

**CONSENT AGENDA
AUGUST 9-10, 2007**

TAB	DESCRIPTION	ACTION
1	BAHR-SECTION I BOISE STATE UNIVERSITY New Positions & Changes to Positions	Motion to approve
2	BAHR-SECTION I IDAHO STATE UNIVERSITY New Positions & Changes to Positions	Motion to approve
3	BAHR-SECTION I UNIVERSITY OF IDAHO New Positions & Reactivated Positions	Motion to approve
4	BAHR-SECTION I LEWIS-CLARK STATE COLLEGE New Positions	Motion to approve
5	BAHR-SECTION I EASTERN IDAHO TECHNICAL COLLEGE New Positions	Motion to approve
6	BAHR-SECTION I REQUEST TO ACCEPT HONORARIUM	Motion to approve
7	PPGAC - Alcohol Permits Issued By University Presidents	Information item
8	IRSA – Second Reading, Amendment to Idaho State Board of Education Governing Policies and Procedures, Section II.G.6.B.2, Acquisition of Tenure	Motion to approve
9	IRSA – Second Reading of Proposed Amendment to Idaho State Board of Education Governing Policies and Procedures, Section III.G.5., Approval Procedures	Motion to approve
10	IRSA – Appointment of Idaho Council for Technology in Learning (ICTL) members	Motion to approve

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CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007

INSTITUTION/AGENCY AGENDA
BOISE STATE UNIVERSITY

SUBJECT

A request by Boise State University for approval of new positions and changes in positions

REFERENCE

N/A

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures; Section II. B. E.

BACKGROUND

Items submitted for review and approval according to Board Policy Section II.B.3.

DISCUSSION

Boise State University requests approval to:

- create nineteen (19) new positions (18.75 FTE)
- change to five (5) current position's FTE

IMPACT

Once approved, the positions can be processed on the State Employee Information System.

ATTASCHMENTS

N/A

STAFF COMMENTS AND RECOMMENDATIONS

This request includes additional positions relating to academic advising, faculty, research and other areas. Staff has reviewed this request for conformance with Board policy and recommends approval.

BOARD ACTION

A motion to approve the request by Boise State University for nineteen (19) new positions supported by appropriated and local funds; title, term, salary and FTE changes to five (5) positions.

Moved by _____ Seconded by _____ Carried Yes_____ No_____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued**

NEW POSITIONS

Position Title	Administrative Assistant 1
Type of Position	Classified Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$22,963
Funding Source	Appropriated
Area/Department of Assignment	Vice President, Student Affairs
Duties and Responsibilities	Provide administrative support, customer service and record keeping functions for the Office of Student Rights and Responsibilities
Justification of Position	The Office of Students Rights & Responsibilities is being created to meet the needs of student population in relation to student conduct, mediation and needs assessment services.

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	12/1/2007
Salary Range	\$80,000
Funding Source	Appropriated
Area/Department of Assignment	Computer Science Department
Duties and Responsibilities	Provide instruction in Computer Science coursework.
Justification of Position	Additional faculty needed for the Electrical & Computer Engineering doctoral program.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued**

Position Title	Senior Research Administrator
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$55,000
Funding Source	Appropriated
Area/Department of Assignment	Research Administration
Duties and Responsibilities	Provide leadership and high level expertise in the grant proposal submission process.
Justification of Position	Additional position needed due to growth in research activity.

Position Title	Manager, Nampa BroncoShop
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$34,507
Funding Source	Local
Area/Department of Assignment	Bookstore
Duties and Responsibilities	Manage daily retail floor operations for Nampa BroncoShop.
Justification of Position	Manager needed for new retail outlet at the Treasure Valley Marketplace in Nampa to enhance sales revenue.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY – continued**

Position Title	Academic Advisor - Academic Enhancement
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$36,500
Funding Source	Appropriated
Area/Department of Assignment	Academic Support
Duties and Responsibilities	Provide general academic advising to first year Boise State students; oversight for program development and maintenance.
Justification of Position	Additional position needed due to increase in volume of advising and to increase student retention.

Position Title	Academic Advisor - Major Exploration
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$36,500
Funding Source	Appropriated
Area/Department of Assignment	Academic Support
Duties and Responsibilities	Provide general academic advising to first year Boise State students.
Justification of Position	Additional position needed due to increase in volume of advising and to increase student retention.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY – continued**

Position Title	Academic Advisor - At Risk Students
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$36,500
Funding Source	Appropriated
Area/Department of Assignment	Academic Support
Duties and Responsibilities	Provide general academic advising to first year Boise State students.
Justification of Position	Additional position needed due to increase in volume of advising and to increase student retention.

Position Title	Director, Research Compliance
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$120,000
Funding Source	Appropriated
Area/Department of Assignment	Research Administration
Duties and Responsibilities	This new Office of Research Compliance requires high level leadership and management to ensure all research related activities are in compliance with applicable rules and regulations.
Justification of Position	Growth in research activity has created the need for a division focused on research compliance.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY – continued**

Position Title	Director, Student Rights and Responsibilities
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$54,892
Funding Source	Appropriated
Area/Department of Assignment	Vice President, Student Affairs
Duties and Responsibilities	Provide leadership, strategic and fiscal management of Office of Student Rights and Responsibilities, oversee management of student conduct, student mediation services and needs assessment processes.
Justification of Position	The Office of Students Rights & Responsibilities is being created to meet the needs of student population in relation to student conduct, mediation and needs assessment services.

Position Title	Assistant Athletic Trainer
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	8/1/2007
Salary Range	\$34,507
Funding Source	Local
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Provide sports medicine and athletic training services.
Justification of Position	Growth in athletic programs requires additional training staff to maintain appropriate safety standards.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY – continued**

Position Title	Marketing/Promotions Coordinator
Type of Position	Professional Staff
FTE	.75 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$25,880
Funding Source	Local
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Responsible for event and ticket sales promotions for basketball, volleyball, soccer, and gymnastics.
Justification of Position	Growth in facilities and programs requires additional marketing assistance.

Position Title	Head Coach, Women's Softball
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$40,000
Funding Source	Local
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Responsible for coaching, recruiting, competitive success and revenue generation of Women's softball program.
Justification of Position	Coach needed for new program added in alignment with Title IX Gender Equity plan.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY – continued**

Position Title	Personnel Technician
Type of Position	Classified Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$24,232
Funding Source	Appropriated
Area/Department of Assignment	Human Resource Services
Duties and Responsibilities	Advise employees on personnel policies, procedures, and benefits; maintain personnel records systems.
Justification of Position	Additional position needed due to increased number of benefit-eligible employees.

Position Title	Custodian
Type of Position	Classified Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$18,720
Funding Source	Local
Area/Department of Assignment	Facilities, Operations and Maintenance
Duties and Responsibilities	Perform heavy-duty cleaning and related maintenance work in assigned area.
Justification of Position	New position needed to meet custodial needs in the Varsity Center.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY – continued**

Position Title	Management Systems Coordinator
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$35,568
Funding Source	Appropriated
Area/Department of Assignment	Human Resource Services
Duties and Responsibilities	Provide system consultation and development services, complex reporting, and project functions.
Justification of Position	Additional position needed for projects, system maintenance issues and system upgrades.

Position Title	Director, Capital Planning
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$90,000
Funding Source	Local
Area/Department of Assignment	Campus Planning and Facilities
Duties and Responsibilities	Manage all capital planning and space management functions for the University.
Justification of Position	Position required to provide oversight, planning and coordination for new campus facilities, reconfiguring current facilities and maximizing space allocations to meet campus growth requirements.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY – continued**

Position Title	Environmental Health Specialist/Sustainability Coordinator
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$45,000
Funding Source	Local
Area/Department of Assignment	Environmental Health and Safety
Duties and Responsibilities	Manage University safety programs for compliance issues; analyze university energy use and make recommendations for energy savings.
Justification of Position	Increase in research activities has increased demand for services. In addition, the University has initiated a new sustainability program.

Position Title	Associate General Counsel
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$85,000
Funding Source	Appropriated
Area/Department of Assignment	University Council
Duties and Responsibilities	Provide professional legal advice and counsel in the area of research contracts and research compliance issues
Justification of Position	Additional legal assistance required due to growth in research activities.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued**

Position Title	Microsoft Software Administrator
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	\$60,000
Funding Source	Local
Area/Department of Assignment	Office of Information Technology
Duties and Responsibilities	Provides administration for Microsoft SQL database software.
Justification of Position	Additional position needed to support growth in Microsoft database software.

CHANGE IN POSITIONS

Position Title	Web Design Specialist
Type of Position	Classified Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	Additional salary of \$17,503
Funding Source	Appropriated
Area/Department of Assignment	Communications and Marketing
Duties and Responsibilities	Develop and maintain University websites.
Justification of Position	A reorganization of web services and centralization of web design for high level University web sites has resulted in a need for additional FTE to handle workload.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY – continued**

Position Title	Management Assistant
Type of Position	Classified Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	Additional salary of \$2,704
Funding Source	Appropriated
Area/Department of Assignment	Center for Economic Education
Duties and Responsibilities	Perform variety of administrative duties for Idaho Council on Economic Education and Council President.
Justification of Position	Increase in workload of Council office requires additional staff time.

Position Title	Director, Osher Lifelong Learning Institute/Emeritus Guild
Type of Position	Professional Staff
FTE	.88 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	Reduction of total salary to \$46,000
Funding Source	Appropriated
Area/Department of Assignment	Division of Extended Studies
Duties and Responsibilities	Provide leadership and direction to Extended Studies programs.
Justification of Position	Reorganization of Extended Studies programs included change of position's responsibilities; fewer hours needed for current program assignments.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY – continued**

Position Title	Administrative Assistant 1
Type of Position	Classified Staff
FTE	.80 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	Additional salary of \$5,187
Funding Source	Local
Area/Department of Assignment	College of Applied Technology - Professional Truck Driving Program
Duties and Responsibilities	Provide administrative program support; coordinate with financial aid; maintain program records.
Justification of Position	The Professional Truck Driving program has moved to an off-site location away from the Canyon County Center. Additional FTE needed to cover duties that Center staff provided in the past.

Position Title	Coordinator, Research Compliance
Type of Position	Professional Staff
FTE	1.0 FTE
Term of Appointment	12 Months
Effective Date	9/1/2007
Salary Range	Additional salary of \$11,970
Funding Source	Appropriated
Area/Department of Assignment	Research Administration
Duties and Responsibilities	Provide and coordinate technical and administrative aspects of regulatory compliance issues.
Justification of Position	Increasing volume and complexity of workload requires expansion of position to full-time.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

August 2002

B. Appointment Authority and Procedures

1. Nothing herein may be construed to be in limitation of the powers of the Board as defined by Sections 33-3006, 33-3104, 33-2806, and 33-4005, Idaho Code, or as otherwise defined in the Idaho Constitution or Code.
2. **Delegation of Authority**
The Board delegates all authority for personnel management not specifically retained to the executive director and the chief executive officers consistent with the personnel policies and procedures adopted by the Board. In fulfilling this responsibility, the executive director and chief executive officers, or their designees, may exercise their authority consistent with these policies and procedures. Provided, however, that the Board retains the authority for taking final action on any matter so identified anywhere in these policies and procedures.
3. **Specifically Reserved Board Authority**
(Note: This is not an exclusive or exhaustive list and other reservations of Board authority may be found in other areas of these policies and procedures.) Board approval is required for the following:
 - a. **Position Authorizations**
(1) Any permanent new position, regardless of funding source, requires Board approval. Agenda Item Format: Requests for new position authorizations must include the following information:
 - (a) position title;
 - (b) type of position;
 - (c) FTE
 - (d) Term of appointment;
 - (e) Effective date;
 - (f) approximate salary range;
 - (g) funding source;
 - (h) area or department of assignment;
 - (i) a description of the duties and responsibilities of the position; and
 - (j) a complete justification for the position

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007

(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

b. The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.

c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.

d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.

e. The procedures established for periodic performance review of tenured faculty members. (see subsection G.)

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II.HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: G.Policies Regarding Faculty (Institutional Faculty Only)October 2002

G. Policies Regarding Faculty (Institutional Faculty Only)

1. Letters of Employment

- b. Term of Appointment - All non-tenured faculty employees have fixed terms of employment. No contract of employment with such an employee may exceed one (1) year without the prior approval of the Board. Employment beyond the contract period may not be legally presumed. Reappointment of a faculty employment contract is subject solely to the discretion of the chief executive officer of the institution, and, where applicable, of the Board.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007

INSTITUTION / AGENCY/AGENDA
IDAHO STATE UNIVERSITY

SUBJECT

A request by Idaho State University for approval of new positions and changes in positions

REFERENCE

N/A

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures; Section II.B.3 and II.G.1.b.

BACKGROUND

Items submitted for review and approval according to Board Policy Section II.B.3.

DISCUSSION

Idaho State University requests approval to:

- create two (2) new faculty positions (1.5 FTE) supported by state funds;
- create two (2) new professional staff positions (2.0 FTE) supported by local funds;
- create two (2) new classified positions (2.0 FTE) supported by state funds;
- increase the term on two (2) faculty positions to 12 month, supported by state funds; and increase the FTE on one (1) non-classified position (1.0 FTE), supported by state funds.

IMPACT

Once approved, the positions can be processed on the State Employee Information System.

ATTAHMENTS

N/A

STAFF AND COMMENTS AND RECOMMENDATIONS

This request includes additional positions relating to faculty, research and other areas. Staff has reviewed this request for conformance with Board policy and recommends approval.

BOARD ACTION

A motion to approve the request by Idaho State University for six (6) new positions (5.5 FTE); to increase the term on two (2) positions (2.0 FTE) to 12 month; and to increase the FTE on one (1) positions (1.0 FTE).

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued**

**NEW POSITIONS
ACADEMIC**

Position Title	Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	9 month
Effective Date	August 20, 2007
Salary Range	\$84,000.00
Funding Source	State Funds
Area/Department of Assignment	Biological Sciences
Duties and Responsibilities	Teach graduate and undergraduate courses in area of stable isotope analyses; supervise graduate students; conduct research; publish in the peer-reviewed literature, and engage in service .
Justification of Position	To provide faculty support for a critical research area and to establish joint programs with Geosciences.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCYAGENDA
IDAHO STATE UNIVERSITY-continued**

OTHER

Position Title	Director of Public Relations
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 13, 2007
Salary Range	\$55,000.00
Funding Source	Local Funds
Area/Department of Assignment	College of Business
Duties and Responsibilities	Create marketing campaign to maximize awareness and foster a positive public perception of College of Business programs, including preparation of marketing materials and publication of periodic newsletters.
Justification of Position	To provide support for effective public relations and marketing to increase enrollment through recruiting programs.

Position Title	Development Research Specialist
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 13, 2007
Salary Range	\$32,000.00
Funding Source	Local Funds
Area/Department of Assignment	Development/ISU Foundation
Duties and Responsibilities	Respond to a wide variety of research requests and other duties related to the ISU Foundation's plan for private gift, corporate and foundation fundraising.
Justification of Position	To provide support for an active research program for potential donors in order to increase funding possibilities for the University.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued**

Position Title	Administrative Assistant 2
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 13, 2007
Salary Range	\$25,604.80
Funding Source	State Funds
Area/Department of Assignment	Development
Duties and Responsibilities	Compose correspondence; prepare reports; schedule and coordinate meetings and conferences; act as a liaison with donors; and prepare budget documents.
Justification of Position	To reactivate currently budgeted PCN 3794.

Position Title	Mechanical Systems Operator
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 13, 2007
Salary Range	\$21,798.40
Funding Source	State Funds
Area/Department of Assignment	Facilities Services
Duties and Responsibilities	Operate and maintain the campus heating plant, including operation and maintenance of various boilers, chillers, pumps, steam traps and water softeners; perform inspections and preventive maintenance of heat plant equipment; perform water treatment tests and add chemicals as needed; check for leaks in steam and condensate lines; and maintain records and performance logs.
Justification of Position	To provide additional support to alleviate the large amount of overtime hours incurred by current operators.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued**

**CHANGE IN POSITIONS
ACADEMIC**

Position Title	Professor and Department Chair (PCN 3561)
Type of Position	Faculty
FTE	1.0
Term of Appointment	change from 9 month to 12 month
Effective Date	August 13, 2007
Salary Range	change from \$90,011 to \$120,000
Funding Source	State Funds
Area/Department of Assignment	College of Engineering
Duties and Responsibilities	Department chair and professor for Civil Engineering.
Justification of Position	To provide year round support for Civil Engineering.

Position Title	Professor and Department Chair (PCN 1315)
Type of Position	Faculty
FTE	1.0
Term of Appointment	change from 9 month to 12 month
Effective Date	August 13, 2007
Salary Range	change from \$90,011 to \$120,000
Funding Source	State Funds
Area/Department of Assignment	College of Engineering
Duties and Responsibilities	Department chair and professor for Electrical Engineering.
Justification of Position	To provide year round support for Electrical Engineering.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued**

OTHER

Position Title	Assistant Registrar - Idaho Falls (PCN 3803)
Type of Position	Non-Classified
FTE	change from .83 FTE to 1.0 FTE
Term of Appointment	11 month
Effective Date	August 13, 2007
Salary Range	change from \$43,580.42 to \$47,566.06
Funding Source	State Funds
Area/Department of Assignment	Idaho Falls Education Program
Duties and Responsibilities	Perform registrar duties in Idaho Falls; perform academic advising as needed.
Justification of Position	To provide full-time support to cover increased workload.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

August 2002

B. Appointment Authority and Procedures

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 - (b) type of position;
 - (c) FTE
 - (d) Term of appointment;
 - (e) Effective date;
 - (f) approximate salary range;
 - (g) funding source;
 - (h) area or department of assignment;
 - (i) a description of the duties and responsibilities of the position; and
 - (j) a complete justification for the position

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
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(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

b. The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.

c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.

d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.

e. The procedures established for periodic performance review of tenured faculty members. (see subsection G.)

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: G. Policies Regarding Faculty (Institutional Faculty Only) October 2002

G. Policies Regarding Faculty (Institutional Faculty Only)

1. Letters of Employment

- b. Term of Appointment - All non-tenured faculty employees have fixed terms of employment. No contract of employment with such an employee may exceed one (1) year without the prior approval of the Board. Employment beyond the contract period may not be legally presumed. Reappointment of a faculty employment contract is subject solely to the discretion of the chief executive officer of the institution, and, where applicable, of the Board.

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CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007

INSTITUTION/AGENCY AGENDA
UNIVERSITY OF IDAHO

SUBJECT

A request by University of Idaho for approval of new positions and changes in positions

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures; Section II.B.3 and II.G.1.b.

BACKGROUND

Items submitted for review and approval according to Board Policy Section II.B.3.

DISCUSSION

University of Idaho requests approval to:

- Create fourteen (14) new positions (14.0 FTE) supported by appropriated and non-appropriated funds
- Reactivate three (3) deleted PCN (3.0 FTE) supported by non-appropriated funds

IMPACT

Once approved, the changes can be processed on the State Employee Information System.

ATTACHMENTS

N/A

STAFF COMMENTS AND RECOMMENDATIONS

This request includes additional positions relating to faculty, administrative support, and other areas. Staff has reviewed this request for conformance with Board policy and recommends approval.

BOARD ACTION

A motion to approve the request by the University of Idaho to establish fourteen (14) new positions supported by appropriated and non-appropriated funds and reactivate three (3) deleted PCN's supported by appropriated and non-appropriated funds.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued**

Position Title	Assistant Professor (tenure track)
Type of Position	Faculty
FTE	1.0 (1560 hours/year)
Term of Appointment	9 months (Academic Year)
Effective Date	September 1, 2007
Salary Range	\$58,011.20
Funding Source	Appropriated funds
Area/Department of Assignment	College of Science
Duties	Responsible for teaching and research in the area of Statistics
Justification	New position

Position Title	Assistant Professor (tenure track)
Type of Position	Faculty
FTE	1.0 (1560 hours/year)
Term of Appointment	9 months (Academic Year)
Effective Date	September 1, 2007
Salary Range	\$61,401.60
Funding Source	Appropriated funds
Area/Department of Assignment	College of Agricultural & Life Science
Duties	Responsible for teaching and research in District II
Justification	Reactivate PCN 1792 (deleted)

Position Title	Assistant Professor (tenure track)
Type of Position	Faculty
FTE	1.0 (1560 hours/year)
Term of Appointment	9 months (Academic Year)
Effective Date	September 1, 2007
Salary Range	\$70,012.80
Funding Source	Appropriated funds
Area/Department of Assignment	College of Engineering – UI Boise
Duties	Responsible for teaching and research in the area of Ecohydraulics
Justification	New position

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued**

Position Title	Administrative Assistant I
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2007
Salary Range	\$25,500.80
Funding Source	Non-appropriated funds
Area/Department of Assignment	Athletics
Duties	Responsible for providing administrative assistance for Vandal Scholarship fund in Boise
Justification	New position

Position Title	Administrative Assistant I
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2007
Salary Range	\$27,851.20
Funding Source	Non-appropriated funds
Area/Department of Assignment	Boise Center
Duties	Responsible for providing administrative assistance for the Boise Center
Justification	New position

Position Title	Administrative Assistant I
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2007
Salary Range	\$26,208.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	Boise Center
Duties	Responsible for providing administrative assistance for the Boise Center
Justification	New position

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued**

Position Title	Administrative Assistant II
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2007
Salary Range	\$37,003.20
Funding Source	Non-appropriated funds
Area/Department of Assignment	Technology Transfer Office
Duties	Responsible for providing management and administrative assistance
Justification	New position

Position Title	Assistant Golf Coach
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2007
Salary Range	\$25,001.60
Funding Source	Non-appropriated funds
Area/Department of Assignment	Athletics
Duties	Responsible for providing coaching assistance
Justification	New position

Position Title	Director, Program Planning and Development
Type of Position	Non-faculty Exempt
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2007
Salary Range	\$69,305.60
Funding Source	Appropriated funds
Area/Department of Assignment	Boise Center
Duties	Responsible for program development at the Boise Center
Justification	New position

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued**

Position Title	Financial Technician
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2007
Salary Range	\$26,000.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	Technology Transfer Office
Duties	Responsible for financial and personnel-related duties
Justification	New position

Position Title	Financial Technician
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2007
Salary Range	\$40,019.20
Funding Source	Non-appropriated funds
Area/Department of Assignment	Office of Sponsored Programs
Duties	Responsible for advanced financial duties
Justification	New position

Position Title	Licensing Associate
Type of Position	Non-faculty Exempt
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	July 1, 2007
Salary Range	\$75,004.80
Funding Source	Non-appropriated funds
Area/Department of Assignment	Technology Transfer Office
Duties	Responsible for management and administration of intellectual property portfolio
Justification	New position

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued**

Position Title	Management Assistant
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2007
Salary Range	\$36,004.80
Funding Source	Non-appropriated funds
Area/Department of Assignment	Human Resources
Duties	Responsible for Administrative support to AVP for Human Resources and HR Directors
Justification	New position

Position Title	Regional Communications Manager
Type of Position	Non-faculty Exempt
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2007
Salary Range	\$54,932.80
Funding Source	Non-appropriated funds
Area/Department of Assignment	University Communications and Marketing
Duties	Responsible for implementing the marketing strategy
Justification	New position

Position Title	Resident Director
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2007
Salary Range	\$20,238.40
Funding Source	Non-appropriated funds
Area/Department of Assignment	Auxiliary Services
Duties	Responsible for programming, staffing and resident hall tenant issues
Justification	Reactivation of PCN 6755 (deleted)

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued**

Position Title	Server System Analyst
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2007
Salary Range	\$41,288.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	Boise Center
Duties	Responsible for network security support at the Boise Center
Justification	New position

Position Title	Technical Records Specialist
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	September 1, 2007
Salary Range	\$28,329.60
Funding Source	Non-appropriated funds
Area/Department of Assignment	Accounts Receivable
Duties	Responsible for technical support
Justification	Reactivation of PCN 6780 (deleted)

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

August 2002

B. Appointment Authority and Procedures

1. Nothing herein may be construed to be in limitation of the powers of the Board as defined by Sections 33-3006, 33-3104, 33-2806, and 33-4005, Idaho Code, or as otherwise defined in the Idaho Constitution or Code.

2. **Delegation of Authority**
The Board delegates all authority for personnel management not specifically retained to the executive director and the chief executive officers consistent with the personnel policies and procedures adopted by the Board. In fulfilling this responsibility, the executive director and chief executive officers, or their designees, may exercise their authority consistent with these policies and procedures. Provided, however, that the Board retains the authority for taking final action on any matter so identified anywhere in these policies and procedures.

3. **Specifically Reserved Board Authority**
(Note: This is not an exclusive or exhaustive list and other reservations of Board authority may be found in other areas of these policies and procedures.) Board approval is required for the following:
 - a. **Position Authorizations**
(1) Any permanent new position, regardless of funding source, requires Board approval. Agenda Item Format: Requests for new position authorizations must include the following information:
 - (a) position title;
 - (b) type of position;
 - (c) FTE
 - (d) Term of appointment;
 - (e) Effective date;
 - (f) approximate salary range;
 - (g) funding source;
 - (h) area or department of assignment;
 - (i) a description of the duties and responsibilities of the position; and
 - (j) a complete justification for the position

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007

(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

b. The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.

c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.

d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.

e. The procedures established for periodic performance review of tenured faculty members. (see subsection G.)

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: G. Policies Regarding Faculty (Institutional Faculty Only) October 2002

G. Policies Regarding Faculty (Institutional Faculty Only)

1. Letters of Employment

b. Term of Appointment - All non-tenured faculty employees have fixed terms of employment. No contract of employment with such an employee may exceed one (1) year without the prior approval of the Board. Employment beyond the contract period may not be legally presumed. Reappointment of a faculty employment contract is subject solely to the discretion of the chief executive officer of the institution, and, where applicable, of the Board.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION/AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE**

SUBJECT

A request by Lewis-Clark State College for approval of new positions

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures; Section II.B.3 and II.G.1.b.

BACKGROUND

Items submitted for review and approval according to Board Policy Section II.B.3.

DISCUSSION

Lewis-Clark State College requests approval to:

- Create seven (7) new positions (6.35 total FTE)

IMPACT

Once approved, the positions can be processed on the State Employee Information System.

ATTACHMENTS

N/A

STAFF COMMENTS AND RECOMMENDATIONS

This request includes additional positions relating to lecturers, workforce training and administrative support areas. Staff has reviewed this request for conformance with Board policy and recommends approval.

BOARD ACTION

A motion to approve the request by Lewis-Clark State College for seven (7) new positions.

Moved _____ Seconded _____ Carried Yes ____ No ____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE – continued**

**NEW POSITIONS
INSTRUCTIONAL**

Position Title	Lecturer
Type of Position	Faculty
FTE	1.0
Term of Appointment	9 months
Effective Date	8/1/2007
Salary Range	\$30,000
Funding Source	Appropriated Funds
Area/Department of Assignment	Natural Sciences and Mathematics
Duties and Responsibilities	Lecturer for a minimum of twenty-four (24) credit hours per academic year for mathematics classes as assigned by Division Chair.
Justification of Position	Position needed due to increased demand for remedial and developmental courses in mathematics.

Position Title	Lecturer
Type of Position	Faculty
FTE	1.0
Term of Appointment	9 months
Effective Date	8/1/2007
Salary Range	\$30,000
Funding Source	Appropriated Funds
Area/Department of Assignment	Natural Sciences and Mathematics
Duties and Responsibilities	Lecturer for a minimum of twenty-four (24) credit hours per academic year for mathematics classes as assigned by Division Chair.
Justification of Position	Position needed due to increased demand for remedial and developmental courses in mathematics.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE – continued**

Position Title	Coordinator/Teacher Center	Motor	Safety
Type of Position	Professional		
FTE	1.0		
Term of Appointment	12 months		
Effective Date	7/1/2007		
Salary Range	\$40,000		
Funding Source	Appropriated Funds		
Area/Department of Assignment	Workforce Training		
Duties and Responsibilities	Plan, develop and teach for the motor safety center, marketing, liaison with government agencies, business, industry, and educational Institutions.		
Justification of Position	Needed for the new Motor Safety Center to ensure the success of the program.		

**NEW POSITIONS
OTHER**

Position Title	Advisor/Career Specialist
Type of Position	Professional
FTE	1.0
Term of Appointment	12 months
Effective Date	8/1/2007
Salary Range	\$32,000
Funding Source	Grant Funds
Area/Department of Assignment	TRIO Student Support Services
Duties and Responsibilities	Coordinate Career Development, monitor student progress and goals, assist in student evaluation, teach accounting, business, and computer skills.
Justification of Position	Position needed to fulfill Grant obligations to provide services to students.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE – continued**

Position Title	Office Specialist I
Type of Position	Classified
FTE	.5
Term of Appointment	12 months
Effective Date	8/1/2007
Salary Range	\$10,962
Funding Source	Grant Funds
Area/Department of Assignment	Tech Prep
Duties and Responsibilities	Provide a variety of office support or secretarial functions for the ALP Coordinator.
Justification of Position	Required work for the Region II Advanced Learning Partnership (ALP).

Position Title	Distance Learning Technician
Type of Position	Professional
FTE	.85
Term of Appointment	12 months
Effective Date	8/1/2007
Salary Range	\$27,191.84
Funding Source	Grant Funds
Area/Department of Assignment	TRIO Training
Duties and Responsibilities	Provide online learning management system support and perform related work to provide technical training/information to project staff and participants
Justification of Position	Position needed to fulfill Grant obligations to provide services to staff and students

Position Title	Program Aide
Type of Position	Professional
FTE	1.0
Term of Appointment	12 months
Effective Date	8/1/2007
Salary Range	\$33,113
Funding Source	Grant Funds
Area/Department of Assignment	TRIO Training
Duties and Responsibilities	Manage daily operations, participant records, data collection, & monitor budget,

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE – continued**

Justification of Position

Position needed to meet required program deadlines for this newly funded project.

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

August 2002

B. Appointment Authority and Procedures

1. Nothing herein may be construed to be in limitation of the powers of the Board as defined by Sections 33-3006, 33-3104, 33-2806, and 33-4005, Idaho Code, or as otherwise defined in the Idaho Constitution or Code.

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 - (c) FTE
 - (d) Term of appointment;
 - (e) Effective date;
 - (f) approximate salary range;
 - (g) funding source;
 - (h) area or department of assignment;
 - (i) a description of the duties and responsibilities of the position; and
 - (j) a complete justification for the position

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007

(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

b. The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.

c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.

d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.

e. The procedures established for periodic performance review of tenured faculty members. (see subsection G.)

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: G. Policies Regarding Faculty (Institutional Faculty Only) October 2002

G. Policies Regarding Faculty (Institutional Faculty Only)

1. Letters of Employment

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION/AGENCY AGENDA
EASTERN IDAHO TECHNICAL COLLEGE**

SUBJECT

A request by Eastern Idaho Technical College for approval of new positions

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures; Section II.B.3 and II.G.1.b.

BACKGROUND

Items submitted for review and approval according to Board Policy Section II.B.3.

DISCUSSION

Eastern Idaho Technical College requests approval to:

- create two (2) new positions (2.0 FTE).

IMPACT

Once approved, the positions can be processed on the State Employee Information System.

ATTACHMENTS

N/A

STAFF COMMENTS AND RECOMMENDATIONS

This request includes new positions for custodial and information systems support. Staff has reviewed this request for conformance with Board policy and recommends approval.

BOARD ACTION

A motion to approve the request by Eastern Idaho Technical College to create two (2) new positions supported by State Appropriation and local sources as detailed on the Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

**INSTITUTION / AGENCY AGENDA
EASTERN IDAHO TECHNICAL COLLEGE - continued**

NEW POSITIONS

Position Title	Custodian
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 14, 2007
Salary Range	\$17,000–23,000
Funding Source	State Appropriation
Area/Department of Assignment	Maintenance Department
Duties and Responsibilities	Custodial support for the new Health Education Building.
Justification of Position	1.5 new positions have been designated for the new Health Education Building.

Position Title	IT Systems Information Technician
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	August 14, 2007
Salary Range	\$28,750–38,300
Funding Source	State Appropriation and Local Sources
Area/Department of Assignment	Information Technology Division
Duties and Responsibilities	Install, maintain and troubleshoot standard PC hardware and software and resolve user and system problems in the new RN Instructional Program, the continuing Health Education Outreach effort and the new Health Education Building.
Justification of Position	The Registered Nursing instructional program, the expanded Health Education outreach program, and the technical classrooms in the new Health Education Building require additional IT assistance.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: B. Appointment Authority and Procedures

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 - (f) approximate salary range;
 - (g) funding source;
 - (h) area or department of assignment;
 - (i) a description of the duties and responsibilities of the position; and
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CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007

(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

b. The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.

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d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.

e. The procedures established for periodic performance review of tenured faculty members. (see subsection G.)

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

Subsection: G. Policies Regarding Faculty (Institutional Faculty Only) October 2002

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

SUBJECT

Request from Mike Rush to accept honorarium

REFERENCE

N/A

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures; Section I.E.2.d.

BACKGROUND

The Technical Review Panel for the National Center for Educational Statistics provides guidance to the national Department of Education on data collection for Career Technical education. As a member of this panel Mike rush is eligible to receive an honorarium of \$1000. In the past these funds have been paid direction to the Idaho Professional-Technical Education Foundation. Anew process of the National Center for Educational Statistics no longer allows this designation.

DISCUSSION

Board Policy I.E.2.d. provides that chief executive officers are not permitted to receive personal salary or benefits or supports from outside sources without prior board approval. Mike Rush is asking to be allowed to accept this honorarium for the express purpose of donating it to the Professional-Technical Education Foundation, and is fully aware of the additional tax consequences this will cause him personally.

IMPACT

\$1000 donation to the Idaho Professional-Technical education Foundation.

ATTACHMENTS

Attachment 1 – Applicable Board Policy

Page 3

STAFF COMMENTS AND RECOMMENDATIONS

N/A

BOARD ACTION

A motion to approve the request by Mike Rush, Administrator of Idaho Division of Professional-Technical Education to accept the \$1000.00 honorarium provided to him for service on a Technical Review Panel for the National Center for Educational Statistics for purposes of donating it to the Professional-Technical Education Foundation.

Moved by _____ Seconded by _____ Carried Yes_____ No_____

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
AUGUST 9-10, 2007**

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES

SUBSECTION: E. Executive Officers

April 2002

2. Presidents/Agency Heads/Superintendent (also referred to as *chief executive officers*)

d. Compensation and Benefits

The chief executive officer's annual salary shall be set and approved by the Board. The chief executive officers shall not receive personal salary or benefits or supplements from institutional foundations or other affiliated organizations except as allowed for institutional presidents pursuant to topic 3, subtopic E, below and as such is specifically approved by the Board in each instance. Additionally, the Chief Executive Officer may not receive personal salary or benefits or supplements from other outside sources without prior Board approval.

In addition to the salary referred to above, the Chief Executive Officer shall receive the usual and ordinary medical, retirement, leave, educational, and other benefits available to all institutional, school and agency employees.

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CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
August 9-10, 2007

SUBJECT

Alcohol Permits Approved by University Presidents

REFERNCE

N/A

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies and Procedures, I.J.2.b.

BACKGROUND

The chief executive officer of each institution may waive the prohibition against possession or consumption of alcoholic beverages only as permitted by and in compliance with this policy. Immediately upon issuance of an Alcohol Beverage Permit, a complete copy of the application and the permit shall be delivered to the Office of the State Board of Education, and Board staff shall disclose the issuance of the permit to the Board no later than the next Board meeting.

DISCUSSION

The last update presented to the Board was at the April 2007 Board meeting. Since that meeting, Board staff has received 14 permits from Boise State University, 5 permits from Idaho State University, and 2 from University of Idaho.

Board staff has prepared a brief listing of the permits issued for use from June 2007 through September 2007. The list is attached for the Board's review.

IMPACT

N/A

ATTACHMENTS

BSU permits	page 3
ISU permits	page 5
UI permits	page 7
Governing Policies and Procedures Section I.J.2.	page 9

STAFF COMMENTS AND RECOMMENDATIONS

State Board staff offers no comments or recommendations.

BOARD ACTION

This item is for informational purposes only. Any action will be at the Board's discretion.

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CONSENT AGENDA – PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
August 9-10, 2007

**APPROVED ALCOHOL SERVICE AT
BOISE STATE UNIVERSITY**

May 2007 – August 2007

EVENT	LOCATION	DATE (S)
Sophie Milman Quartet	Morrison Center, Main Hall	5/25-26/2007
Sandmire Retirement Dinner	Caven-Williams Sports Complex	6/2/2007
Glenn Beck	Morrison Center, Main Hall	6/2/2007
2 nd Annual Idaho Celebrity Alzheimer's Benefit (i.e., Jake Plummer Alz. Benefit)	Caven-Williams Sports Complex	6/2/2007
KHITs Concert	Taco Bell Arena	6/8/2007
A Night at the Improv.	Morrison Center, Main Hall	6/9/2007
Idaho Victim Assistance Academy	Allen Noble Hall of Fame	6/10/2007
Idaho Victim Assistance Academy	SUB Patio	6/14/2007
Bronco Dairy Boosters	Allen Noble Hall of Fame	6/15/2007
13 th Annual Induction Ceremonies, Hall of Fame	Morrison Center, Main Hall	6/20/2007
Year End Celebration	Taco Bell Arena, Club Room	6/22/2007
"The Man In Black – A Tribute to Johnny Cash"	Morrison Center, Main Hall	6/30/2007
In-Depth POGIL Workshop at BSU	Allen Nobel Hall of Fame	7/12-13/2007
Capital High School 20 Year Class Reunion	Jordan Ballroom	8/18/2007

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**APPROVED ALCOHOL SERVICE AT
IDAHO STATE UNIVERSITY**

July 2007 – September 2007

EVENT	LOCATION	DATE (S)
Pocatello High School 1977 (30 year) Reunion	Stephens Performing Arts Center	7/14/2007
Driever-Endo Wedding	Stephens Performing Arts Center	7/21/2007
Football 101	Idaho Orthopedic & Sports Clinic	8/2/2007
Rincon 26 th Wedding Anniversary	Stephens Performing Arts Rotunda	8/11/2007
Pocatello Wildlife Film Festival	Stephens Performing Arts Rotunda	9/8/2007

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APPROVED ALCOHOL SERVICE AT
University of Idaho

June 2007

EVENT	LOCATION	DATE (S)
Presnell Gage – IRT Reception	Hartung Lobby	6/21/2007
Utility Executive Course Advisory Committee Meeting	J.A. Albertson Building	6/27/2007

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REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES

J. Use of Institutional Facilities and Services

June 2004

2. Possession, Consumption, and Sale of Alcohol Beverages at Institutional Facilities

- b. Each institution shall maintain a policy providing for an institutional Alcohol Beverage Permit process. For purposes of this policy, the term “alcoholic beverage” shall include any beverage containing alcoholic liquor as defined in Idaho Code Section 23-105. Waiver of the prohibition against possession or consumption of alcoholic beverages shall be evidenced by issuance of a written Alcohol Beverage Permit issued by the CEO of the institution which may be issued only in response to a completed written application therefore. Staff of the State Board of Education shall prepare and make available to the institutions the form for an Alcohol Beverage Permit and the form for an Application for Alcohol Beverage Permit which are consistent with this Policy. Immediately upon issuance of an Alcohol Beverage Permit, a complete copy of the application and the permit shall be delivered to the Office of the State Board of Education, and Board staff shall disclose the issuance of the permit to the Board no later than the next Board meeting. An Alcohol Beverage Permit may only be issued to allow the sale or consumption of alcoholic beverages on public use areas of the campus grounds provided that all of the following minimum conditions shall be met. An institution may develop and apply additional, more restrictive, requirements for the issuance of an Alcohol Beverage Permit.

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CONSENT – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
AUGUST 9-10, 2007

SUBJECT

Second Reading, Amendment to Idaho State Board of Education Governing Policies & Procedures, Section II.G.6.b.2, Acquisition of Tenure

REFERENCE

October 12, 2006 The first reading of the proposed amendment to Board Policy Section II.G.6.b.2, Acquisition of Tenure was presented to the Board. The Board did not approve the amendment and requested that the draft be rewritten to clarify 'child rearing.'

June 13-14, 2007 The first reading of the proposed amendment to Board Policy Section II.G.6.b.2, Acquisition of Tenure was reconsidered.

APPLICABLE STATUTE, RULE, OR POLICY

Bylaws, Section L. Adoption, Amendment, and Repeal of Bylaws

BACKGROUND

The Council on Academic Affairs and Programs (CAAP) committee reviewed Board policy and institution policies regarding tenure of faculty and would like to propose an amendment to the Board's current policy which would allow institutions to extend the tenure clock for a faculty member due to extenuating circumstances.

DISCUSSION

In regard to the acquisition of tenure, current Board policy requires that a faculty member be evaluated no later than the sixth (6th) full academic year of employment. It is not entirely clear whether current Board policy permits an institution to adopt a compassionate extension of tenure policy. If it is the Board's intent to permit this, then the policy could state this intent more clearly, and that is the purpose of the proposed amendment.

The proposed draft policy of Idaho State Board of Education Governing Policies and Procedures, Section II.G.6.b.2., contain no further amendments since the first reading in June 2007.

A summary of proposed amendments include: 1) deletion of the lengthy sentence detailing the specific circumstances under which an extension of tenure may be requested, and 2) addition of a statement indicating that in certain exceptional cases a faculty member may petition for extension of the timeline for tenure. A new section under II.G.6.d.4.b., Exceptional Cases, was added. 4.a. discusses policy related to early review for tenure, and the new 4.b discusses policy related to delay of review for tenure. The added section 4.b states that a faculty member must formally request an extension of the tenure review period and indicate the reason for the request. It further states that institutions that permit an extension of the tenure review period must include in their policies the procedures for

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faculty to request an extension and the basis for determining the modified timeline for the tenure review.

Currently, Boise State University has a policy that allows such extension of the tenure time line. Boise State's policy was created under an interpretation of the SBOE policy that allows such practice by the institutions.

IMPACT

There is no financial impact associated with this request.

ATTACHMENTS

Attachment 1 – Draft policy - Idaho State Board of Education Governing Policies & Procedures, Section II.G.6.b.2, Acquisition of Tenure	Page 5
Attachment 2 – Institutional Policies	
Boise State University	Page 7
Idaho State University	Page 15
Lewis-Clark State College	Page 21
University of Idaho	Page 35

STAFF COMMENTS AND RECOMMENDATIONS

This issue first came forward at CAAP's July 2006 meeting, at which time Provost Baker of the University of Idaho noted that, in reviewing UI policies regarding tenure, the issue of needing to stop the "tenure clock" had been raised for faculty who might have life events occur that required their immediate attention. He suggested that UI would like to propose language to implement a "compassionate extension of the tenure clock" policy for such life events as childbirth, adoption, and certain medical issues - any one of which might interfere with a faculty members meeting the tenure requirement within the designated six years, as mandated by Board policy. Provost Baker's understanding of Board policy was that it did not grant any exceptions to the six-year "time clock."

In responding, other chief academic officers noted that they did have institutional policies in place that addressed this same issue.

This issue was revisited at the November 2006 CAAP meeting, where Executive Director Dwight Johnson shared that this proposed change in tenure acquisition policy had been brought forward at the October 2006 Board meeting, and that the Board's concern was not with the concept of "stopping the tenure clock" but, rather, with the details, particularly regarding issues of child rearing where the language was perceived as too broad. Provost Baker clarified that his wish in amending current policy was only to address exceptional circumstances. Executive Director Johnson recommended that UI return to its original draft and fine-tune the language around child rearing

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In March 2007, CAAP revisited this issue where it was decided that showing some examples of just how the institutional policy regarding "stopping the tenure clock" as done at BSU might prove helpful; thus, Provost Andrews offered to share instances that had occurred at BSU where exceptional circumstances impacted faculty members' progress towards tenure.

Indeed, the language in the current proposal reads: "...In certain exceptional cases a faculty member may petition for extension of the timeline for tenure due to extenuating circumstances as provided in Board Policy II.G.6d.4(b)"

The examples that Provost Andrews cites from BSU relate to the past three academic years, in which she cites, "...we have granted 5 extensions total - 3 for childbirth and 2 for medical reasons....The medical ones require documentation from a physician and careful consideration as to where the condition warrants the extension."

As staff records reflect, this issue has been thoroughly reviewed and discussed by the chief academic officers. Staff believes that the examples cited of "exceptional circumstances" reflect the judicious and conscientious application of the modification in Board policy that is being sought.

BOARD ACTION

A motion to approve the second reading of amendments to Idaho State Board of Education Governing Policies & Procedures, Section II.G.6.b.2, Acquisition of Tenure as presented.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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Attachment 1

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

SUBSECTION: G. Policies Regarding Faculty (Institutional Faculty Only) October 2005

6. Tenure

a. Tenure Defined - Tenure is a condition of presumed continuous employment following the expiration of a probationary period and after meeting the appropriate criteria. After tenure has been awarded, the faculty member's service may be terminated only for adequate cause; except in the case of retirement or financial exigency as declared by the Board; in situations where extreme shifts of enrollment have eliminated the justification for a position; or where the Board has authorized elimination or substantial reduction in a program. Tenure status is available only to eligible, full-time institutional faculty members, as defined by the institution. All faculty appointments are subject to the approvals as required in Board policy. Nontenured members of the faculty are appointed to term appointments pursuant to subsection G1. Any commitment to employ a nontenured member of the faculty beyond the period of his or her current term of appointment is wholly ineffective.

b. Acquisition of Tenure

(1) Professional-Technical Faculty hired Professional-Technical Faculty hired under the division of professional-technical education prior to July 1, 1993 who were granted tenure may retain tenure in accordance with these policies. Individuals hired under the Division of Professional-Technical education subsequent to July 1, 1993 are hired and employed as nontenure track faculty and will:

- (a) be afforded the right to pursue promotion; and
- (b) be considered and granted an employment contract in accordance with these policies and be subject to continued acceptable performance and/or the needs of the institution; and
- (c) be afforded on opportunity to serve on institutional committees.

(2) Academic faculty members, after meeting certain requirements, established by the employing institution, may acquire tenure. Each institution shall develop policies for the acquisition of tenure that are consistent with this general philosophy and policy statement of the Board. Acquisition of tenure is not automatic, by default or defacto, but requires an explicit judgment, decision, and approval. A faculty member is eligible to be evaluated for the acquisition of tenure after having completed four (4) full years of academic employment at the institution, although tenure may be awarded prior to completion of this initial eligibility period in certain exceptional cases as provided in Board Policy II.G.6.d.4.a). In addition, an

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academic faculty member must be evaluated for the acquisition of tenure not later than the faculty member's sixth (6th) full academic year of employment at the institution. In certain exceptional cases a faculty member may petition for extension of the timeline for tenure due to extenuating circumstances as provided in Board Policy II.g.6.d.4.b).

- c. Notification - An individual eligible for tenure must be informed, by proffered written contract, of appointment or nonappointment to tenure not later than June 30 after the academic year during which the decision is made. In case of denial of tenure, the faculty member must be given a written notice that tenure was denied.
- d. Standards of Eligibility for Tenure
 1. Annual Appointments - Until the acquisition of tenure, all appointments are made for a period not to exceed one (1) year. Prior to the award of tenure, employment beyond the annual term of appointment may not be legally presumed.
 2. Service in Professional Rank - All satisfactory service in any professorial rank may be used to fulfill the time requirement for acquiring tenure. Each institution must develop criteria and rules by which prior service may be evaluated for inclusion in experience necessary for acquiring tenure.
 3. Service in Instructor Rank - A maximum of two (2) years satisfactory service in the rank of instructor at the institution will be allowed in partial fulfillment of the time requirement in the professorial ranks. Faculty members who hold the rank of instructor may be eligible for tenure status if provided for by the institution even though they teach in fields that have established professorial ranks.
 4. Exceptional Cases
 - a) Tenure may be awarded prior to completion of the usual eligibility period in certain exceptional cases. In such cases, the burden of proof rests with the individual.
 - b) Extension of the tenure review period may be granted in certain exceptional cases. In such cases the faculty member must formally request such an extension and indicate the reason for the request. An institution that permits an extension of the tenure review period must include in its policies the procedure a faculty member must follow to request such an extension, and the basis for determining the modified timeline for review.

Attachment 2

Boise State University Policy Manual

Boise State University
Effective Date: July 1, 1989

BSU 5340-B
Revised On: July 1, 1995
March 21, 2000
July, 2003
May, 2005

FACULTY TENURE PROCEDURES

I. Definition

Tenure is a condition of presumed continuous employment (following expiration of a four-year probationary period) during which time the faculty member's service may be terminated only for adequate cause, the burden of proof resting with the institution; except in the case of retirement for age (not applicable after 1991) or in the cases of financial exigency or program reduction pursuant to State Board of Education Rules and Regulations. (For the definition of "adequate cause," see [State Board policy Section II, Subsection L.](#))

II. Policy Statement

Tenure is a condition that insures an intellectual atmosphere that is free and open. This encourages superior faculty to remain at the University, thus strengthening the excellence of the institution. Granting tenure implies a commitment by the institution to defend the academic member's intellectual endeavors. Likewise, the faculty member who is awarded tenure makes an equally strong commitment to serve the students, the profession, and the institution in a manner befitting an academician.

Following the expiration of a four-year probationary period, **typically four (4) to five (5) years in duration**, tenure may be granted to members of the Official Faculty who demonstrate satisfactory performance in each of the following three areas:

- Teaching
- Scholarly, Creative, or Research Activities
- University and Public Service

III. Criteria

Sections A, B, and C list examples of the kinds of activities and evidence that may be used by a faculty member to support his or her claim of satisfactory performance in teaching, scholarly activity, and service. Since these are described in broad terms, each promotion and tenure committee and each department or unit must decide what kinds of activities and evidence are most appropriate within its particular set of disciplines.

Each college promotion and tenure committee must have a written policy that specifies the criteria and procedures to be used within its college. This policy

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must satisfy the guidelines established by University policies, but may be more specific. The process of writing or revising this policy shall be carried out by a task force constituted for that purpose. Membership of this college task force shall consist of one tenured, official faculty from each department or unit within that college as elected by the members of the departments or units. These criteria and procedures shall be approved by the appropriate dean and be available to all official faculty within that college.

A department or unit must adopt its own criteria and procedures. It may adopt the policy of the college or develop its own policy consistent with the college policy. Such departmental or unit policy must be in writing, approved by a vote of the official faculty members of that department or unit and accepted by the appropriate dean.

In accordance with these criteria; teaching, scholarly activity, and service shall be demonstrated by evidence as indicated in the next three sections.

In accordance with these criteria; teaching, scholarly activity, and service shall be demonstrated by evidence as indicated in the next three sections.

A. Teaching: Teaching effectiveness shall be evidenced by:

1. Department chairperson's (or division manager's) recommendations and annual evaluations.
2. Recommendations of the departmental or unit personnel committee (if in use). See the Peer Review Policy ([BSU 5325-b](#)) for reference to personnel committees.
3. Official "collective" faculty evaluations by students.

Other examples of appropriate evidence of teaching effectiveness include, but are not limited to:

1. Teaching awards and other outstanding accomplishments in instruction.
2. Peer evaluations of teaching.
3. Alumni evaluations.
4. Quality of senior's and Master's theses, or independent study supervision.
5. Quality of student advising.
6. Innovations in teaching designed to improve effectiveness; e.g., in teaching approach, learning activities, and technology.
7. Supervision of student field experiences.
8. Participation in teaching-related activities of one's discipline.
9. Effectiveness of students in succeeding courses.
10. Student performance on standard course examinations.
11. Preparation of course materials.

For Library Faculty members, this category is replaced by evidence of

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Librarianship. The criteria for evaluation of librarianship shall be those developed and approved by a vote of the Library Faculty.

B. Scholarly, Creative, or Research Activities: Accomplishments in this area shall be evidenced by opinions of colleagues who have particular knowledge of the faculty member's field and of the scholarly, creative, or research efforts.

For faculty members in academic colleges, examples of appropriate evidence include, but are not limited to:

1. Dissemination of knowledge through:
 - a. Refereed publications.
 - b. Expository writing such as textbooks, research synopses, or other syntheses of knowledge.
2. Professional recognition by scholars in that field.
3. Creative work (performances, poetry, drama, painting, competitions) recognized by others in that field.
4. Applied and theoretical research.
5. Grants and contracts.
6. Professional reputation (both inside and outside the University).

For faculty members in the Applied Technology programs, there must be evidence of:

1. Professional upgrading within their discipline beyond the minimal requirements, and
2. Professional upgrading in teaching skills beyond the minimal requirements.

For Library Faculty members, there must be evidence of Professional Contributions. The criteria for evaluation of professional contributions shall be those developed and approved by a vote of the Library Faculty.

Vocational Technical Education and Library faculty might also use evidence of activities similar to those listed previously for academic faculty.

C. Service: Service consists of professional activities (other than teaching and scholarly activities) that may be of the following types: (1) professional service, (2) institutional service, and (3) public or community service. Service to the University and public shall be evidenced by the opinion of the colleagues and others relative to performance in that area. Examples of appropriate activities include, but are not limited to:

1. Professional committee and organization involvement.
2. Editor or referee services for academic journals.
3. Participating in University, college, school, or departmental committees.
4. Efforts on behalf of University-related projects.
5. Consulting.

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6. Using professional abilities for the community's benefit.
7. Community activities that benefit the University.
8. Administrative or other assigned responsibilities within the University.

IV. Responsibility

Faculty members who are eligible and wish to be considered for tenure shall assemble the data listed below (see V., B.). Chairpersons may also initiate tenure consideration for faculty members. Chairpersons must apprise faculty who meet minimum time requirements for tenure considerations

V. Procedure

A. Eligibility: Faculty members become eligible to apply for tenure during the fifth year of service on the Official Faculty (for definition of Official faculty, see the [BSU Faculty Constitution](#), Article II). All members of the Official Faculty must apply for tenure no later than during the sixth year of eligible employment at Boise State University. (See also Section VII.) **Exceptions to this timeline are described in section VIII.**

Under extraordinary circumstances and in compliance with State Board of Education policy, the following criteria and rules are established by which prior service may be evaluated for purposes of acquiring tenure:

1. Full-time appointment in a ranked position as a faculty member at an accredited institution of higher education may be accepted at full value (year for year).
2. A faculty member whose prior service is considered to be of a nature sufficient to waive the normal five-year requirement may be considered for tenure no earlier than during his or her third full year of employment at Boise State University, except in extraordinary circumstances. At the time of initial employment as a member of the Official Faculty, the department chairperson (in accordance with departmental policy) shall make a written recommendation to the appropriate dean determining whether service at another institution shall apply toward the years of service required for tenure. Upon approval by that dean, this agreement shall be included in the personnel file of that faculty member for future reference.

B. Tenure Portfolio: The eligible faculty member shall prepare a tenure portfolio that shall contain the following items:

1. A current Vita which shall contain the following:
 - a. Professional preparation.
 - b. Professional experience.
 - c. Teaching assignments for at least the last three academic years including classes taught, credit hours taught and student load.
2. Evidence of Teaching Effectiveness which shall contain official student evaluations for all courses evaluated during the last three academic years.

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(In the case of early consideration, student evaluations for two years are required.) For other examples, see Section III. A.

3. Evidence of Scholarly, Creative, or Research Activities.
4. Evidence of University and Public Service.
5. Annual Evaluations by the chairperson and department personnel committee (if in use) for at least the last three academic years. (In the case of early consideration, evaluations for two years are required.)

C. Process: In granting or denying tenure to a faculty member, the following procedures shall be used

1. The department or unit shall make the initial recommendation on tenure for eligible members of that department. If used by the department or unit, the personnel committee shall review each candidate's qualifications for tenure and the department members' recommendations for the granting of tenure. This review shall be conducted on the basis of the departmental criteria and procedures. The personnel committee then will make a departmental recommendation to the department chairperson.

The chairperson shall forward the tenure portfolio and the chairperson's recommendation (and the departmental recommendation) to the appropriate college promotion and tenure committee.

2. The college promotion and tenure committee shall review the qualifications of the candidates for tenure and shall make its recommendation about the granting of tenure to each candidate. This review shall be based on the college tenure policy. The committee shall notify the faculty member in writing of its recommendation within three working days of the decision. If the recommendation is to deny tenure, the faculty member may, within five working days of the notification, request a meeting with the committee. If requested, the committee must grant a meeting with the faculty member within five working days of the request.
3. The dean shall make his or her recommendation to the Provost and Vice President for Academic Affairs to grant or deny tenure. The dean shall also notify the faculty member in writing of his or her recommendation within three working days of the decision.

If the recommendation is to deny tenure, the faculty member may, within five working days of the notification, request a meeting with the dean. If requested, the dean shall grant a meeting within five working days of the request.

4. The President (in consultation with the Provost and Vice President for Academic Affairs) shall make his or her decision to grant or deny tenure. The President shall notify the faculty member of his or her decision by March 1. If the decision is to deny tenure, the faculty member may request a meeting with the President, within five (5) working days of the notification. If requested, The President shall grant such a meeting within

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five (5) working days of the request.

If a mandatory tenure decision is not required, a candidate has the option of withdrawing his or her name from consideration at any point in the above process.

5. The President shall forward his or her tenure decisions for to the State Board of Education in the semi-annual report.

VI. Deadlines

A. By October 15, the department chairperson shall forward the tenure portfolio and required recommendations to the appropriate college promotion and tenure committee.

B. By December 1, the candidate shall be notified of the recommendation of the college promotion and tenure committee.

C. By December 15, the college promotion and tenure committee shall forward the tenure folders and all recommendations concerning the awarding of tenure to the appropriate dean.

D. By January 15, the dean shall notify each candidate of his or her recommendation.

E. By January 31, the dean shall forward all tenure recommendations sent to him or her, plus his or her own recommendation, to the Provost and Vice President for Academic Affairs.

F. The President shall forward his or her own recommendations to the faculty member by March 1 and will report the above recommendations for tenure to the State Board of Education in the semi-annual report.

VII. Failure to Achieve Tenure

A. A decision to recommend tenure or to deny tenure must be made during the sixth year of service, unless the tenure probationary period has been extended (see Section VIII below). If this decision is to deny tenure, the faculty member's next contract shall be a one-year, terminal contract unless the department chairperson and dean of the college recommend that the individual be placed on an appointment as an adjunctive faculty member.

If the person applies for tenure before his or her sixth year and does not receive tenure, then he or she shall remain in the status of nontenured faculty. Such a nontenured faculty member may reapply for tenure unless the University decides that a terminal contract is appropriate.

VIII. Extensions of the Tenure Probationary Period

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A. An extension of the tenure probationary period may be granted under certain circumstances which may impede a faculty member's progress toward achieving tenure, including responsibilities with respect to childbirth/adoption, significant responsibilities with respect to elder/dependent care obligations, disability/chronic illness, or circumstances beyond the control of the faculty member.

B. The procedures for requesting an extension are:

1. The faculty member provides a written request to the Provost.
2. Requests for extension of the probationary period with respect to childbirth or adoption must be made within one year of the birth or adoption. Other requests should be made in a timely manner, proximate to the events or circumstances which occasion the request. All requests should include appropriate documentation.
3. A request for extension of the probationary period with respect to childbirth and adoption responsibilities carries with it the presumption of approval for a one-year extension. Except to obtain necessary consultative assistance on medical or legal issues, only the Provost will have access to documentation pertaining to a request related to disability or chronic illness. For request other than childbirth and adoption, elder/dependent care obligations, and disability or chronic illness, the provost will, at his or her discretion, determine if consultation with the dean and/or department is appropriate. The provost shall notify the faculty member, department chair, and dean of the action taken.
4. Multiple extension requests may be granted. All requests for probationary period extensions shall be made prior to commencing with a tenure or contract renewal review.
5. If a probationary period extension is approved, a reduction in scholarly productivity during the period of time addressed in the request should not prejudice a subsequent contract renewal decision. Any faculty member in probationary status more than the standard four (4) or five (5) years because of extensions shall be evaluated as if the faculty member had been on probationary status for the standard four (4) or five (5) years.

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2. Tenure

Tenure is a condition of presumed continuous employment following the expiration of a probationary period and after meeting the appropriate criteria. After tenure has been awarded, the faculty member's service may be terminated only for adequate cause, the burden of proof resting with the institution, except in the case of retirement for age, under conditions of financial exigency as declared by the State Board of Education, in situations where extreme shifts of enrollment have eliminated the justification for a position, or where the Board has authorized elimination or substantial reduction in an academic or professional-technical program.

Tenure status is available only to eligible full-time institutional faculty members whose initial appointments have been approved by the Board. Conferral of tenure status has been limited by the Board to seventy five percent (75%) of the institutional faculty. All new faculty appointments are subject to the approval of the Board. Nontenured members of the faculty should not expect continued employment beyond the period of his or her current appointment. Any commitment to employ a nontenured member of the faculty beyond the period of his or her current appointment is wholly ineffective without prior approval of the Board.

3. Evaluation For Tenure

It is expected that the President, in granting tenure, will have sought and considered evaluations of each candidate by a committee appointed for the purpose of annual evaluations or tenure status. Such committee must consist of tenured and nontenured members of the department, if available; equitable student representation; and one or more representatives from outside the department. Each member of the committee has an equal vote on all matters. The committee must give proper credence and weight to collective student evaluations of faculty members, as evidenced by an auditing procedure approved by the President.

The recommendation of the committee will be forwarded in writing through appropriate channels, along with written recommendations of the department chairperson or unit head, dean, and appropriate vice president, to the President, who is responsible for making the final decision.

a. Acquisition of Tenure

(1) Professional-Technical faculty hired under the division of professional-technical education prior to July 1, 1993 who were granted tenure may retain tenure in accordance with these policies. Individuals hired under the Division of Professional-Technical education subsequent to July 1, 1993 are hired and employed as nontenure track faculty and will:

(a) be afforded the right to pursue promotion; and

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(b) be considered and granted an employment contract in accordance with these policies and be subject to continued acceptable performance and/or the needs of the institution; and

(c) be afforded an opportunity to serve on institutional committees.

(2) Academic faculty members, after meeting certain requirements set forth in Section 4., may acquire tenure. Acquisition of tenure is not automatic, by default or defacto, but requires an explicit judgment, decision, and approval. A faculty member will usually be evaluated for the acquisition of tenure after at least five (5) full years of service and in no case later than during the faculty member's seventh (7th) full academic year of employment at the institution.

b. Notification

An individual eligible for tenure must be informed, by proffered written contract, of appointment or nonappointment to tenure not later than June 30th after the academic year during which the decision is made.

c. Nonappointment to Tenure

In case of nonappointment to tenure in accordance with the standards of eligibility set forth in Section 4., the faculty member must be given, in accordance with the provision for nonrenewal, a written notice that tenure was denied.

4. Standards of Eligibility for Tenure Status

a. Until the acquisition of tenure, all appointments are made for a period not to exceed one (1) year. Ordinarily, appointments are made for periods of one (1) year each before a tenure decision becomes mandatory. A faculty member will usually be evaluated for the acquisition of tenure after at least five (5) full academic years of employment and in no case later than during the faculty member's seventh (7th) full academic year of employment at the University.

b. All satisfactory service in any professorial rank may be used to fulfill the time requirement for acquiring tenure. The University must develop criteria and rules by which prior service may be evaluated for inclusion in experience necessary for acquiring tenure.

c. A maximum of two (2) years satisfactory service in the rank of instructor at the University will be allowed in partial fulfillment of the time requirement in the professorial ranks. Faculty members who hold the rank of instructor may be eligible for tenure status if provided for by the University even though they teach in fields that have established professorial ranks.

d. Tenure may be awarded prior to completion of the usual eligibility period in certain exceptional cases. Prior to attaining tenure status in such cases, the burden of proof rests with the individual.

5. Award of Tenure

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The awarding of tenure to an eligible faculty member is made only by a positive action of the President. The President must give notice in writing to the faculty member of the approval or denial of tenure status. Notwithstanding any provisions in these policies to the contrary, no person will be deemed to have been awarded tenure because notice is not given or received by the times prescribed in any sections of these policies. No faculty member may construe lack of notice of denial of tenure as the awarding of tenure. If the President has not given notice to the faculty member as provided for in these policies, it is the duty of the faculty member to make inquiry to ascertain the decision of the President.

6. Interpretations Relating to Tenure

a. Terminal Contract of Employment - If a faculty member is not awarded tenure, the President must notify the faculty member of the decision not to award tenure and may, at his or her discretion, either issue to the faculty member a contract for a terminal year of employment, or, at the sole discretion of the President, issue to the faculty member contracts of employment for successive periods of one (1) year each. Such appointment for faculty members not awarded tenure must be on an annual basis, and such temporary appointments do not vest in the faculty member any of the rights inherent in tenure and there shall be no continued expectation of employment beyond the annual appointment.

b. When authorized by the President, or his or her designee, the year in which the tenure decision is made may be the terminal year of employment.

c. Effect of lapse in service, transfer, reassignment, reorganization, and administrative responsibilities.

(1) A nontenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years may have his or her prior service counted toward eligibility for the award of tenure. Eligibility for the award of tenure must be clarified in writing before reappointment.

A tenured faculty member who has left the University and is subsequently reappointed after a lapse of not more than three (3) years must have tenure status clarified in writing by the President or his or her designee before appointment. The faculty member may be reappointed with tenure, or may be required to serve additional years before being reviewed for tenure status.

(2) Before a nontenured faculty member holding academic rank is moved from one position in the University to another, the member must be informed in writing by the Academic Vice President, after consultation with the receiving department, as to the extent to which prior service may count toward eligibility for tenure status.

(3) No faculty member's tenure in a discipline may be adversely affected by the reorganization of the administrative structure. A faculty member's tenure is not affected by reassignment of administrative responsibilities.

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(4) When a tenured faculty member is serving as department chairperson, college dean, or in some other administrative or service capacity, retention of membership, academic rank, and tenure in the subject-matter department or similar unit is maintained. Should the administrative or service responsibilities terminate, the member takes up regular duties in the discipline within which membership, academic rank, and tenure was retained.

7. Periodic Performance Review

It is the policy of the Board that at intervals not to exceed five (5) years following the award of tenure to faculty members, the performance of tenured faculty must be reviewed by members of the department or unit and the department chairperson or unit head. The review must be conducted in terms of the tenured faculty member's continuing performance in the following general categories: (a) teaching effectiveness, (b) research or creative activities, (c) professional related services, (d) other assigned responsibilities, and (e) overall contributions to the department.

a. Procedures for Periodic Review - The University must establish procedures for the performance review of tenured faculty members at the University. Such procedures are subject to the review and approval of the Board. Each year the academic vice president or designee is responsible for designating in writing those tenured faculty members whose performance is subject to review during the year.

b. Review Standards - The University may establish its own internal review standards subject to approval by the Board. Absent such University standards, the University must use the following standards.

If during the periodic review, the performance of a tenured faculty member is questioned in writing by (a) a majority of members of the department or unit, (b) the department chairperson or unit head, (c) the appropriate dean, (d) the Vice President for Academic Affairs, or (e) the President, the Vice President for Academic Affairs must decide whether a full and complete review must be conducted in accordance with the procedures established for the initial evaluation for tenure.

If during the periodic review, the performance of a tenured faculty member is not questioned in writing as described in the preceding paragraph, members of the department or unit and the department chairperson or unit head must prepare a written review statement that the performance review has been conducted and that a full and complete review is not required.

c. Exception for Associate Professors in the Promotion Process - Generally, the promotion from the rank of associate professor to full professor is considered no earlier than the fifth (5th) full year after attaining the rank of associate professor, which is generally contemporaneous with the granting of tenure. In such cases, if review for promotion to full professor is scheduled during the fifth (5th), sixth (6th) or seventh (7th) full year after the award of tenure then the promotion review may, if it meets substantially similar criteria and goals of the periodic review, take the place of the periodic performance review described here.

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d. Termination of Employment

If, following a full and complete review, a tenured faculty member's performance is judged to have been unsatisfactory or less than adequate during the period under review, the President may initiate termination of employment procedures for the faculty member. In other words, an unsatisfactory or less than adequate performance rating shall constitute adequate cause for dismissal.

8. Dismissal for Adequate Cause

Tenured faculty members may be dismissed for adequate cause as provided for in Part 4., Section IV.E.2 of the ISU Faculty/Staff Handbook and Subsection L of the Idaho State Board of Education Governing Policies and Procedures.

9. Tenure for Academic Administrators

a. "Academic administrators," for purposes of this topic, means the chief academic officers of the Office of the State Board of Education and the University and the deans and department chairs and their associates/assistants of the academic units of the University, and shall not include persons occupying other administrative positions.

b. An employee with tenure in an academic department or equivalent unit who is appointed to an academic administrator position retains tenure in that department or equivalent unit.

c. An individual hired for or promoted to an academic administrator may be considered for a tenured faculty rank in the appropriate department or equivalent unit. Such consideration is contingent upon approval by the President.

d. Upon termination of employment as an academic administrator, an employee with tenure may, at his or her option, return to employment in the department or equivalent unit in which he or she holds tenure unless such employee resigns, retires, or is terminated for adequate cause.

e. An individual hired for a nonacademic administrator position from outside the University will not be considered for tenured faculty rank in conjunction with such appointment. However, he or she may be granted an adjunct faculty appointment, upon the recommendation of the appropriate department and dean and with the approval of the provost or chief academic officer and President, if the individual will teach and otherwise contribute to that department.

f. Notwithstanding the above, each administrative employee who is granted tenure shall be reviewed in the same manner as tenured faculty.

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I. Tenure: Definition and Philosophy

A. Definition

Tenure, a condition of continuous employment following the expiration of a probationary period, is based on the principle of academic freedom, specifically: 1) freedom to teach, conduct research, and participate in extramural activities, and 2) a sufficient degree of economic stability to establish a mutually beneficial commitment between a faculty member and the institution.

“... After tenure has been awarded, the faculty member’s service may be terminated only for adequate cause; except in the case of retirement or financial exigency as declared by the Board; in situations where extreme shifts of enrollment have eliminated the justification for a position; or where the Board has authorized elimination or substantial reduction in a program...” [SBOE, Governing Policies and Procedures, October 2002, Section II, Subsection G, Topic 6, Subtopic a]

B. Philosophy

The rationale for tenure at Lewis-Clark State College is that higher education is conducted for the common good. The common good and educating citizens depend upon the free search for truth and its free exposition. It is not to discourage controversy. Controversy is at the heart of academic inquiry. The concept of academic freedom for all faculty should be guaranteed by First Amendment rights. Tenure underscores the guarantee of academic freedom within the community of faculty and scholars.

Tenure embodies a long-term relationship of trust, commitment, and reciprocal obligation between the institution and the individual faculty member. Tenure is granted only to faculty members who demonstrate they have made and will continue to make significant contributions in their disciplines through effective teaching, scholarship, and institution and public service. It is a model of commitment to self, institution and profession. In addition, tenure at LCSC is a celebration of fulfilled and meaningful work and service.

II. Eligibility for Tenure Status

“...Tenure status is available only to eligible, full-time institutional faculty members, as defined by the institution. All faculty appointments are subject to the approvals as required in Board policy. Nontenured members of the faculty are appointed to term appointments...” [SBOE, Governing Policies and Procedures, October 2002, Section II, Subsection G, Topic 6, Subtopic a]

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All first-year appointments are made for a period not to exceed one (1) year. Ordinarily appointments are made for periods of one (1) year each before a tenure decision is made.

A. Faculty

“Academic faculty members, after meeting certain requirements, may acquire tenure. Acquisition of tenure is not automatic, by default or defacto, but requires an explicit judgment, decision, and approval. A faculty member will usually be evaluated for the acquisition of tenure after at least four (4) full years of service and in no case later than during the faculty member’s sixth (6th) full academic year of employment in at the institution.” [SBOE, Governing Policies and Procedures, October 2002, Section II, Subsection G, Topic 6, Subtopic b, Item (2)] When circumstances permit, a faculty member may be considered for promotion and tenure in the same year.

All satisfactory service in any professorial rank may be used to fulfill the time requirement for acquiring tenure. A maximum of two (2) years satisfactory service in the rank of instructor at Lewis-Clark State College will be allowed toward fulfillment of the time requirement in the professorial ranks. In cases involving prior service, tenure may be granted following less than the usual period of service. Where performance can be adequately documented, faculty members with prior experience at other accredited institutions may be granted credit for up to a maximum of two (2) years and may be considered for tenure during the second (2nd) full year of service at the college. Eligibility for early tenure consideration, however, must be stipulated in writing by the Provost at the time of hire or no later than the end of the first (1st) academic semester after hire.

B. Academic Administrators

1. ““Academic administrators,” for purposes of this topic, means the chief academic officers of the Office of the State Board of Education and the institutions and the deans and department chairs and their associates/assistants of the academic units of the institutions, and shall not include persons occupying other administrative positions.” [SBOE, Governing Policies and Procedures, October 2002, Section II, Subsection G, Topic 6, Subtopic i, Item (1)]
2. “An employee with tenure in an academic department or equivalent unit who is appointed to an academic administrator position retains tenure in that department or equivalent unit.” [SBOE Governing Policies and Procedures, October 2002, Section II, Subsection G, Topic 6, Subtopic i, Item (2)]
3. “An individual hired for or promoted to an academic administrator may be considered for a tenured faculty rank in the appropriate department or equivalent unit. Such consideration is contingent upon approval by the institution’s

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president.” [SBOE, Governing Policies and Procedures, October 2002, Section II, Subsection G, Topic 6, Subtopic i, Item (3)]

- 4 “Upon termination of employment as an academic administrator, an employee with tenure may, at his or her option, return to employment in the department or equivalent unit in which he or she holds tenure unless such employee resigns, retires, or is terminated for adequate cause.” [SBOE, Governing Policies and Procedures, October 2002, Section II, Subsection G, Topic 6, Subtopic i, Item (4)]
5. “An individual hired for a non-academic administrator position from outside the institution will not be considered for tenured faculty rank in conjunction with such appointment. However, he or she may be granted an adjunct faculty appointment, upon the recommendation of the appropriate department and dean and with the approval of the provost or chief academic officer and president, if the individual will teach and otherwise contribute to that department.” [SBOE, Governing Policies and Procedures, October 2002, Section II, Subsection G, Topic 6, Subtopic i, Item (5)]
- 6 “Notwithstanding the above, each administrative employee who is granted tenure shall be reviewed in the same manner as tenured faculty.” [SBOE, Governing Policies and Procedures, October 2002, Section II, Subsection G, Topic 6, Subtopic i, Item (6)]

III. Notice of and Standards for Non-Reappointment or Termination of Appointment of Non-Tenured Faculty Members hired on tenure track positions.

A. Probationary Period

A probationary period typically precedes the granting of tenure. Nevertheless, all non-tenured faculty members are still under First Amendment and institutional guarantees of academic freedom.

B. Non-Reappointment or Termination

Notice of non-reappointment or termination, or of intention not to recommend reappointment, must be given in writing in letter form and in accordance with the following standards:

1. “First Year Of Service - Not later than March 1 of the first full academic year of service if the appointment is not to be renewed at the end of the academic year; or if a one-year appointment terminates during an academic year, and is not to be renewed, at least three (3) months in advance of its termination.” [SBOE, Governing Policies and Procedures, October 2002, Section II, Subsection G, Topic 5, Subtopic a, Item (1)]

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2. "Second Year Of Service - Not later than December 15 of the second full academic year of service if the appointment is not to be renewed at the end of the academic year; or, if the appointment terminates during an academic year and is not to be renewed, at least six (6) months in advance of its termination." [SBOE, Governing Policies and Procedures, October 2002, Section II, Subsection G, Topic 5, Subtopic a, Item (2)]
3. "Three (3) Or More Years Of Service - Not later than July 15 preceding the academic year at the end of which the appointment is to be terminated; or, if the appointment terminates during an academic year and is not to be renewed, at least twelve (12) months in advance of its termination. [SBOE, Governing Policies and Procedures, October 2002, Section II, Subsection G, Topic 5, Subtopic a, Item (3)]
4. Issues related to tenure and financial exigency are covered in "Policy of Financial Exigency."

IV. Criteria for Granting Tenure and Materials for Evaluation

A. Criteria for Granting Tenure

The applicant will develop a portfolio demonstrating past performance and ability to perform as a valued professional colleague by addressing all of the following areas:

1. Teaching and advising: Faculty member has demonstrated a pattern of effective undergraduate teaching and advising, as reflected in Student Reaction to Instruction, by peer and Division Chair evaluations, and other relevant materials.
2. Scholarly/creative activity and professional development: Faculty member has engaged in creative and self-renewing scholarly activity which demonstrates the ability to create, apply and integrate new knowledge, as verified by specific activities and relevant peer evaluations.
3. Service: Faculty member has engaged in service to the institution and profession which helps shape and build their ability to perform their social and intellectual functions and has shown commitment to public welfare by service to the community through sharing professional knowledge, skill, and advice, as verified by specific activities and relevant evaluations.
4. Collegiality: Faculty member has maintained constructive and civil interactions with other members of the college community.

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B. The Applicant's Tenure Portfolio

1. At minimum the following materials are required; however, the candidate will determine what materials will be used in preparing the Portfolio:
 - a. Personal Statement—A personal statement describing the faculty member's role within the division or other unit and including appropriate statements on the following functions: instruction, scholarship, institutional service, public service, and collegiality. The statement should describe accomplishments, plans for growth, special problems encountered, innovations or activities attempted, and other relevant materials. Appropriate documents and evidence should be available at the committee's request.
 - b. Current Curriculum Vita:
 - Earned degrees, institutions, and dates of receipt
 - Primary areas of degree emphasis
 - Educational/work experience (including dates, places, conferences, seminars, workshops, etc.)
 - Scholarship and creative activity (including consultations, publications, special awards, research, etc.)
 - Teaching loads including any administrative assignments (covering appropriate years)
 - Committee assignments and contributions (covering the appropriate years)
 - Current professional memberships and contributions
 - Major contributions to the Division and College
 - Future contributions
 - c. Job descriptions with annual self and chair evaluation (last four (4) years),
 - d. Peer Review evaluations (last four (4) years),
 - e. Student evaluations (formal and informal over the last four (4) years). The results of the evaluations must be carefully weighed according to student response rate.
 - f. One (1) current syllabus.
2. Reviewers may request additional materials. If additional material is requested by the Individual Tenure Committee, Standing Tenure and Promotion Review Committee (STPRC), Division Chair, Dean, Provost, or President, the request and justification for the requested materials must be in writing to the applicant. If the applicant chooses to honor this request, he/she must sign a waiver available in the Human Resource's office allowing access to the requested materials. The requested information will be added to the Portfolio as it is forwarded to the next

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level of review. The applicant may respond in writing to clarify the situation if he or she believes his or her record has been misinterpreted. Any such letter will be forwarded with the rest of the Portfolio.

3. The Portfolio will be made available for review in the Division Office for the Division Faculty, Division Chair, Dean, and Individual Tenure Committee. The Portfolio will be made available for review in the Library for the STPRC. The Portfolio will be made available for review in the Provost's office for the Provost and President.
4. Each reviewer or group of reviewers will write a tenure recommendation. The recommendation will address the criteria described in Section IV, A. The recommendation will be added to the Tenure File and forwarded to the next level of review.
5. At the completion of the applicant's review process, the Portfolio will be returned to the applicant. A copy of the tenure action will be sent to the faculty member and to the faculty member's personnel file in the Office of Human Resources.
6. The applicant's Tenure Portfolio may also be used for promotion decisions if the applicant chooses to use one portfolio and if tenure and promotion should occur simultaneously.

C. Tenure file

The Tenure File shall be comprised of the applicant's Tenure Portfolio; the Division Chair's summative evaluation/recommendation; recommendation from the applicant's Dean; recommendations from the Individual Tenure Committee and STPRC; recommendations from the Provost; and the President's recommendation. The applicant shall receive copies of all items placed in the tenure file. At the completion of the tenure process the Tenure File, without the Tenure Portfolio, will be forwarded to the applicant's Human Resource file. The Tenure Portfolio will be returned to the applicant.

V. Reviewers

Applicants eligible for tenure shall prepare a tenure portfolio for review by the applicant's Division Chair, Dean, Individual Tenure Committee, STPRC, Provost, and the President. Each reviewer will make a written recommendation regarding the applicant's request for tenure. If the recommendation is negative, then reasons for the negative recommendation (in writing) are transmitted to the candidate and Division Chair. The faculty member may submit a written statement regarding the negative recommendation, which will be placed in the Tenure File and forwarded to the next level of review. All materials reviewed by the committee and reviewers and all proceedings of the committee shall remain confidential.

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The President will make the final determination about tenure and report his or her decision to the State Board of Education.

A. Standing Tenure and Promotion Review Committee (STPRC)

The tenure evaluation process will be administered by the STPRC of the Faculty Association, with clerical support from the Provost's office. See 1.104 Article IV, Section 5 for responsibilities, committee makeup, and terms of service.

B. Individual Tenure Committee

1. The Individual Tenure Committee will consist of five (5) members, at least two (2) of whom are tenured. The Individual Tenure Committee will be composed as follows:
 - a. Two (2) or more tenured faculty members, and one (1) or more non-tenured faculty members from the applicant's division, if available,
 - b. One (1) or more faculty from outside the division,
 - c. One (1) or more students, but not more than 50 percent of the committee membership (Student members must have declared a major and taken upper-division course work in the applicant's division).
2. Faculty in the applicant's division will elect one (1) member from the division's faculty and one (1) student to serve on the committee; the applicant will select the remaining members.
3. Faculty in the applicant's division will elect the chair from the members of the Individual Tenure Committee.
4. The Individual Tenure Committee may be the same as the Individual Promotion Committee as long as criteria for the composition of both committees are met.

VI. Procedures for Tenure Evaluation (A timeline follows in section VIII.)

A Applicant

1. Following notification by the Provost of eligibility to apply for tenure, the applicant submits a "Request for Tenure/Promotion Evaluation" to the Provost's Office. Application for Tenure authorizes the Individual Tenure Committee to secure current formal student evaluations and Peer Review evaluations.
2. The applicant submits the Tenure Portfolio for review to the Division Office.

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B. Division Chair

1. The applicant's Division Chair will write a summative tenure evaluation/recommendation of the faculty member based on Annual Evaluations and other materials in the applicant's Tenure Portfolio. The Chair's evaluation/recommendation should address the criteria listed in Section IV, A.
2. The summative evaluation/recommendation should be attached to copies of all prior Annual Performance Evaluations, including those by both the division's evaluating body and the Division Chair or Director.
3. Prior to submission, the Chair and faculty member must discuss the summative evaluation/recommendation.
4. The faculty member may submit a written response to be attached to the Chair's summative evaluation/recommendation.
5. In the event the Division Chair has not had at least one (1) year to observe the applicant, she or he may choose to submit the name without recommendation, but may submit an evaluation of the candidate.
6. The Division Chair submits the summative evaluation/recommendation to the Individual Tenure Committee.
7. After the applicant receives a recommendation from the Individual Tenure Committee, the Division Chair will ensure the Portfolio is placed in the Library, where it will be housed for the STPRC and SPRC reviewers.

C. Dean

1. The Dean will ensure a tenure portfolio for each faculty member is completed and made available for reviewers (Division Chair, Dean, Division Faculty and Individual Tenure Committee) in the faculty member's Division Office. The Dean notifies the above reviewers that the file is ready for review in the Division Office.
2. The Dean shall review the Portfolio and prepare a recommendation. The recommendation will be added to the Tenure File and forwarded to the Individual Tenure Committee.
3. After the applicant receives a recommendation from the STPRC, the Dean will ensure the Portfolio is placed in the Provost's office, where it will be housed for the Provost's and President's reviews.

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D. Divisional Faculty (Optional)

1. Division faculty may choose to review the Portfolio and forward a written recommendation to the Individual Tenure Committee and applicant.
2. The faculty member may submit a written response to be attached to the faculty member's recommendation.

E. The Individual Tenure Committee

1. Each member of the committee will have a full vote. Voting will be by secret ballot with no tally recorded.
2. The Individual Tenure Committee will review the Tenure File and arrive at a recommendation.
3. The Chair of the Individual Tenure Committee will prepare a written recommendation.
4. The committee's recommendation shall be signed by each member of the committee or by the chair only.
5. The recommendation will be added to the Tenure File and forwarded to the applicant and STPRC.
6. Information from the applicant received after the Individual Tenure Committee has arrived at a recommendation may not be considered unless the applicant reappplies in a subsequent year.
7. The form indicating the Individual Tenure Committee recommendation shall be sent to the applicant, the applicant's Division Chair, and Dean.

F. The Standing Tenure and Promotion Review Committee (STPRC)

1. The STPRC will review the tenure file and arrive at a recommendation by simple majority vote. Votes shall be cast by secret ballot, and no tally of the votes shall be reported. Each member of the committee will have an equal vote in all matters. The chair of the STPRC will prepare a written recommendation.
2. The committee's recommendation shall be signed by each member of the committee or by the chair only.
3. If the STPRC recommends against granting tenure, it shall inform the applicant before submitting its recommendation to the Provost. The applicant shall then be

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given an opportunity to meet with the STPRC and to present additional material in support of the granting of tenure. Immediately after the meeting with the applicant the STPRC will review all materials and again arrive at a recommendation.

4. A copy of the Tenure File including the committee's recommendation shall be forwarded to the Provost. A copy of the STPRC's recommendation will be sent to the applicant and the Division Chair.

G. Provost

1. The Provost will review the Tenure File and prepare a recommendation to the President.
2. If the Provost intends to disagree with the recommendation of the STPRC, the Provost will in writing inform the STPRC and candidate of that decision. Before forwarding a recommendation to the President or sharing it with the applicant, the Provost will meet with the STPRC to discuss how the applicant has met or failed to meet the criteria for tenure, or other reasons for the recommendation.
3. When the Provost recommends against granting tenure, the candidate shall be afforded the opportunity to present a written response to the Provost, who will consider all pertinent material prior to submitting a recommendation to the President.
4. The Tenure File and the Provost's recommendation shall be forwarded to the President. The Provost's final recommendation shall be sent to the applicant, the Division Chair, and the STPRC.

H. President

1. The President shall review the Tenure File and determine whether to recommend approval of the application for tenure.
2. If the President intends to disagree with the recommendation of the STPRC, the President will in writing inform the committee and applicant of that decision. Before forwarding a recommendation to the State Board or sharing it with the applicant, the President will meet with the STPRC to discuss how the applicant has met or failed to meet the criteria for tenure, or others reasons for the recommendation.
3. If the President decides to not recommend tenure he/she shall in writing notify the applicant, the Division Chair, Dean, Individual Tenure Committee, STPRC, and Provost.

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4. If the President recommends tenure he/she shall submit a recommendation for granting tenure to the State Board of Education and the applicant. "...no person will be deemed to have been awarded tenure because notice is not given." [SBOE, Governing Policies and Procedures, October 2002, Section II, Subsection G, Topic 6, Subtopic f]

VII. Procedures for Appeal

- A. The candidate may appeal to the Hearing Board (see Policy 2.115, Faculty Grievance Policy).
- B. The President's decision on the Hearing Board's recommendation is final.

VIII. Timeline

- A. The timeline for review of applications for tenure will be: (deadlines that occur on weekends or holidays are automatically extended to the next working day)

By	Action
First Monday in September	Provost <ul style="list-style-type: none"> notifies faculty of their eligibility to apply for tenure
Third Monday in September	Eligible faculty <ul style="list-style-type: none"> submit "Request for Tenure/Promotion Evaluation" to the Provost
Fourth Monday in September	Provost <ul style="list-style-type: none"> provides Faculty Senate Chair, STPRC Chair, Division Chairs, and Deans a list of those faculty who have indicated they will be applying for tenure
Second Monday in October	Applicants' division <ul style="list-style-type: none"> submits names of Individual Tenure Committee members (including chair) to Faculty Senate Chair and STPRC Chair
Fourth Monday in October	STPRC chair <ul style="list-style-type: none"> issues list of approved Individual Tenure Committees (identifying chairs) to applicant, Division Chairs, STPRC, Deans, and Provost
First Monday in December	Applicants <ul style="list-style-type: none"> submit portfolio to Division Office where it will be housed for reviewers (Division Chair, Dean, Division Faculty, and Individual Tenure Committee)
First Wednesday In December	Dean <ul style="list-style-type: none"> notifies appropriate reviewers that the Tenure Portfolio is available in the Division Office

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Third Monday in December	<p>Division Chair</p> <ul style="list-style-type: none"> • submits to Individual Tenure Committee summative evaluation/recommendation developed in consultation with applicant • provides applicant with copy of summative evaluation/recommendation
Third Monday in December	<p>Dean</p> <ul style="list-style-type: none"> • Submits recommendation to Individual Tenure Committee and provides applicant with a copy of the recommendation
Third Monday in December	<p>Division Faculty members</p> <ul style="list-style-type: none"> • submit written recommendation to the Individual Tenure Committee and applicant
Fourth Monday in January	<p>Individual Tenure Committee</p> <ul style="list-style-type: none"> • submits recommendation to the STPRC and provides applicant with a copy of the recommendation • solicits and adds to the Portfolio the current year Peer Review Evaluation and Student Reaction to Instruction (for Fall Semester only) (Release for this action is given at the time of application) • completes form indicating the Individual Tenure Committee's recommendation and forwards it to the applicant's division chair, and Dean <p>Division Chair</p> <ul style="list-style-type: none"> • moves portfolio to the Library for STPRC
Fourth Wednesday In January	<p>Dean</p> <ul style="list-style-type: none"> • Ensures portfolios are in the Library
Fourth Monday in February	<p>STPRC</p> <ul style="list-style-type: none"> • submits recommendation to Provost • provides applicant with a copy of the STPRC written recommendation • completes form indicating the STPRC recommendation and forwards it to the applicant's Individual Tenure Committee, applicant's division chair, and the applicant's Dean <p>Dean</p> <ul style="list-style-type: none"> • moves portfolio to the Provost's office for Provost and President reviews
Second Monday in March	<p>Provost</p> <ul style="list-style-type: none"> • submits recommendation and Tenure File to President

SUBJECT: TENURE, NON-TENURE

Fourth Monday in March	<p>President</p> <ul style="list-style-type: none">• sends memo to applicants indicating recommendation with a copy to the Faculty Senate Chair, Individual Tenure Committee, and applicant's Division Chair, Dean, the STPRC, and the Provost• forwards Tenure File (without Tenure Portfolio) to the applicant's Human Resource File• returns Tenure Portfolio to the applicant• notifies the State Board of Education of tenure recommendation• announces Tenure awarded as appropriate
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UI Faculty-Staff Handbook

CHAPTER THREE: 3520
EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF
July 2006

3520

FACULTY TENURE

PREAMBLE: This section defines tenure and sets out the procedure by which a faculty member is evaluated, at the department, college, and university level, for a possible award of tenure. In general, the material gathered here was all an original part of the 1979 Handbook. The material that provides the first sentence of what is now subsection F, H-1, I-1 through I-3 was added in July 1987. At that time what is now subsection D (criteria for tenure) and subsections I-4 and J-1 (specifying review at the university level) were added and what is now H-4 (concerning the formal tenure-review process) greatly enlarged. Substantial revisions to D, H-3, H-4, H-5, and I-4 were made in July 1998. The tenurability of lecturers and senior instructors was clarified (Section E) in July 2001. Subsections F, G, and H were revised and J-3 added in July 2002, G-1 and H-3 were substantially revised July 2005. Except where specifically noted, the rest of the text was written in July 1996. More information may be obtained from the Provost's Office (208-885-6448) or the Office of the Faculty Secretary (208-885-6151). [ed. 7-97, 7-02, rev. 7-98, 7-01, 7-02, 7-05]

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- [A. Definition of Tenure](#)
- [B. Purpose of Tenure](#)
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- [G. Time Requirements for Tenure](#)
- [H. Evaluation for Tenure](#)
- [I. Review of Evaluations at the College Level](#)
- [J. Review of Evaluations at the University Level](#)

A. DEFINITION OF TENURE. Tenure is a condition of presumed continuing employment that is accorded a faculty member by the regents, usually after

a probationary period, on the basis of an evaluation and affirmative recommendation by a faculty committee with concurrence by the faculty member's departmental administrator and college dean and by the president. Tenure is granted only when there is a reasonable assurance based on performance, that the faculty member will continue to meet the standards for tenure. After tenure has been awarded, the faculty member's service can be terminated only for adequate cause, the burden of proof resting with UI [see [3910](#)], except under conditions of financial exigency as declared by the board [see [3970](#)], in situations where extreme shifts of enrollment have eliminated the justification for a position, or where the board has authorized the elimination of, or a substantial reduction in, an academic program. [ed. 7-98]

B. PURPOSE OF TENURE. Tenure has as its fundamental purpose the protection of academic freedom in order to maintain a free and open intellectual atmosphere. The justification lies in the character of scholarly activity, which requires protection from improper influences from either outside or inside the university. A tenure policy strengthens the capability of a university to attract and retain superior teachers and scholars as members of the faculty. UI's tenure policy improves the quality of the faculty by requiring that each faculty member's performance be carefully scrutinized before tenure is granted and periodically thereafter [see [3320 C](#)]. [ed. 7-98]

C. FURTHER DEFINITIONS.

C-1. Board. As used throughout this section, "board" refers to the State Board of Education and Board of Regents of the University of Idaho.

C-2. University. As used throughout this section, "university" and "UI" refer to the University of Idaho.

C-3. Faculty Member. For the purposes of this section and certain other sections that contain references to this subsection, "faculty member" is defined as any member of the university faculty [see [1520 II-1](#)] who holds one of the following ranks: instructor, senior instructor, assistant professor, associate professor, or professor.

D. CRITERIA FOR TENURE. Tenure is granted only to faculty members who demonstrate that they have made and will continue to make significant contributions in their disciplines through effective teaching and service and their scholarship in the areas of teaching and learning, artistic creativity, discovery and application, as appropriate and specified in their position descriptions. The college and departmental criteria [see H and I] must also be met. [rev. 7-98].

E. TENURABLE RANKS. The tenurable ranks are: senior instructor, assistant professor, assistant research professor, associate professor, associate research professor, professor, distinguished professor, research professor, library, and extension faculty with the rank of assistant professor, associate professor, and professor. Administrative and service positions, as such, are not tenurable. Lecturer and instructor are not tenurable ranks. (See FSH [3560 D.](#)) The rank of senior instructor can be used with either a tenure or non-tenure track position but it is not a rank from which a faculty member may be promoted (See FSH [1565 C.](#)) Appointments made to the titles may be made as "tenure track" or "non-tenure track" positions. [rev. 7-98, 7-01]

F. TENURE ELIGIBILITY. The granting of tenure is based on the criteria formulated and described below and follows the procedures specified in subsections F, G, H, and I. Full-time faculty members who hold tenurable ranks are eligible for appointment to tenure under the conditions and through the procedures described in this section; appointments to tenure may not be made, however, that will cause the number of faculty members with tenure to exceed 75 percent of the total number of faculty members.

F-1. Tenure is not awarded automatically, but only on the basis of explicit judgment, decision, and approval. A faculty member who is eligible for consideration for tenure must be evaluated by the departmental tenure-recommending committee [see H-4] in accordance with the schedule in G-1. That committee's recommendation, together with the recommendations of the faculty member's departmental administrator and dean, is forwarded to the president for review. In the event that the administrator submitting the recommendation has not had at least one year to evaluate the candidate, he or she will, except for reasons clearly stated in writing, rely on the evaluations and recommendations of the tenure-recommending committee when submitting his or her own recommendation. Tenure is awarded by the board, which has delegated the responsibility to the president. Before attaining tenure, the burden of proving worth rests with the appointee. A faculty member eligible for tenure is to be informed in writing of his or her appointment (by proffered contract) or nonappointment to tenure not later than June 30 of the year of review for tenure. [See H-5.] [rev. 7-02]

F-2. The granting of tenure to a librarian, student counselor, other academic officer, or a member of the Cooperative Extension Service does not provide tenure in the particular position held.

F-3. To serve as the administrator of an academic department, the appointee must hold academic rank in a discipline; a departmental

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administrator is never granted tenure in his or her administrative capacity. An employee with tenure in an academic department who is appointed to an academic administrator position retains tenure in that department. ([RGP IIG6i](#))[rev. 7-02]

F-4. The Board defines academic administrators who are eligible for tenure as the chief academic officer of the UI (provost), deans, department chairs, and their associates and assistants of academic units. An academic administrator may be appointed with or without academic rank, except that an administrator of an academic department must hold academic rank in a discipline. [See F-3.] If the appointment carries academic rank, evaluation for tenure is conducted by the department in which the rank is held. In such cases, tenure will be granted only upon favorable recommendation of the department or upon successful appeal of an unfavorable departmental recommendation. In the event that tenure is not granted, the appointee may continue to serve in the administrative or service capacity (except as administrator of an academic department), but without academic rank. [rev. 7-02]

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](#)). 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, 7-05]

G-2. Tenure evaluation procedures must be started in sufficient time to permit completion by the end of the time periods indicated in G-1. When

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authorized by the president or his or her designee, the year in which the tenure decision is made may be the terminal year of employment if the decision is to deny tenure. ([RGP IIG6k](#)). [rev. 7-02]

G-3. Satisfactory service in any professorial rank may be used to fulfill the probationary periods required for awarding tenure. A maximum of two years of satisfactory service in the rank of instructor at UI may be recognized in partial fulfillment of the time requirement in the professorial ranks. For the purposes of tenure eligibility only, the rank of senior instructor is considered as a professorial rank.

G-4. In cases involving prior equivalent service, tenure may be granted following less than the usual period of service. In particular, new faculty members from other institutions--educational, governmental, and others--with comparable service in instructional, research, or service positions may be granted credit for such service up to a maximum of four years and may be considered for tenure after a minimum of one full year of service at UI. [ed. 7-98]

G-5. In the event that a nontenured faculty member's period of service at UI has been discontinuous, prior years in the same or a similar position may be counted toward tenure eligibility, subject to the conditions that:

- a. Not more than three years have passed since the person left UI.
- b. Applicability of the prior service toward tenure must be stated in writing before reappointment.
- c. At least one additional year is to be served before tenure is recommended.

G-6. When a nontenured faculty member holding academic rank moves from one department to another within UI, the faculty member must be informed in writing by the provost, after consultation with the new department, as to the extent to which prior service will count toward tenure eligibility. ([RGP IIG6i](#)) [rev. 7-02].

G-7. If a tenured faculty member leaves UI and later returns to the same or a similar position after not more than three years, the appointment may be with tenure, or he or she may be required to serve an additional year before a tenure decision is made. Notification of probationary or tenure status is to be given in writing before reappointment.

G-8. When a tenured faculty member moves from one position to another within UI, or accepts a change from full-time to part-time appointment, his or her tenure status does not change. While a tenured faculty member is

serving as a departmental administrator, college dean, or in some other administrative or service capacity, he or she retains membership, academic rank, and tenure in his or her academic department. Should the administrative or service responsibilities end, the faculty member would take up duties in his or her academic discipline.

H. EVALUATION FOR TENURE.

H-1. Departmental Criteria. The faculty of each department or equivalent unit establishes specific criteria in teaching, research, and service pertaining to tenure (and promotion in rank) of their members. The criteria shall include a statement regarding the value and weight ascribed to interdisciplinary activity. Departmental criteria are subject to review by the college committee on tenure and promotion for consistency with the college criteria. Such criteria may be changed at any time by a majority vote of the departmental faculty, but they must be reviewed for possible changes at intervals not to exceed five years. Any such revision may not be retroactive but, for evaluation purposes, are considered proportionately in conjunction with criteria that were previously in force. *[rev. 7-06]*

H-2. Annual Review. All faculty members, tenured and nontenured, are reviewed each year by the appropriate departmental administrators [see [3320](#)]. In most cases, the principal basis for evaluation is performance in relation to the position descriptions for the period under consideration where such descriptions have been developed according to the policies stated in [3050](#) and in relation to the departmental criteria for tenure and promotion. In the case of members of the resident instructional faculty (those who teach courses in the regular program on the Moscow campus), the annual student evaluation of teaching is carefully weighed in this review. Each college must have procedures that guarantee that the student evaluations are considered (college procedures are subject to review and approval by the president and the board). The departmental administrator's annual evaluations, together with the judgments of higher administrators, are used as one of the bases for recommendations concerning salary, reappointment, nonreappointment, promotion, tenure, or other personnel actions, as appropriate. The departmental administrator communicates to each faculty member evaluated an assessment of strengths and weaknesses.

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

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the departmental bylaws. 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, 7-05]

H-4. Formal Tenure Review.

a. The formal evaluation for the granting of tenure is made on the basis of the faculty member's potential effectiveness as a continuing member of the UI community. To initiate the formal evaluation for the granting of tenure to a faculty member, the departmental administrator (or college dean if the departmental administrator is under consideration for tenure) obtains the position descriptions and annual evaluations for the relevant period, the third-year review (all maintained in the departmental office), the professional portfolio (from the nontenured faculty member), summary scores of student evaluations from all classes taught (Institutional Planning and Budget), and the curriculum vitae (maintained by the secretary of the faculty) and reviews the latter as to its completeness and accuracy with the person concerned. [rev. 7-98, 7-02]

b. Except in the case of senior instructors, the department administrator will request an evaluation of the performance of every candidate for tenure from three to five appropriate reviewers, who should include tenured faculty at peer institutions. The names of at least two of these reviewers will have been suggested by the nontenured faculty member. The letter of request will include the candidate's curriculum vitae, position descriptions for the relevant period, the professional portfolio, and up to four examples of the candidate's scholarly work. When all deliberations within the university have been completed, the responses to these requests will be shown to the faculty member consistent with the instructions provided to the reviewer at the time the evaluation was sought. [add. 7-98, rev. 7-02]

c. Copies of position descriptions, annual evaluations, the third-year review, the professional portfolio, summary scores of the student evaluations, the curriculum vitae, and outside letters are forwarded to each person participating in the review at the departmental and higher levels. Additional material supplied by the faculty member should be available for review in the departmental office. The results of the student evaluations of teaching must be carefully weighed and used as a factor in judging the teaching component in tenure determinations. It is expected that the departmental administrator making the recommendation concerning tenure will, insofar as practicable, have sought and considered the evaluations of the candidate made by all tenured faculty members of the department and the departmental tenure-recommending committee. This committee includes the following, each with full vote: one or more tenured faculty members, one or

more nontenured faculty members, one or more persons from outside the department, and, in cases involving the evaluation or review of members of the resident instructional faculty [see H-1], one or more students sufficient to ensure equity of representation and who have had experience in the department with which the faculty member being evaluated is associated. Students are to comprise no less than 25 percent and no more than 50 percent of the committee. No faculty member serves on the departmental tenure-recommending committee when it is considering his or her own case. The faculty member's spouse is also not permitted to serve in any capacity in the review process. Each department is responsible for developing procedures that meet the requirements of this subsection (departmental procedures are subject to review and approval by the president and the board). A copy of the form that is to be used in transmitting the recommendations made at each stage of evaluation for tenure appears as the last two pages of this section. Included in the criteria for formal evaluation is participation in international activities. [See also [3380 D.](#)] [rev. 7-98, 7-02]

H-5. Forwarding Materials. The departmental administrator forwards his or her completed copy of the recommendation form for each person being considered to the dean along with the recommendation of the departmental tenure committee. The individual recommendations submitted by tenured faculty members are also forwarded. The findings of the department faculty and department administrator are relayed to the candidate indicating strengths as well as weaknesses as perceived at the department level. The candidate may respond in writing to clarify the situation if he or she believes his or her record or the departmental criteria for tenure have been misinterpreted. Any such letter is forwarded with the rest of the candidate's materials to the college. [rev. 7-98]

H-6. Departmental Administrator Under Review for Tenure. If a departmental administrator is under consideration for tenure, the forms completed by the departmental tenure committee and the tenured faculty members concerned are forwarded directly to the dean and the dean is responsible for making the summary.

I. REVIEW OF RECOMMENDATIONS AT THE COLLEGE LEVEL.

I-1. College Standing Committee. In each college there is a standing committee on tenure and promotion. The members serve terms of not less than three years on a staggered basis. The membership of the committee and the method of selection are prescribed in the bylaws of the college. [ed. 7-98]

I-2. College Criteria. Each college committee on tenure and promotion recommends, for adoption by the college faculty, criteria in teaching, research, and service for granting tenure (and promotion to specific ranks) in that college. The criteria shall include a statement regarding the value and weight ascribed to interdisciplinary activity. College criteria must be compatible with the university-wide criteria as specified in [1565](#) and [3560](#), and are subject to approval by the provost. The dean or the faculty (by petition of 20 percent or more of the faculty members of the college) may initiate consideration for revision of the criteria at any time. [ed. 7-98, 7-01, rev. 7-06]]

I-3. College Standing Committee Recommendations. The College standing committee makes recommendations to the dean and the provost on the tenure (and promotion) of individual faculty members.

I-4. Dean's Recommendation. In each college, the dean considers the recommendations made by the college's committee on tenure and promotion and makes his or her own recommendations. The findings of the college committee(s) and the dean are relayed to the candidate indicating strengths as well as weaknesses as perceived at the college level. The candidate may respond in writing to clarify the situation if he or she believes his or her record or the college criteria for tenure have been misinterpreted. Any such letter is forwarded with the rest of the candidate's materials to the provost. [rev. 7-98]

J. REVIEW OF RECOMMENDATIONS AT THE UNIVERSITY LEVEL.

J-1. The individual recommendations, together with the summary recommendations of the departmental executive, the recommendations of the college committee and those of the dean are forwarded for review by the provost. Any individual signed recommendations are placed in the faculty member's personnel file. [rev. 7-02]

J-2. The awarding of tenure to an eligible faculty member is made only by a positive action of approval by the president. The president gives notice in writing to the faculty member of the granting or denial of tenure by proffered written contract, of appointment or nonappointment to tenure not later than June 30 after the academic year during which the decision is made. ([RGP IIG6c](#)). Notwithstanding any provisions in this section to the contrary, no person is deemed to have been awarded tenure solely because notice is not given or received by the prescribed times. No faculty member may construe the lack of notice of denial of tenure as signifying the awarding of tenure. If the president has not given notice to the faculty member as

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provided herein, it is the duty of the faculty member to make inquiry to ascertain the decisions of the president. [rev. 7-02]

J-3. The board requires the president to provide a list of the faculty members granted tenure in the university's regular semi-annual report to the board. ([RGP IIC4b](#)). [add. 7-02]

Download: [REPORT OF EVALUATION AND RECOMMENDATION FOR AWARDING OF TENURE](#)

View: [wordforms/3520webform.pdf](#)

**CONSENT – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
AUGUST 9-10, 2007**

**Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
Bylaws**

L. Adoption, Amendment, and Repeal of Bylaws

Bylaws may be adopted, amended, or repealed at any regular or special meeting of the Board by a majority vote of the Board, provided notice has been presented at the preceding meeting of the Board.

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CONSENT – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
AUGUST 9-10, 2007

INSTITUTION/AGENCY AGENDA
IDAHO DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION

SUBJECT

Second Reading of Proposed Amendment to Idaho State Board of Education Governing Policies and Procedures, Section III.G.5., Approval Procedures

REFERENCE

June 13-14, 2007 The first reading of the proposed amendment to Board Policy Section III.G.5, Approval Procedures was approved by the Board.

APPLICABLE STATUTE, RULE, OR POLICY

- Section, 33-2205, *State Board to Appoint Administrator – Designation of Assistants -- Duties*, Idaho Code.
- IDAPA 55.01.01, Rules Governing Administration, Sections 000, 100, and 101.

BACKGROUND

This SBOE policy change is requested primarily as an internal working reference for the State Division of Professional-Technical Education. It recognizes the separate roles of the Chief Academic Officer and the State Administrator of Professional-Technical Education in coordinating programs and meeting their statutory obligations.

The proposed draft policy of Idaho State Board of Education Governing Policies and Procedures, Section III.G.5., contain no further amendments since the first reading in June 2007.

DISCUSSION

In summary, State Board of Education policy is unclear on the role of the administrator of the State Division of Professional-Technical Education in professional-technical program approval and discontinuance. This proposed change will provide more consistent language with existing statute and rule and clarify policy for professional-technical program approval. The Notice of Intent (NOI) process would not change from an institutional point of view. The routing of the NOI's after they are received by the SBOE office would not change from current practice.

IMPACT

There would be no financial impact.

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ATTACHMENTS

Attachment 1 – Proposed Amendment to State Board of Education Policy, Section III Postsecondary Affairs, G. Instructional Program Approval and Discontinuance, 5. Approval Procedures Page 3

Attachment 2 – Proposed Postsecondary Program Approval Flowchart Page 5

STAFF COMMENTS AND RECOMMENDATIONS

This change has been initiated by PTE. PTE believes this change would facilitate more timely communication within their Division. Staff notes that the public institutions' chief academic officers all belong to CAAP, and that is the decision venue for all proposed curriculum changes - including PTE. Board staff has concerns about the language found in subsections G.5.a. (3) and G.5.b.(1). Both of these subsections seem to indicate that PTE can bring both academic and professional-technical education requests to the Board without CAAP approval. With that said, insofar as the change serves only to facilitate communication, then staff is supportive but, should this change involve the delimiting of CAAP's curriculum authority - whether intended or not - then it would be difficult for CAAP to give up this longstanding oversight role. So long as the flow of information included in the attached "Program Approval Flowchart" is adhered to, then this should not be an issue.

BOARD ACTION

A motion to approve the second reading of Proposed Amendment to Idaho State Board of Education Governing Policies and Procedures, Section III.G.5., Approval Procedures as detailed on Attachment 1 of this request.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

Attachment 1

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: III. POSTSECONDARY AFFAIRS
Subsection G. Program Approval and Discontinuance

April 2005

G. Instructional Program Approval and Discontinuance

5. Approval Procedures

a. Board Approval Procedures

- (1) Subsequent to institutional review and consistent with institutional policies, all requests requiring Board approval will be submitted by the institution as a notice of intent in the manner prescribed.
- (2) Academic requests will be forwarded to the Chief Academic Officer. The Chief Academic Officer shall forward the request to the CAAP for its review and recommendation. If the CAAP recommends approval, the proposal shall be forwarded to the Board for action. Requests that require new state appropriations will be included in the annual budget request of the institution and the State Board of Education.
- (3) Professional-technical requests will be forwarded to the State Administrator of the Idaho Division of Professional-Technical Education for review and recommendations. The Administrator shall forward the request to the CAAP for its review and recommendation. If the CAAP and/or PTE administrator recommends approval, the proposal shall be forwarded, along with recommendations, to the Board for action. Requests that require new state appropriations will be included in the annual budget request of the Division and the State Board of Education.
- (4) CAAP may, at its discretion, request a full proposal for any request requiring a notice of intent. A request for a new graduate program requires a full proposal. Full proposals should be forwarded to CAAP members at least two (2) weeks prior to the next CAAP meeting for initial review prior to being forwarded to the Board for approval.
- (5) As a part of the full proposal process, all doctoral program request(s) will require an external peer review. The external peer-review panel will consist of at least two (2) members and will be selected by the Board's Chief Academic Officer and the requesting institution's Chief Academic Officer. The review will consist of a paper and on-site review followed by the issuance of a report and recommendations by the peer-review panel.

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Considerable weight on the approval process will be placed upon the peer reviewer's report and recommendations.

b. Executive Director Approval Procedures

(1) All academic requests delegated for approval by the Executive Director will be submitted by the institution as a notice of intent in a manner prescribed by the Chief Academic Officer of the Board. At the discretion of the Chief Academic Officer, the request may be forwarded to the CAAP for review and recommendation. All professional-technical requests delegated for approval by the Executive Director will be forwarded to the State Administrator of Professional-Technical Education for review and recommendation. At the discretion of the State Administrator, the request may be forwarded to the CAAP for review and recommendation.

(2) Requests will then be submitted, along with the recommendations, to the Executive Director for consideration and action. The Executive Director shall act on any request within thirty (30) days.

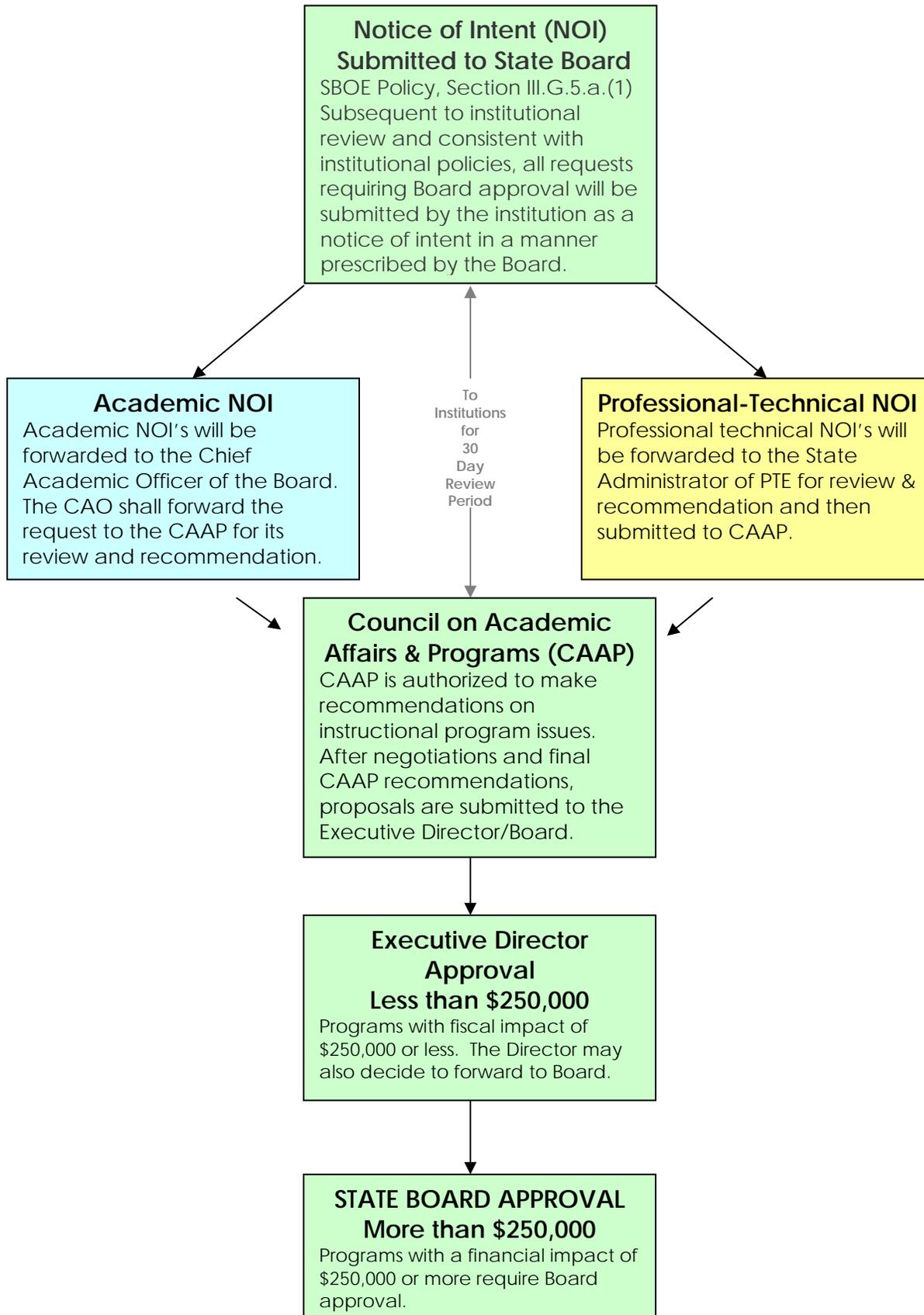
(3) If the Executive Director denies the request he or she shall provide specific reasons in writing. The institution has thirty (30) days in which to address the issue(s) for denial of the request. The Executive Director has ten (10) working days after the receipt of the institution's response to re-consider the denial. If the Executive Director decides to deny the request after re-consideration, the institution may send its request and the documents related to the denial to the Board for final reconsideration.

(4) Distance Learning Delivery and Residence Centers

All academic and professional-technical programs delivered to sites outside of the service area defined by the institution's role and mission statement shall be submitted using the process outlined above.

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Attachment 2 – Proposed Postsecondary Program Approval Flowchart



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AUGUST 9-10, 2007**

REFERENCE: APPLICABLE STATUTE, RULE OR POLICY

TITLE 33
EDUCATION
CHAPTER 22
VOCATIONAL EDUCATION -- FEDERAL AID

33-2205. STATE BOARD TO APPOINT ADMINISTRATOR -- DESIGNATION OF ASSISTANTS -- DUTIES. The state board of education shall appoint a person to serve as an administrator to the state board for professional-technical education, who shall be known as the administrator of professional-technical education. He shall designate, by and with the advice and consent of the state board for professional-technical education, such assistants as may be necessary to properly carry out the provisions of the federal acts and this chapter for the state of Idaho.

The administrator of professional-technical education shall also carry into effect such rules as the state board for professional-technical education may adopt, and shall coordinate all efforts in professional-technical education approved by the board with the executive secretary, and shall prepare such reports concerning the condition of professional-technical education in the state as the state board for professional-technical education may require.

*IDAHO ADMINISTRATIVE CODE
The Division of Professional-Technical Education*

*IDAPA 55.01.01
Rules Governing Administration*

000. LEGAL AUTHORITY.

The State Board of Education is designated as the State Board for Professional-Technical Education and is responsible to execute the laws of the state of Idaho relative to professional-technical education, administer state and federal funds, and **through the administrator of the State Division of Professional-Technical Education, coordinate all efforts in professional-technical education (Sections 33-2202 through 33-2212, Idaho Code).** (4-5-00)

100. STATEMENT OF PURPOSE.

The mission of Professional-Technical Education is to provide Idaho's youth and adults with the technical skills, knowledge and attitudes necessary for successful performance in a globally competitive work place. The Division of Professional-Technical Education **serves as an administrative arm of the State Board for Professional-Technical Education.** The State Board appoints a person to serve as the state administrator. Staff are provided to assist the state administrator in conducting the functions of the Division. (4-5-00)

101. POLICIES, PROCEDURES AND GUIDELINES.

The State Board for Professional-Technical Education **designates the State Division of Professional-Technical Education to develop, establish and disseminate policies, procedures, and guidelines for the purpose of administering professional-technical education in the state.** (4-5-00)

CONSENT – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
AUGUST 9-10, 2007

SUBJECT

Idaho Council for Technology in Learning Appointments

REFERENCE

N/A

APPLICABLE STATUTE, RULE, OR POLICY

Section 33-4804, Idaho Code.

BACKGROUND

Pursuant to Section 33-4804(2) Idaho Code, the State Board of Education is charged with appointing two (2) members of the Idaho Council for Technology in Learning members. Both of these terms expired on July 1, 2007. The length of the terms is four (4) years. Milford Terrell's previous term was from July 1, 2003 to July 1, 2007. Jerry Beck will be replacing Dr. Kustra who served from July 1, 2003 to July 1, 2007.

DISCUSSION

N/A

IMPACT

N/A

ATTACHMENTS

Attachment 1 – ICTL Member List w/appointment terms

Page 3

Attachment 2 – Idaho Statute 33-4804

Page 4

STAFF COMMENTS AND RECOMMENDATIONS

The Interim Executive Director recommends appointment or reappointment of the listed members under the Board's jurisdiction.

BOARD ACTION

A motion to approve the reappointment of Milford Terrell to the Idaho Council for Technology in Learning and to appoint Jerry Beck as the member serving as a President of an Idaho Public College or University.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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**CONSENT – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
AUGUST 9-10, 2007**



**ICTL
IDAHO COUNCIL FOR TECHNOLOGY IN LEARNING
Appointed Terms**

<i>Name</i>	<i>Appointment</i>	<i>Appointed by</i>	<i>Term</i>
SENATE			
Senator Melvin Richardson, Republican member from the State Senate and ICTL Chair	Appointed Feb 21, 1995, Re-appointed April 24, 2001	President pro tempore of the Idaho State Senate	Exempt
Diane Bilyeu, Democrat member from the State Senate and ICTL Vice-chair	Standing	President pro tempore of the Idaho State Senate	Exempt
HOUSE			
Shirley Ringo, Democrat member from the State House of Representatives	Standing	Speaker of the Idaho State House of Representatives	Exempt
Mack Shirley, Republican member from the State House of Representatives	Standing	Speaker of the Idaho State House of Representatives	Exempt
HIGHER EDUCATION			
Karen McGee, State Board of Education, Interim Executive Director	Standing	Pursuant to section 33-4804, 2(f), Idaho Code	Exempt
Milford Terrell, Member of State Board of Education	July 1, 2007 to July 1, 2011	State Board of Education	4 yrs
Dave O'Neill, Higher Information Technology Committee member	July 1, 2007 to July 1, 2011	Pursuant to section 33-4804, 2(e), Idaho Code	4 yrs
Jerry Beck, Member currently serves as President of an Idaho Public College or University	July 1, 2007 to July 1, 2011	State Board of Education	4 yrs
K12			
Tom Luna, Superintendent of Public Instruction	Standing	Pursuant to section 33-4804, 2(a), Idaho Code	Exempt
Jacklyn Mosman, Public Education Information Technology Committee member	July 1, 2003 to July 1, 2007	Pursuant to section 33-4804, 2(e), Idaho Code	4 yrs
Jerry Reininger, Public School Administrator	July 1, 2004 to July 1, 2008	Superintendent of Public Instruction	4 yrs
Bea Black, Local School Board	Feb 1, 2006 to Sept 20, 2009	Governor of the State of Idaho	4 yrs
BUSINESS			
Marcia Smart, Business Private Sector	Feb 1, 2006 to Sept 20, 2009	Governor of the State of Idaho	4 yrs
Archie Clemins, Business Private Sector	Feb 1, 2006 to Sept 20, 2009	Governor of the State of Idaho	4 yrs

CONSENT – INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
AUGUST 9-10, 2007

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho Statutes

TITLE 33
EDUCATION
CHAPTER 48

IDAHO EDUCATIONAL TECHNOLOGY INITIATIVE

33-4804. STATE COUNCIL FOR TECHNOLOGY IN LEARNING CREATED -- MEMBERSHIP.

(1) There is hereby created and established the state council for technology in learning under the state board of education, referred to herein as the council.

(2) The council shall consist of fourteen (14) members who shall be appointed as follows:

(a) The superintendent of public instruction, or his designee. The superintendent of public instruction shall appoint one (1) practicing public school administrator as a member.

(b) The governor shall appoint two (2) business/private sector representatives with experience in applications of technology, and one (1) person who is a member of a local school board as provided in chapter 5, title 33, Idaho Code. Such local school board member shall be appointed by the governor from a list of not less than three (3) nor more than five (5) names submitted by the statewide association representing local school board members.

(c) The president pro tempore of the Idaho senate shall appoint two (2) members of the senate, one (1) from each of the two (2) largest political parties.

(d) The speaker of the house of representatives shall appoint two (2) members of the house of representatives, one (1) from each of the two (2) largest political parties.

(e) A representative of the higher education information technology committee as provided in section 33-4809, Idaho Code, and a public school teacher representative of the public education information technology committee as provided in section 33-4810, Idaho Code.

(f) The state board of education shall appoint one (1) of its members as a member of the council. In addition, the state board of education shall appoint one (1) member who is currently serving as president of an Idaho public college or university. The executive director of the state board of education as appointed pursuant to section 33-102A, Idaho Code, shall serve as a member of the council.

(g) The state board of education shall select from among the members of the council a chairman who shall call and conduct the meetings of the council pursuant to policies adopted by the council and approved by the state board of education.

(3) At the first meeting of the council after the effective date of this act, the members shall draw by lottery to determine one-half (1/2) of the members to serve an initial term of two (2) years and one-half (1/2) of the members to serve an initial term of four (4) years. Thereafter, all members shall serve a term of four (4) years but may be removed prior to the expiration of a term at the pleasure of the appointing official. Notwithstanding any other provision of law to the contrary, any member of the council may succeed himself in appointment.

(4) Members of the council shall receive compensation as provided in section 59-509(b), Idaho Code.