PREAMBLE: This section describes the office and duties of the Ombuds Office. Under its original title, “Faculty Ombudsman,” it was added to the Handbook in July of 1992 and, as its title suggested, was restricted to faculty. In July 1999 the section was rewritten, and retitled, so as to include the entire university community. In September 2004 the section was rewritten to reflect national standards of practice and current terminology. Unless otherwise noted, the text is as of July 1999. More information may be obtained from the Office of the Faculty Secretary (208-885-6151). [ed. 7-00]

CONTENTS:

- A. Introduction
- B. Duties of the Ombuds Office
- C. Qualification and Nature of the Appointment
- D. Nomination and Selection Process
- E. Evaluation and Renewal

A. INTRODUCTION.

A-1. The establishment of an ombuds office is predicated on the following premises: (1) disagreements are inevitable in human organizations; (2) unresolved conflict inhibits productive enterprise and disrupts interpersonal relationships; and (3) an impartial third party may afford insights and informal processes for conflict resolution.

A-2. The office is staffed by the ombuds (a part-time position appointed from tenured faculty ranks), and an associate ombuds (a part-time non-faculty exempt staff position appointed from classified or non-faculty exempt staff ranks). The associate ombuds reports to the ombuds. *[add. 7-99]*

A-3. The office provides a voluntary, informal mechanism to facilitate communications between individuals in dispute, to help clarify issues involved, and to suggest avenues for dispute resolution. The office’s role complements existing formal procedures. The processes initiated by the office do not substitute for or become part of other institutional processes. Individuals retain their right to use any formal procedures ordinarily available to them [see FSH section 3.8]. Contact with the office does not constitute nor is it regarded as notice to the university.

A-4. The ultimate success of the office is highly dependent on the assurance of impartiality, independence, informal processes and procedures, confidentiality, accessibility, expertise in mediation, and integrity. The environment in which an ombuds can be effective is one where administrators, staff and faculty recognize and respect the appropriateness and usefulness of the ombuds’s role in enhancing the goals of the university and individual faculty and staff.

A-5. The university prohibits any employee from discouraging or limiting another employee from accessing the office, or intimidating, threatening, coercing, retaliating, or discriminating against any individual because that individual raised an issue or participated in dispute resolution through the office. [see 3810]. Employees will be allowed reasonable time away from work to access the office. The university also prohibits any employee from discouraging, intimidating, threatening, coercing, retaliating, or discriminating against the ombuds, associate ombuds, or their staff for performing the duties of the office. *[rev. and renumbered 7-99]*

B. DUTIES OF THE OMBUDS OFFICE.

B-1. The ombuds and associate ombuds listen to concerns of any employee at the UI and use informal means to facilitate resolution of disputes. The ombuds and associate ombuds do not act as advocates for a single party. Rather, they seek to find a reasonable and equitable solution for all parties to a problem or conflict situation. Any employee of the UI community can bring a concern to the office, so long as it relates to the role and experiences of employees in the university. “” “” “” *[rev. 7-99, ed. 7-01]*

B-2. The office conducts discussions, makes inquiries and keeps quantitative information about caseloads in a confidential manner, and is discreet in dealing with comments or inquiries from those not involved in the dispute or its resolution. With respect to confidentiality, all contacts, conversations, and information exchanged with the office are confidential unless authorized by all parties involved as well as the involved ombuds person. There are limits to confidentiality, such as when necessary to protect someone from harm, or as otherwise required by law. No case records, documents, or copies of documents are kept. Working notes, which are regarded as confidential and ephemeral, are shredded along with documents at approximately two week intervals or at the conclusion of a case, whichever comes first. In order to preserve the confidentiality and impartiality so essential to the successful conduct of the ombuds function, the standards and practices of the profession preclude participation by ombuds staff as witnesses in formal proceedings on or off campus. *[rev. 7-99]*

B-3. The office is impartial and its primary purpose is to help employees find resolutions to problems affecting or involving them. The office is well versed in the policies, procedures, and processes that exist at the university for handling complaints or concerns of employees. The office will listen to the concern, make appropriate inquiries, involve appropriate other parties, make suggestions to the employee and other parties involved (including but not limited to formal and informal procedures that could be used), and conduct mediation as needed. The office has the authority to make reasonable arrangements for meetings of appropriate people involved in a dispute to try to achieve a resolution. The ombuds and/or the associate ombuds may attend these informal meetings to help facilitate communication among the parties through mediation. The ombuds or associate ombuds may serve as a designated neutral observer at formal meetings and may provide recommendations regarding processes and procedures. *[rev. 7-99]*

B-4. The role of the office is not to make judgments on the merits of a particular situation or complaint, but rather to create an environment in which the individual concerned and the others directly involved come to a clearer understanding of the situation and reach reasonable and mutually satisfying agreements. The office is neither an advocate for any party nor a final judge of a situation, rather it facilitates a resolution determined by the parties. In specific instances, the ombuds may offer opinions and recommendations and may comment on a process or procedure when he or she believes it is not functioning well. *[rev. 7-99]*

B-6. The ombuds staff will have access to the Office of the University Counsel for legal counsel and representation. Upon request by the ombuds staff to the Office of the University Counsel, the university may provide access to independent counsel for their consultation and representation.

B-7. The ombuds and associate ombuds are encouraged to comment on policies, procedures, and processes with an eye to positive future change. These observations should be shared with the administrators and bodies with jurisdiction over those policies, procedures, and processes. The ombuds authors an annual report including aggregate data on the types of matters handled and narrative reflecting the character of the year's activities. The report is submitted to the president, provost, faculty council, and staff affairs committee on or before August 1 of each year. The annual report and other educational programs are means for proffering advice and comment on policies and procedures. *[rev. 7-99]*

C. QUALIFICATIONS AND NATURE OF THE APPOINTMENT.

C-1. The ombuds will be selected from among the tenured faculty at the UI (a faculty member in a non-tenure track position, or who has not achieved tenure, may be considered for the position under exceptional circumstances) and the associate ombuds will be a UI staff member reporting to the ombuds. While the ombuds serves at the pleasure of the president, considerable independence and autonomy, confidentiality, impartiality, and informality are afforded to ensure the ombuds's effectiveness in keeping with national standards for the office. The ombuds position is part time. The term of service is for 2 years and is renewable, upon evaluation and review by the president. The associate ombuds is a staff position and serves on a part-time basis. The term of office is for 2 years and is renewable upon evaluation and review by the ombuds and the president. The terms of the ombuds and associate ombuds will be staggered so as to ensure there is always an experienced incumbent in the office. *[rev. 7-99]*

C-2. The qualifications of the successful candidate for ombuds should include:

- a. excellent communication and interpersonal skills,
- b. characteristics which lend themselves to facilitating problem solving,
- c. demonstrated ability to handle confidential information and use discretion in sensitive matters,
- d. respect of his or her colleagues for professionalism and integrity,
- e. familiarity with university policies and procedures, especially those pertaining to grievances, faculty and staff personnel, and records. *[rev. 7-99]*

D. NOMINATION AND SELECTION PROCESS.

D-1. Ombuds selection.

- a. The chair and vice chair of the Faculty Council propose to the council for appointment two Faculty Council members to serve on a seven-member ombuds committee. The chair and vice chair of the Staff Affairs Committee (SAC) propose two SAC members to the SAC for appointment. The committee is composed of the provost, the director of Human Resources, the four aforementioned members and the outgoing ombuds (without vote), and has the responsibility for nominating people for the ombuds position. *[rev. and renumbered 7-99]*
- b. The advertisement is drafted by the committee and reviewed and approved by the president. The committee advertises the position, accepts and solicits applications and nominations, and interviews candidates. The committee functions in a confidential manner. *[rev. and renumbered 7-99]*
- c.
- c. The committee provides a list of at least two nominees to the Faculty Council and SAC and forwards the list to the president along with a portfolio and statement of rationale for each nominee. The president reviews the files and interviews the nominees. The president selects the ombuds from that list. *[rev. and renumbered 7-99]*

D-2. Associate ombuds selection.

- a. A seven-member associate ombuds committee consisting of two Faculty Council members and two SAC members selected as in D-1-a, the provost, the director of Human Resources, and the ombuds will nominate people for the associate ombuds position. *[add. 7-99]*
- b. The committee and the selection process will function as in D-1. *[add. 7-99]*

E. EVALUATION AND RENEWAL.

E-1. Ombuds review. The president conducts an annual review of the ombuds. During the latter half of the second year of each two-year term, an in-depth evaluation is conducted by the president. Included in the evaluation are assessments by the provost, the Faculty Council, the SAC and a self-evaluation by the ombuds. These confidential evaluations are submitted to the president for review and discussion with the incumbent by February 15 in the second year of service. Renewal of the appointment of the ombuds will be based on these evaluations and requires mutual consent of the Faculty Council, the SAC and the president. *[rev. and renumbered 7-99, ed. 7-00]*

E-2. Associate ombuds review.

- a. The ombuds conducts an annual performance evaluation of the associate ombuds as described in section 3340 of the *Faculty-Staff Handbook*. *[add. 7-99]*
- b. During the latter half of the second year of each two-year term, an in-depth evaluation is conducted by the president. Included in the evaluation is an assessment by the ombuds. The decision about whether to renew is made by February 15 in the second year of service. *[add. 7-99, ed. 7-00]*

8. FC-05-041: FSH 5400 “Employment Agreement for Patents and Copyrights”

5400

EMPLOYMENT AGREEMENT CONCERNING PATENTS AND COPYRIGHTS

PREAMBLE: UI uses the following form of employment agreement concerning patents and copyrights. This section was added to the Handbook in June of 1988 and revised in July of 1992, given a temporary revision in April 2003 and given a second temporary revision in April 2005. For further information, contact the Technology Transfer Office (208-885-4630 or the Office of the Faculty Secretary (208-885-6151).

SPECIAL NOTICE: The April 2005 revision is only temporary and will expire July 1, 2006 unless superseded earlier.

ADDITIONAL NOTICE: The UI uses the Memorandum of Understanding form of agreement concerning patents and copyrights with non-employee students and visitors participating in university research activities. This allows the non-employee student to participate in the university’s patent/copyright income distribution program (FSH 5300) while protecting the interests of the faculty, staff, student, and university. This section was added to the Handbook in May 2003. For further information, contact the Research Office (208-885-6651).

As an employee of the University of Idaho (University), I acknowledge that I am subject to the policies and rules of the Regents of the University of Idaho (Regents) published at the Idaho State Board of Education’s website <http://www.sde.state.id.us/osbe/policy.htm> and to the policies and procedures of the University as published in the University Faculty-Staff Handbook and the University Administrative Procedures Manual ~~and on the University’s web site.~~

Pursuant to those policies, I hereby agree to the following:

A. With regard to inventions:

A-1. I understand that under UI policy FSH 5300, the University owns all patentable inventions made by UI employees at any of its facilities in the course of projects or research programs carried on by UI or made by persons in the course of working on such programs or projects under contracts or agreements with UI. I will ~~disclose~~ exercise my best effort in notifying the University Research Office of ~~to the University all~~ potentially patentable inventions conceived or first reduced to practice in whole or in part in the course of my University responsibilities. If in doubt about the patentability of an invention, I will confer with the University's Research Office.

A-2. I will exercise my best effort in notifying the University Research Office of ~~disclose all~~ potentially patentable inventions conceived or first reduced to practice in whole or in part through the use of University resources when that use is more than incidental (FSH 5300). Again, if in doubt as to what is incidental use I will confer with the University’s Research Office.

A-3. I agree to collaborate with the University in the assignment, as required by the policies of the Regents and the University, of rights, title and interests in such patentable inventions.

A-4. I will ~~exercise my best effort in providing relevant documentation~~ ~~provide completed documents~~ and ~~fully~~ participate in actions ~~that allow the University~~ to complete the assignment of rights, title and interests in such patentable inventions. ~~such assignment.~~

B. I acknowledge that in the State Board of Education Policies and Procedures Section V.M.3.b., the Board of Regents and the University of Idaho claim no ownership interest in works submitted for publication by faculty, students, and contractors. Employees, students, and contractors retain the right to copyright and publish their own works. That is, as a general rule, all rights to copyrightable material are the property of the creator. The distribution of royalties, if any, is a matter between the creator and his/her publishers and licensees. However, the university may elect, by contract or policy, to claim an interest in the copyrightable material produced, in whole or in part, by their employees and contractors. For example, different treatment may be accorded by the university in cases of

specific contracts providing for an exception where the university may employ personnel for the purpose of producing a specific work. Different treatment may be deemed necessary to reflect the contribution of the university to the work as in the case of software, mask works for microcircuit chips, or audiovisual material, or where a sponsored agreement requires otherwise. Specifically, the university policy, except as provided by FSH 5300, is that all rights in copyright shall remain with the creator.

C. I agree to inform all students and visiting scholars wishing to participate in my university research programs about the university “Memorandum of Understanding Regarding Research Participation and the University Patent Rights and Copyright” available from the Technology Transfer Office and about the FSH 2300 Article II.2 Student Code of Conduct. I will not allow any student or visiting scholar to participate in my university research program who has not signed a copy of the “Memorandum of Understanding regarding research Participation and the University Patent Rights and Copyrights” or an alternative document negotiated by the Research Office and the individual. _____

D. I certify that I am under no consulting or other obligation to any third person, organization or corporation that is, or could be reasonably construed to be, in conflict with this agreement with respect to rights to inventions or copyrightable materials.

E. I will not enter into any agreement creating copyright or patent obligations in conflict with this agreement.

Signature

Title

Printed Name

Date

**Memorandum of Understanding Regarding Research Participation And
University Patent Rights and Copyrights**

This memorandum of understanding is entered into by _____, a student at the University of Idaho (“participant”), _____, a professor/researcher at University of Idaho (“faculty”), and the Regents of the University of Idaho (“university”).

The participant is involved in research activities or enrolled in _____, which may involve working on research or design projects. These activities or projects may or may not result in the development of patentable subject matter and/or copyrightable work products in which the university and/or a sponsor may have a proprietary interest.

Therefore, it is important that the participant, faculty, and the university have a full understanding of the participant’s rights and obligations regarding these proprietary interests, copyright, and patent rights. This memorandum sets forth the understanding of the parties.

a. The participant acknowledges receipt of copies of the relevant patent/copyright policies of the Regents of the University of Idaho and the University of Idaho.

b. The participant agrees to make his/her best effort to promptly disclose to the Technology Transfer Office any of his/her discoveries he/she makes that may be patentable .

c. The participant has the right to submit any thesis, dissertation, or other academic product based upon or resulting from his/her work as part of the fulfillment of the requirements for obtaining an undergraduate, master’s, or doctoral degree from the university or resulting from collaboration with the university.

d. In exchange for the opportunity to participate in these projects and the right to receive royalties, the participant agrees to assign his/her right, title, and interest in any research or other project outcome, including copyright or patent rights, derived from the participant’s work in this class or research activities to the university. This assignment vests rights in the university as provided for in the university’s copyright and patent policies attached hereto and is subject to the participant’s right to share in royalties in the same manner as employees of the university.

Participant _____ Date _____

Supervising Faculty _____ Date _____

Committee Structure Language in the *Faculty Staff Handbook*.

The Committee on Committees is requesting the following changes to Section 1640 of *Faculty Staff Handbook*.

Academic Petitions Committee: Added necessary reference to the function in A-1 as follows: 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.

Affirmative Action Committee: Changed to reflect current university title: “Six faculty members, two staff members, two students, and the following without vote: Human Rights Compliance Officer, minority student adviser(s), coordinator of disabled-student services, and director of the Women’s Center.”

Borah Foundation Committee: The CoC members decided that it was best to add a member rather than change the language to read “Seven-eight members...” It was pointed out that there can always be a vacancy. “Eight faculty members, four students, and (without vote) the director of the Martin Institute for Peace Studies and Conflict Resolution. The Borah Foundation Committee meets weekly. Service on this committee requires a large commitment of time and effort. The Borah Foundation Committee members serve from April 1st of the year of appointment.”

Classified Position Appeal Board: Four members of the classified staff, at least one of whom holds a supervisory position; two faculty members, each of whom holds or has held an administrative position at UI; and, without vote, the director of employment services. The staff members are nominated by the Staff Affairs Committee and the faculty members are nominated by the Committee on Committees. Members are appointed by the president and serve for three years, with one-third taking office each year. The board elects its own chair.

Committee on Committees: It was discovered that although the Faculty Secretary has traditionally served on this committee this position is not listed in the FSH language. “Six faculty members, vice chair of the Faculty Council (chair), Faculty Secretary (w/o vote) and the following or their designees: provost and ASUI president.”

Disability Affairs Committee: Change the language to read “Five faculty members including one faculty member from the library and one academic administrator, ITS Director (or designee), Facilities Director (or designee), and two students. The Director of Human Rights Compliance (HRC) (or designee), the Coordinator for Disability Support Services shall also serve continuously as ex officio members without vote; the HRC director will provide staff support to the committee. To provide the necessary expertise and continuity of operation, members may serve successive terms.”

Facilities Scheduling Committee: Associate Vice Provost for Enrollment Management, or designee, Director of the Idaho Commons/Student Union, or designee, Director of Auxiliary Services, or designee, Director of Dual Enrollment, Intersession, and Summer Programs, or designee, Assistant Vice President for Facilities, or designee, Chair-Department of Health, Physical Education, Recreation and Dance Director (w/o vote), or designee, three faculty representatives selected by the Committee on Committees, Registrar (w/o vote), or designee, Risk Management Officer, or designee, Dean of Students (w/o vote), or designee, ASUI representative, Athletics Director, or designee. [The Chair will be elected by the group for each academic year and will vote only in the case of a tie.] *[ed. 8-04]*

Honors Program: The CoC, unable to determine the exact meaning of “general education,” agreed it would be best to eliminate this term and the language should read as follows: “Six faculty members to represent a broad spectrum of the UI community, an academic dean from one of the five colleges representing the honors curriculum (college representation to rotate on an annual basis), chair of the Honors Student Advisory Board or designee, and (without vote) vice provost for academic affairs, director of the University Honors Program (UHP), associate director of the UHP, program advisor of the UHP (staff). The latter serves as secretary. One of the six appointed faculty members serves as chair.”

Juntura: The CoC noted that the current structure language as written could potentially have five staff members. In light of this discussion, the committee recommended the following change to the structure of this committee:

Five faculty or staff members (one of whom serves as chair, a minimum of three faculty serve), four students (at least three of whom are under-represented and/or under-served students), one staff representative from the Office of Multicultural Affairs, one representative from Student Support Services, the Director of Multicultural Affairs (w/out vote), the Director of the Women's Center (w/out vote), and the Human Rights Compliance Officer (w/out vote). *[rev. 9/02, 7/04, 12/04]*

Information Technology Committee: One faculty member from each college except Graduate Studies, a faculty member from the university library, the Vice-President for Research and Graduate Studies or his or her designee (w/o vote), the Vice-Provost for Library and Information Technology Service or his or her designee (w/o vote), the Registrar or his or her designee (w/o vote), a representative of the off-campus faculty, the student chair of the Student Computing Advisory Committee or his or her 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.

Safety and Loss Control Committee: The committee is composed of 16 voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; Director of University Residences or designee; Director of Student Health Services or designee; Assistant VP of Facilities or designee; Assistant Vice-President of Human Resource Services or designee; Staff Affairs Committee (SAC) Representative; Chair ASUI Safety Board; one (1) graduate student; Commander, Moscow Police Department, campus subdivision (ex-officio); Occupational Safety Specialist (ex-officio); the Director, Environmental Health & Safety (ex-officio), and the University of Idaho's Risk Management Officer or designee. 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. Committee members are appointed by the University's Committee on Committees and serve a three-year period with students serving terms as recommended by the ASUI and GSA.

Student Financial Aid Committee: Six faculty members, ASUI academic board chair, two other students, and (without vote) director of student financial aid, a member of the Student Support Services Staff, and an additional person designated by the director.

Teaching Enhancement Committee:

A. FUNCTION. This committee will serve in an advisory capacity to the Vice Provost of Academic Affairs. The specific functions of this committee are:

- A-1.** To promote a faculty and administrative culture dedicated to the enhancement of teaching (e.g. Writing Across the Curriculum, diversity in the classroom, service learning, distance education, etc.)
- A-2.** To advise and assist in organizing university-wide forums, seminars, and programs that introduce new teaching innovations and promote the enhancement of teaching for new faculty, faculty up for 3rd year review, and senior faculty.
- A-3.** To review and make recommendations concerning policies and procedures affecting teaching university-wide.
- A-4.** To monitor the process and content of Student Teaching Evaluations (STE) and advise on the design/content of reports to the Vice Provost, Faculty Council, Deans, Unit Leaders, and Faculty.
- A-5.** To organize a New Faculty Teaching Orientation the beginning of each academic year for new faculty.
- A-6.** To announce awards, review proposals, and select candidates for the Teaching Excellence Awards and Teaching-Learning Innovation Grants.
- A-7.** To maintain a web page dedicated to the enhancement of teaching.

A-8. To serve as a classroom maintenance and improvement advisory board to the Registrar's Office, assisting the Registrar's Office in prioritizing general classrooms for improvement. Advise the Registrar's Office on related general classroom issues.

B. STRUCTURE. Six faculty members, some of whom have received university-level teaching awards, an undergraduate or graduate student, non-voting members from the Office of Instructional Research Assessment and Center for Teaching Innovation, and the VP for Academic Affairs.

University Judicial Council: (FSH Section 2400.) UJC is broadly representative of the academic community. The council consists of eleven members (five faculty members and six students). The faculty members are selected by the Committee on Committees. To allow members to gather a greater history of and confidence in the administrative process, a two year term is recommended.

University Development Council: 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.

1640.20

University Budget and Finance Committee

[Created January 2005; replacing previous Institutional Planning Budget Advisory Committee.]

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

A-1. To advise the President, Provost and VP of Finance on matters pertaining to operating and capital budgets. The Committee will periodically review revenue streams (e.g., tuition, fees, indirect costs, etc.), revenue diminution (e.g., fee remissions, etc.), 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 will help define the budget process and goals, and participate in university budget hearings and meetings.

A-3. To monitor consolidated financial reports for potential irregularities or imbalances and to comment on proposed corrective actions.

A-4. To initiate the study of budget and financial policies and issues.

A-5. To provide periodic reports to Faculty Council and Staff Affairs 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 VP of Finance and/or the Provost. The VP of Finance is the point of contact for the committee and is responsible for notifying the committee of relevant meetings dealing with university finances and budgets.

C. Structure and Membership. The committee is composed of 11 voting members, all (except students) serving on three year staggered terms, and 4 nonvoting members. The committee chair will be a Faculty Councilor and will usually be the senior member of the voting membership elected by Faculty Council. A broad representation of faculty, staff and students across the various colleges of the university is expected.

Including the committee chair, the voting membership includes:

C-1. Three Faculty Councilors selected by Faculty Council.

C-2. Two faculty, currently not serving on Faculty Council, selected by the Committee on Committees.

C-3. Three staff, not associated with the university financial or budget offices, selected by the Committee on Committees from nominations provided by the Staff Affairs Committee.

C-4. Three students selected by the Committee on Committees from nominations provided by the Associated Students of the University of Idaho, Graduate Student Association and the Student Bar Association.

Ex Officio (without vote) membership includes:

C-5. Provost

C-6. Vice President of Finance

C-7. Budget Director

C-8. Director of Institutional Research and Assessment