

GENERAL POLICY REPORT #36

June 30, 2006

The items listed below will be considered to have the necessary faculty approval unless a petition requesting further consideration of them is signed by five faculty members and submitted to the chair of the Faculty Council within 14 calendar days after the June 30, 2006, date of circulation. As a rule, if no petition is received within 14 days, or by July 14, 2006, the report will be submitted to the president for approval and transmittal to the regents, if regents' action is required. If a petition is received, the report will be referred to the Faculty Council. On items referred to it, the council may: (1) affirm the action and report it to a meeting of the university faculty, (2) amend the action and report it to a meeting of the university faculty, or (3) rescind the action.

The following items are presented in the policy report that begins immediately below:

Faculty Staff Handbook:

FC-06-033: Restructuring of University Committees

- FSH 1640: Committee Directory
- FSH 2400: Student Judicial System
- FSH 3910: Dismissal and Discipline of Faculty

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

July 2006

1640

COMMITTEE DIRECTORY

PREAMBLE: This section contains statements of the function and structure of each university-level standing committee. The names of persons appointed to serve on each such committee are published at the beginning of each academic year by the Committee on Committees, and copies of this publication are available from the Office of the Faculty Secretary (208-885-6151). This section, dating to the 1979 edition of the Handbook, has been frequently revised as necessitated by the changing mission or membership of existing committees or the deletion of obsolete committees or the addition of new ones.

Subsections

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| .02 Academic Hearing Board | .51 Grievance Committee for Student Employees. |
| .04 Academic Petitions Committee | .53 Honors Program Committee |
| .06 Administrative Hearing Board | .54 Human Assurances Committee |
| .08 Admissions Committee | .55 Information Technology Committee |
| .10 Affirmative Action and Disability Affairs
Committee | .56 Intellectual Property Committee |
| .12 Animal Care and Use Committee | .58 Juntura |
| .14 Biohazards Committee | .60 Library Affairs Committee |
| .18 Borah Foundation Committee | .64 Officer Education Committee |
| .20 University Budget & Finance Committee | .66 Parking Committee |
| .22 Campus Planning Advisory Committee | .69 Promotions Review Committee |
| .24 Classified Position Appeal Board | .70 Publications Board |
| .26 Commencement Committee | .71 Radiation Safety Committee |
| .28 Committee on Committees | .72 Research Council |
| .34 Provost Council | .74 Sabbatical Leave Evaluation Committee |
| .36 Dismissal Hearings Committee Panels | .76 Safety and Loss-Control Committee |
| .40 Facilities Scheduling Committee | .77 Scientific Misconduct Committee |
| .42 Faculty Affairs Committee | .78 Shared Leave Review Committee |
| .43 Faculty Appeals Hearing Board | .80 Staff Affairs Committee |
| .44 Faculty Council | .84 Student Financial Aid Committee |
| .46 Fine Arts Committee | .86 Teacher Education Coordinating Committee |
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| .50 Grievance Committee for Staff Employees | .89 University Committee for General Education |
| | .91 University Curriculum Committee |
| | .92 University Development Council |
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1640.02

ACADEMIC HEARING BOARD (AHB)

A. FUNCTION.

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

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

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

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

B. STRUCTURE. Five faculty members, at least one of whom holds an administrative position in a college.

C. PROCEDURES.

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

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

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

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

C-5. It is within the purview of the AHB to hear an appeal of a grade imposed by an instructor as a result of academic misconduct, e.g., cheating or plagiarism. Such a grade constitutes an evaluation and is not to be construed as a penalty. Penalties for academic misconduct are considered to be disciplinary in nature and must be imposed through the student judicial system. Appeals from penalties imposed through the student judicial system are directed to the Faculty Council. [see 2200, 2300 II, 2400, and 2450.] [rev. 7-98]

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

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

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

1640.04
ACADEMIC PETITIONS COMMITTEE (APC)

A. FUNCTION.

A-1. To act on petitions for exceptions to the academic requirements and regulations printed in part 3 of the General Catalog and to the requirements of the SBOE core printed in part 2. APC is the body with original jurisdiction over such petitions *[rev. 7-05]*.

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

B. STRUCTURE. Five faculty members, at least one from the Counseling and Testing Center and include two assistant or associate deans, and (without vote) the registrar or that officer's designee. Alternates are appointed for the dean and faculty positions by the chair of the APC from a list of those who have previously served on the committee. *[ed. 7-03, 7-06]*

C. ASSUMPTIONS AND PROCEDURES.

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

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

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

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

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

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

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

1640.05
ADMINISTRATIVE COUNCIL
[Removed 7-05 no longer exists.]

1640.06
ADMINISTRATIVE HEARING BOARD (AdHB)

A. FUNCTION.

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

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

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

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

A-3. AdHB is empowered to call students and employees to hearings and any such person called has the same responsibility to respond as though summoned by the president. Decisions of AdHB are subject to review by the president and regents, and may be appealed to them when they consent to hear such appeals.

B. STRUCTURE. Four members of the faculty (including one from the College of Law), one staff member, and one student *[rev. 7-06]*.

1640.08
ADMISSIONS COMMITTEE

A. FUNCTION. To act on applications for admission to UI in the cases of undergraduate applicants who do not meet minimum requirements for admission but who request a review (the applicant must submit additional material that reflects real promise of success in a college-level curriculum). The Admissions Committee also hears appeals from disenrollment when that disenrollment is the result of the presentation of incomplete or false information on initial application as an undergraduate at UI. Decisions of this committee may be appealed as stated in 2500. (Similar applications for admission to the College of Graduate Studies are acted on by the Graduate Council, and its decisions may be appealed as stated in 2500; those for admission to the College of Law are acted on by that college's Committee on Admissions, and its decisions may be appealed, in order, to the full faculty of the college and, when they consent to hear the appeal, to the president of the university and the regents.) *[ed. 7-00]*

B. STRUCTURE. Three members of the faculty, director of counseling and testing center or designee, chair of Juntura or designee, and the following without vote: director of admissions (or designee), and a Student Support Services designee. Alternates for the faculty positions are appointed by the chair of the Admissions Committee from a list of those who have previously served on the Committee. *[rev. 7-97, 7-06, ed. 7-05]*

1640.10
AFFIRMATIVE ACTION and DISABILITY AFFAIRS COMMITTEE
[Combined and revised Affirmative Action and Disability Affairs, 7-06]

A. FUNCTION. [See also 3060, 3065 B, and 6010.]

A-1. To advise the president on matters of equal opportunity employment, the implementation of UI's affirmative action policy including disability affairs, and to discharge such other functions as may be assigned by the Faculty Council or by the president or the president's designee.

A-2. This committee has the major faculty responsibility for monitoring and advancing UI's affirmative action and equal opportunity programs [see 3060 E-3] as well as for monitoring and advancing UI's commitment to ensuring that its programs, activities and services are accessible to persons with learning, sensory, physical and other disabilities. The committee works closely with administrative officers and attempts to identify relevant rules and regulations pertaining to specific affirmative action and equal opportunity problems at UI as well as recommends policies and procedures to address specific disabled access challenges at UI, consistent with requirements of applicable regulations and regents' policy.

A-3. This committee submits periodic reports on its activities to the Faculty Council including recommendations for appropriate program or policy changes.

B. STRUCTURE AND MEMBERSHIP. Six faculty members including one faculty member from the library, one academic administrator, ITS Director (or designee), Facilities Director (or designee), two staff members, two students, and the following without vote: Human Rights Compliance Officer (or designee), Director of Multicultural Affairs (or designee), coordinator of disabled-student services, and director of the Women's Center (or designee) shall 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. *[ed. 7-05]*.

1640.12
ANIMAL CARE AND USE COMMITTEE

A. FUNCTION. To recommend policies and procedures to the vice president for research regarding care of experimental animals, allocations that will ensure accreditation of UI as an agency using experimental animals, and criteria for the allocation of resources in the Laboratory Animal Research Facility. *[ed. 7-06].*

B. STRUCTURE. A member of the faculty or staff of the College of Agricultural and Life Sciences, one from the College of Natural Resources, one from the College of Science, one member-at-large (these college representatives must have responsibilities involving the utilization of animals in teaching or research); one person who holds the D.V.M. degree and is trained and experienced in the proper care, handling, and use of the species being maintained or studied; one person who is not employed by UI and is not a scientist; the supervisor of the Laboratory Animal Research Facility; and the following without vote: vice president for research and head of the Department of Animal and Veterinary Science. Members are nominated by the vice president for research and, to provide necessary expertise and continuity, may serve successive terms. *[ed. 7-00, 7-03, 7-06]*

1640.14

BIOHAZARDS COMMITTEE

A. FUNCTION. To serve as an advisory body that reports to the vice president for research concerning research on living organisms, including viruses, when a potential hazard to any life form or the environment is posed by such research. The committee collectively is to have experience and expertise in recombinant DNA technology and the capability to assess the safety of recombinant DNA research experiments and any potential risk to public health or the environment. *[ed. 7-06].*

B. STRUCTURE. In accordance with NIH guidelines, the committee consists of five faculty members, nominated by the vice president for research, from biologically oriented disciplines, each of whom is familiar with biohazards and one of whom is considered to be an environmental scientist; a physician; a laboratory research person familiar with potentially biohazardous research; two members not associated with UI; safety officer; and (without vote) industrial hygiene specialist. When changes in NIH guidelines require change in committee structure, such changes will become effective when approved by the Committee on Committees. To provide the necessary expertise and continuity of operation, members may serve consecutive three-year terms. *[rev. 7-06].*

1640.18

BORAH FOUNDATION COMMITTEE

A. FUNCTION. To outline and execute a continuing program to achieve the objectives of the foundation established at UI in memory of United States Senator William E. Borah. In accordance with those objectives, the Borah Foundation Committee will sponsor programs and projects focusing on understanding the causes of war and the conditions that contribute to peace. *[rev. 9-02]*

B. STRUCTURE. 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 and elects its own chair. 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. *[rev. 7-97, 7-05, 7-06].*

1640.20

UNIVERSITY BUDGET AND FINANCE COMMITTEE

[created January 2005; replacing previous Institutional Planning and Budget Advisory Committee]

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

A-1. To advise the president, provost and vice president of finance and administration 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. *[ed. 7-06].*

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 vice president of finance and administration and/or the provost. The vice president of finance and administration is the point of contact for the committee and is responsible for notifying the committee of relevant meetings dealing with university finances and budgets. [*ed. 7-06*].

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 & Professional Student Association and the Student Bar Association. [*ed. 7-06*].

Ex Officio (without vote) membership includes:

C-5. Provost and Executive Vice President [*ed. 7-06*]

C-6. Vice President of Finance and Administration [*ed. 7-06*]

C-7. Budget Director

C-8. Director of Institutional Research and Assessment

1640.22

CAMPUS PLANNING ADVISORY COMMITTEE

A. FUNCTION.

A-1. To advise the Faculty Council and the president concerning campus planning, including such areas as the following:

a. To recommend projects that affect the campus environment and to review such projects that originate outside of the committee.

b. To encourage optimal use of UI's human and physical resources in the planning of campus development.

c. To consider faculty and staff views concerning interrelationships between academic and support programs and their environment.

d. To be concerned with both short-term and long-term projects and with their immediate and future implications.

e. To be concerned with the coordination of campus and community planning: keeping informed on development planning in the community, taking such planning into consideration in campus planning, and informing community planners of projected campus developments.

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

B. STRUCTURE. Eight members, three of whom are elected by and from Faculty Council. Normally the term of such members is three years, concurrent with the Faculty Council term (and thus normally elected in the member's freshman year). The committee's chair will usually be the third-year member from the council. The other members of the committee will be the Vice President for Finance and Administration (or designee), the Assistant Vice President for Facilities, the Executive Director of Information Technology, one staff member, and the Coordinator of Disabled-Student Services (or designee) . [rev. 7-99, 7-06, ed. 7-04]

1640.24

CLASSIFIED POSITION APPEAL BOARD (CPAB)

A. FUNCTION. To hear, on referral from the vice president for administration and finance, appeals from decisions of Human Resources (HR) regarding position classifications; to make recommendations to the vice president as to disposition of such appeals; and to advise the vice president on problems and procedures concerning position classification. [ed. 7-06].

B. STRUCTURE. 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. [ed. 7-05]

C. PROCEDURES.

C-1. Appeals of classification decisions made by HR are submitted directly to the vice president for administration and finance. A "Notice of Appeal" form must be filed with the vice president, with a copy to the CPAB chair, within 30 days of the notification to the supervisor by HR of its decision. [ed. 7-06].

C-2. The vice president will notify the director of employment services that a "Notice of Appeal" form has been received and that an advisory opinion is being requested from the CPAB. The vice president will request that HR supply seven copies of available documentation to the CPAB chair within 10 working days. CPAB will schedule a hearing at the earliest time convenient for all parties. [ed. 7-06].

C-3. The director of employment services, the employee, and his or her supervisor will be notified of the date, time, and place of the hearing. The format is as follows: The analyst from HR will present the basis for the decision that was made; the employee or supervisor, or both, will present reasons for disagreement; the human resources analyst will be given time for closing comments as will the employee and the supervisor. The board may ask questions for further clarification after the presentation. The board will then meet in closed session for deliberation. [ed. 7-06].

C-4. The CPAB will forward its recommendation to the vice president. The vice president will notify the employee, the employee's supervisor, the director of employment services, and the CPAB chair of the final decision. [ed. 7-06].

1640.26

COMMENCEMENT COMMITTEE [rev. 7-98]

A. FUNCTION.

A-1. To recommend policies applicable to the annual commencement exercises, to provide the president with a list of recommended speakers for the general ceremony, to consider and communicate the concerns of faculty members and

colleges with regard to the entire commencement proceedings, and to provide advice to the registrar or president on any other business that pertains to the academic aspects of commencement. [See also 4980.] [*renumbered 7-98*]

A-2. To screen nominations for honorary degrees. [See Section 4930.] [*add. 7-98, ed. 7-00, 7-04*]

A-3. To act for the faculty in recommending candidates for honorary degrees to the president. [See Section 4910.] [*add. 7-98*]

A-4. To review the guidelines and procedures concerning the awarding of honorary degrees and to recommend changes to the Faculty Council. [*add. 7-98*]

B. STRUCTURE. Five faculty members (one of whom serves as chair), one honors student (nominated by ASUI in consultation with the director of the University Honors Program), and the registrar. The chair of this committee also serves as an ex-officio member of the administrative committee charged with production of the commencement activities. [*rev. 7-98*]

1640.28 COMMITTEE ON COMMITTEES

A. FUNCTION.

A-1. To appoint members to and fill vacancies on all university-level faculty standing committees, subject to confirmation by the Faculty Council.

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

B. STRUCTURE. Six faculty members, vice chair of the Faculty Council (chair), Faculty Secretary (w/o vote) and the following or their designees: provost and executive vice president and ASUI president. [*rev. 7-05, ed. 7-06*]

1640.34 PROVOST COUNCIL [ed. 7-06].

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

A-1. Implementing academic policies and procedures.

A-2. Operating faculty personnel policies.

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

A-4. Developing academic budgetary priorities.

A-5. Implementing academic budgetary procedures.

B. STRUCTURE. Provost (chair), vice provosts for academic affairs and student affairs, vice president for research, dean of graduate studies, WWAMI director, and academic deans. [*7-03, rev. 7-06*]

1640.35 DISABILITY AFFAIRS COMMITTEE [Combined with Affirmative Action in July 2006]

1640.36 DISMISSAL HEARINGS COMMITTEES

[See 3910 D-3 and 3920 D for the function and structure of these committees.] *[ed. 7-06]*.

1640.40
FACILITIES SCHEDULING COMMITTEE

A. FUNCTION. [See also [6860](#)] *[ed. 7-97, 7-04]*

- A-1.** To advise the president or the president's designee on the use of UI facilities.
- A-2.** To develop and implement policies and procedures to ensure the impartial and principled use of campus facilities.
- A-3.** To ensure the effective resolution of conflicts.
- A-4.** To manage the impact of large events, programs, and multiple events on the daily university operations.
- A-5.** To disseminate information to the campus and community concerning facility and service availability, and scheduled campus events and programs.
- A-6.** To maintain proper records.
- A-7.** See Section [6860](#) for policies and procedures related to committee functions.

B. STRUCTURE. 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, rev. 7-05]*

CAMPUS SCHEDULERS SUBCOMMITTEE *[add. 3/04]*

A. FUNCTION.

- A-1.** To advise the Facilities Scheduling Committee on the use of UI facilities
- A-2.** To identify space scheduling issues and conflicts and make recommendations to the Facilities Scheduling Committee for resolution
- A-3.** To monitor effective use of space and make recommendations for improvements to the Facilities Scheduling Committee
- A-4.** To monitor customer satisfaction and make recommendations for improvements to the Facilities Scheduling Committee
- A-5.** To analyze and monitor technology needs and make recommendations to the Facilities Scheduling Committee for proper maintenance, support, and upgrade of systems used to schedule space and store related data
- A-6.** To maintain proper records.

B. STRUCTURE. Registrar, Chair, Assistant Registrar, Coordinator, Scheduling/Budget, Registrar's Office, Director of Operations, Student Recreation Center, Facilities Coordinator, Idaho Commons/Student Union Building, Administrative Assistant II, Department of HPERD, Management Assistant, Conferences and Events, Administrative Assistant II, Intersession, Summer Session, and Dual Enrollment, Manager, ASUI Kibbie Center. [The chair will vote only in the case of a tie.] *[ed. 8-04]*

1640.42
FACULTY AFFAIRS COMMITTEE (FAC)

A. FUNCTION.

- A-1.** To conduct a continuing study of salaries, professional problems, welfare, retirement options and benefits (including 403b plans), and working conditions of faculty members.

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

A-3. To serve as a “court of first instance” in matters of dispute involving the interpretation and application of policies affecting the welfare of faculty members.

A-4. To cooperate and make joint recommendations with the Staff Affairs Committee for the solution of problems common to the faculty and the staff.

B. STRUCTURE. Nine faculty members, not more than two of whom are departmental administrators (administrators above the departmental level are not eligible for membership on this committee). The chair is appointed from among the faculty members without administrative responsibilities.

1640.43
FACULTY APPEALS HEARING BOARD

[See 3840 for the function and structure of this board.] *[ed. 7-97]*

1640.44
FACULTY COUNCIL

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

1640.46
FINE ARTS COMMITTEE
[rev. 7-99]

A. FUNCTION.

A-1. To coordinate the interaction of the university’s campus-wide commitment to the arts.

A-2. To foster cultural growth throughout the University of Idaho and the community at large.

A-3. To search for, acquire, and administer additional funding resources for the arts.

B. STRUCTURE AND MEMBERSHIP. Five faculty members representing at least four colleges, one staff member, one representative from the Office of Financial Affairs, two students (including a representative from the ASUI Fine Arts Committee when possible), one administrator designated by the president, a representative of the Laboratory of Anthropology, and a representative from Facilities Management. *[ed. 7-00]*

1640.47
FISCAL EMERGENCY COMMITTEE
[Removed 7/05 no longer exists.]

1640.48
GRADUATE COUNCIL

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

1640.50
GRIEVANCE COMMITTEE FOR STAFF EMPLOYEES

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

1640.51
GRIEVANCE COMMITTEE FOR STUDENT EMPLOYEES

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

1640.53

HONORS PROGRAM COMMITTEE

A. FUNCTION.

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

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

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

B. STRUCTURE. Six faculty members to represent a broad spectrum of the UI community, an academic dean from one of the six colleges representing the honors curriculum (college representation to rotate on an annual basis), chair of the Honors Student Advisory Board or designee, and (without vote) 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. *[rev. 7-97, 7-03, 7-05, 7-06 ed. 7-98]*

1640.54

HUMAN ASSURANCES COMMITTEE

A. FUNCTION. The Human Assurances Committee, which functions as a committee of the Research Council, has the responsibility of ensuring that, for each activity planned or conducted: (a) the rights and welfare of human subjects are adequately protected; (b) the risks to the subjects are outweighed by the potential benefits, either to the subject directly or to scientific understanding in general; and (c) the informed consent of all subjects is obtained through methods that are both adequate and proper. *[See 5200 D and E.]*

B. STRUCTURE AND MEMBERSHIP. The members of the HAC represent a variety of disciplines, such as law, medicine, sociology, psychology, soil sciences, and zoology, and include one non-UI member who serves as community representative. The vice president for research is a member of HAC. *[rev. 7-06].*

1640.55

INFORMATION TECHNOLOGY COMMITTEE

[created 7-00, replacing Instructional Media Services Advisory and University Computing Advisory Committees]

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

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

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

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

B. STRUCTURE AND MEMBERSHIP. Six faculty members broadly representative of disciplines in the university including one from the library, the Vice-President for Research, or designee (w/o vote), the Executive Director of Information Technology, or designee (w/o vote), the Registrar, or designee (w/o vote), the Director of the Center for Teaching Innovation, or designee, a representative of the off-campus faculty, the student chair of the Student Computing Advisory Committee, or designee. The voting members of the committee (including the committee chair but excluding the student member) are selected by the Committee on Committees, giving special attention to appointing faculty members who are active in and have a great interest in the general area of information technology and its application to teaching, research, outreach, and management. *[ed. 7-05, rev. 7-06]*

1640.56

INTELLECTUAL PROPERTY COMMITTEE

A. FUNCTION.

A-1. To consider, investigate, and make recommendations toward resolution of disputes concerning (1) ownership of maskworks and copyrightable and patentable materials, and (2) allegations of unauthorized use of copyright infringement of UI sponsored materials.

A-2. To present annually to the Faculty Council and the president a report on any problems regarding intellectual property at UI and to make recommendations.

B. STRUCTURE AND MEMBERSHIP. The committee consists of five faculty members, one of whom is a departmental administrator, and at least a majority of whom are from disciplines which historically have given rise to substantial numbers of copyrights, maskworks, and patents. In addition, two faculty members are appointed as alternates, to serve, as appropriate, when a principal member is deemed to have a conflict of interest and the director of the Idaho Research Foundation, or designee (w/o vote). The chair of the committee is chosen by the Committee on Committees. *[rev. 7-06].*

1640.57

INTERNATIONAL AFFAIRS COMMITTEE

[Removed 7-06, it was determined that a task force could be formed when needed.]

1640.58

JUNTURA

A. FUNCTION. To review university policies and programs affecting under-represented and/or under-served students in consultation with various representatives from student services and programs; to recommend changes and additions in university policies and programs that enhance student academic success; and to promote the values of respect, understanding, and equality within a diverse university experience. *[See also 4340.] [rev. 9-02]*

B. STRUCTURE. Three faculty, one staff member (one of whom serves as chair), three students (at least two of whom are under-represented and/or under-served students and one of whom is the ASUI Director of Diversity Affairs), Coordinator of Student Support Services, or designee (w/o vote), the Director of Multicultural Affairs, or designee (w/out vote), the Director of the Women's Center, or designee (w/out vote), and the Human Rights Compliance Officer (w/out vote). *[rev. 9-02, 7-04, 7-05, 7-06]*

1640.60

LIBRARY AFFAIRS COMMITTEE

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

B. STRUCTURE. One faculty member plus one faculty member each from humanities, sciences, and social sciences; one faculty from the library; one undergraduate student; one graduate student; and (without vote) dean of library services. *[rev. 7-06].*

1640.64

OFFICER EDUCATION COMMITTEE

A. FUNCTION. *[See also 1565 G.] [ed. 7-06].*

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

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

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

A-4. To carefully review and evaluate the academic credentials of proposed OEP instructional appointments and to report these evaluations and recommendations to the vice provost of academic affairs and enrollment management. *[rev. 7-06].*

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

B. STRUCTURE. Heads of the Departments of Aerospace Studies (WSU), Military Science, and Naval Science, three other members of the faculty, (one of whom serves as chair), the university representative to NROTC, and two students. *[rev. 7-03, 7-06]*

1640.66 PARKING COMMITTEE

A. FUNCTION. To hear and decide appeals concerning matters involving parking and to review and advise the university administration on campus parking conditions, policy, and regulations.. Decisions of this committee regarding parking violations may be appealed to the assistant vice president for auxiliary services. [See also 6120 and 6940.] *[ed. 7-99, 7-03, rev. 7-06]*

B. STRUCTURE. Three members of the faculty, three members of the staff, two students, and (without vote) the parking coordinator. *[rev. 7-06]*

1640.69 PROMOTIONS REVIEW COMMITTEE

[See 3560 G-1 for the function and structure of this faculty committee.] *[ed. 7-00]*

1640.70 PUBLICATIONS BOARD

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

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

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

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

B. STRUCTURE. Director of university communications (chair), vice provost for academic affairs, executive director of UI Foundation, director of alumni relations, director of New-Student Services, publication creative director, publications editor, and secretary of the faculty. *[ed. 7-99]*

1640.71 RADIATION SAFETY COMMITTEE

A. FUNCTION. To be responsible to the vice president for research for all aspects of UI's radiation-safety program and consult with individual investigators concerning radiation safety procedures. The Radiation Safety Committee is responsible for all matters pertaining to the formation, administration and operation of a comprehensive radiation safety program. The Radiation Safety Committee reviews new applications and renewal applications to use radioactive materials, conducts audits and reviews of the radiation safety program, determines appropriate levels of radiation safety training and

testing, maintains records of committee proceedings and actions, develops radiation safety manuals and safety practices, and ensures compliance with all applicable rules and regulations. [See also 6120.]*[ed. 7-05, 7-06]*

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

1640.72 RESEARCH COUNCIL

A. FUNCTION. The Research Council is the faculty's standing committee that oversees the implementation of discovery, creativity, and research policies [see 5100 and 5200] and resolves disagreements about the interpretation or implementation of those policies. The Human Assurances Committee (HAC) is a standing subcommittee of the Research Council. For information on its function, structure, and membership, call the Research Office. [See also 5200 D and E.]

B. STRUCTURE. One faculty member from each of the colleges, four members appointed by the president to ensure adequate representation from faculty constituencies that are most active in discovery, creativity, and research policies while ensuring that faculty engaged in multidisciplinary activities are represented, and (without vote) vice president for research and dean of library services (or the latter's designee). The representatives from the colleges are designated in accordance with procedures determined by their respective faculties. The vice president for research serves as chair of the Research Council. *[ed. 7-97, rev. 7-06]*

1640.74 SABBATICAL LEAVE EVALUATION COMMITTEE

A. FUNCTION. To review applications for sabbatical leave, to make recommendations to the Faculty Council for approval and referral to the president, to review the reports of those returning from sabbatical leave, and to evaluate annually the results of the program. [See also 3720.] *[ed. 7-00]*

B. STRUCTURE. Five faculty members (with at least one representative each from the humanities, natural sciences, and social sciences) and vice provost of academic affairs and enrollment management, or designee (without vote). *[rev. 7-06]*.

1640.76 SAFETY AND LOSS-CONTROL COMMITTEE *[created 7-00, replacing previous Safety Committee]*

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

B. STRUCTURE. The committee is composed of 17 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 Resources, or designee; Staff Affairs Committee (SAC) Representative; one undergraduate student; one 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. *[rev. 7-05, 7-06]*

1640.77

SCIENTIFIC MISCONDUCT COMMITTEE

[See 3230 for the function and structure of this faculty committee.]

1640.78

SHARED LEAVE REVIEW COMMITTEE

A. FUNCTION. To allocate leave from the shared leave pool and otherwise review and resolve issues relating to the donation or use of shared leave. This committee is created by administrative policy on shared leave described in 3710 K.

B. STRUCTURE AND MEMBERSHIP. The director of benefit services (chair without vote), the chair and the preceding chair of the Faculty Affairs Committee, or designee, the chair and the preceding chair of the Staff Affairs Committee, or designee. If both faculty members are on less than 12 month appointment, a designee should be asked to serve during the times when no faculty members are available.

1640.79

SPACE ALLOCATION COMMITTEE

[Removed 7-05 no longer exists.]

1640.80

STAFF AFFAIRS COMMITTEE (SAC)

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

1640.84

STUDENT FINANCIAL AID COMMITTEE

A. FUNCTION. [See also 2900.]

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

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

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

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

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

B. STRUCTURE. Five faculty members, two students, and (without vote) director of student financial aid, a member of the Student Support Services staff, and an additional person designated by the director. [*rev. 7-97, 7-06, ed. 7-05*]

1640.86

TEACHER EDUCATION COORDINATING COMMITTEE

A. FUNCTION. [See also 4300] [*ed. 7-06*].

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

A-2. To act on and submit to the University Curriculum Committee proposed changes in teacher education majors and minors.

A-3. To function as a standing committee of the university faculty and as a subcommittee of the University Curriculum Committee.

B. STRUCTURE AND MEMBERSHIP. Faculty members nominated by the College of Education from each of the following groups: (1) two from the Division of Teaching, Learning, and Leadership, (2) one from the Division of Adult, Counselor, and Technology Education, and (3) one from the Division of Health, Physical Education, Recreation, and Dance; one faculty member (*in consultation with other colleges*) from each of the following groups: (1) communication, (2) humanities, (3) social sciences, (4) mathematics, and (5) natural sciences; three students, one graduate level student in education and two junior or senior level students in education; three P-12 school personnel; and Dean of the College of Education or designee (without vote), who serves as chair.

1640.87

TEACHING AND ADVISING COMMITTEE

[*Substantially revised in 7-05, 7-06*]

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

A-1. To promote a faculty and administrative culture dedicated to the enhancement of teaching and advising.

A-2. To advise and assist in organizing university-wide forums, seminars, and capacity building programs that introduce new innovations or share proven ways to promote the enhancement of teaching and advising.

A-3. To review and make recommendations concerning policies and procedures, which affect teaching, advising, and the assessment of student learning outcomes .

A-4. To monitor the processes and content of Student Teaching Evaluations and Student Learning Outcomes, and to advise on the design/content of reports to the Vice Provost, Faculty Council, Deans, Unit Leaders, and Faculty.

A-5. To oversee the annual orientation activities for new faculty, which sets out among other things the role of, and expectations for, faculty and staff that teach, advise, and mentor students.

A-6. To publicize awards, review proposals, and select recipients for the Teaching and Advising Excellence Awards.

A-7. To maintain a Web presence dedicated to the enhancement of teaching, advising, and other student mentoring activities.

A-8. To serve as an advisory resource for the Registrar to address the prioritization of the classroom use, maintenance, and improvements. Finally, to work in conjunction with Faculty Council's Information Technology Committee to advise CTI and the Director of IT on electronic hardware and software needs to support teaching, advising, and mentoring. .

B. STRUCTURE. Six faculty members, some of whom have received university-level teaching and advising awards, an associate dean or college level advisor, a departmental staff advisor, the core director, an undergraduate or graduate student, non-voting members from the Office of Instructional Research Assessment, Center for Teaching Innovation, Center for Academic Advising, and the VP for Academic Affairs and Enrollment Management or their designee.

1640.89

UNIVERSITY COMMITTEE FOR GENERAL EDUCATION

A. FUNCTION.

A-1. To establish criteria for, solicit, approve, and assess:

- a. Core Discovery courses (1)
- b. Integrated Science courses (1)
- c. Core Capstone courses (2)
- d. Core International courses (2)
- e. Core Fine Arts courses (2)
- f. Core Cluster themes and courses (2)

(1) UCGE will approve new Core Discovery and Integrated Science courses and report them to the University Curriculum Committee (UCC). UCGE has approval authority for these courses, but must report changes to the UCC, Faculty Council, and Registrar.

(2) UCGE will recommend to UCC changes to the status of these courses as they relate to the core and to cluster themes.

A-2. Monitor, evaluate, and propose changes to the core curriculum.

A-3. Discuss and make recommendations on issues relating to general education at the university.

A-4. Report periodically (at least once a year) to the Faculty Council and to the Provost Council on the status of the core curriculum. [*ed. 7-06*].

[Information on the University Core Curriculum can be accessed at the core website: <http://www.webs.uidaho.edu/core/>]

B. STRUCTURE AND MEMBERSHIP. Core Director (w/o vote), Vice Provost for Academic Affairs and Enrollment Management (w/o vote), Registrar, or designee (w/o vote), three faculty members selected by the Committee on Committees one of whom serves as chair, three faculty members who have taught or are teaching a Core Discovery course (appointed by the Core Director), one faculty member who has taught or who is teaching an Integrated Science course (appointed by the Core Director), one faculty member (can include department administrators) from each of the following academic core areas (appointed by the Committee on Committees), communication, mathematical, statistical, and computer studies, natural and applied sciences, humanities, social sciences, two undergraduate students, appointed by ASUI, representing different colleges. [*rev. 7-06*].

1640.91

UNIVERSITY CURRICULUM COMMITTEE

A. FUNCTION. [See 1540 B and C and also 4110 and 4120.] [*ed. 7-98*]

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

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

B. STRUCTURE. One faculty member from each college except Law and Graduate Studies, of whom at least one must be a member of the graduate faculty and at least one of whom must have experience in an interdisciplinary area; one faculty member at large, one faculty member from the library, two upper-division undergraduate students; one graduate student; and the following without vote: vice provost of academic affairs and enrollment management, registrar, secretary of the

faculty (or their designees), and the Core Director as a non-voting member of the University Curriculum Committee. Alternates for the faculty positions are chosen by the individual faculty member from a list of those who have previously served from his or her college on the committee. *[rev. 7-98, 7-06]*

1640.92

UNIVERSITY DEVELOPMENT COUNCIL

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

B. STRUCTURE. Vice president for university advancement (chair), financial vice president, provost, academic deans, executive director of the UI Foundation, director of athletics, director of alumni relations, trust and investment officer, and executive director of development. *[ed. 7-05]*

1640.93

UNIVERSITY JUDICIAL COUNCIL (UJC)

[See 2400 B-2 for the function and structure of this council.]

FSH 2400:

B-2. University Judicial Council.

a. Composition. UJC is broadly representative of the academic community. The council consists of eleven members (five faculty members, five undergraduate students and one graduate student). The faculty members are selected by the Committee on Committees. The five student members are appointed by the ASUI president with the advice and consent of the ASUI Senate and the graduate student is appointed by GPSA. To allow members to gather a greater history of and confidence in the administrative process, a two year term is recommended. *[rev. 7-05, 7-06]*

FSH 3910:

D-3.

b. The DHC is composed of five employees, including four faculty members and one administrator at the departmental level or above appointed by the Committee on Committees. Six faculty members and three administrators are also appointed as alternates. The faculty member has the right to substitute up to two members appointed with two others from the alternate list. The provost also has the right to substitute two members appointed with two others from the alternate list. If as a result of substitutions and conflicts of interest there are an insufficient number of faculty members or administrators on the alternate list, the Committee on Committees will be asked to appoint more members to the alternate list as needed. Committee members are chosen on the basis of their objectivity and competence and the high regard in which they are held in the UI community. In appointing members of the DHC the Committee on Committees should attempt to reflect the diversity of the UI faculty. The term of membership on the Committee is three years, with initial terms staggered to form a rotation pattern. The committee elects its own chair. *[rev. and renumbered 7-99, rev. 7/06]*