

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 15-16, 2025**

| <b>TAB</b> | <b>DESCRIPTION</b>                                                                                      | <b>ACTION</b> |
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| <b>1</b>   | <b>BOARD POLICY II.G. - POLICIES REGARDING FACULTY (INSTITUTIONAL FACULTY ONLY) – FIRST READING</b>     | Action Item   |
| <b>2</b>   | <b>BOARD POLICY V.H. AUDIT, RISK AND COMPLIANCE COMMITTEE – FIRST READING</b>                           | Action Item   |
| <b>3</b>   | <b>BOARD POLICY V.X. INTERCOLLEGIATE ATHLETICS – FIRST READING</b>                                      | Action Item   |
| <b>4</b>   | <b>BOARD POLICY V.T. FEE WAIVERS – SECOND READING</b>                                                   | Action Item   |
| <b>5</b>   | <b>UNIVERSITY OF IDAHO – REQUEST FOR DESIGN PHASE AUTHORIZATION – TENNIS CENTER RESTORATION PROJECT</b> | Action Item   |
| <b>6</b>   | <b>DIVISION OF CAREER TECHNICAL EDUCATION – ADMINISTRATOR APPOINTMENT</b>                               | Action Item   |

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**SUBJECT**

II.G. Policies Regarding Faculty (Institutional Faculty Only) – First Reading

**REFERENCE**

|               |                                                                                                 |
|---------------|-------------------------------------------------------------------------------------------------|
| February 2012 | Board approved second reading for II.G. Policies Regarding Faculty (Institutional Faculty Only) |
| October 2011  | Board approved first reading for II.G. Policies Regarding Faculty (Institutional Faculty Only)  |

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section II.G. Policies Regarding Faculty (Institutional Faculty Only)

**BACKGROUND/DISCUSSION**

The proposed policy amendments modernize, streamline, and clarify Board policy language about faculty. The changes make the policy more consistent in tone, more precise in definitions, and clearer in procedures. Definitions have been added to provide further depth for some employment structures that are unique to higher education. Additional cross-references to policies that did not exist in 2012, such as Board Policy III.B Academic Freedom and Academic Responsibility, have been added to provide context.

Substantive adjustments affect contract terms, non-renewal procedures, and tenure processes, while many other edits are stylistic (tightening wording, aligning terminology, and removing redundancies). In brief, proposed amendments:

- Recognize the authority of the institution's chief executive officer in approving classifications, appointments, and in making appropriate personnel decisions when fiscally necessary to do so.
- Clarify procedures for termination of externally or grant-funded positions.
- Strengthens post-tenure review requirements with standards set by institutions and approved by the Board, and with now-required annual reporting.
- Requires each institution to establish a Faculty Code of Conduct, per the December 2024 Board Resolution on Governance in Higher Education.

**IMPACT**

The proposed amendments to Board Policy II.G. provide a clearer policy framework for faculty and the institutions. The new definitions provide updated language for the institutions to employ when revising their own institutional policies. The proposed amendments clarify the role of the chief executive officer and ensure that the institutions remain nimble and can respond more quickly to changing workforce needs.

**ATTACHMENTS**

Attachment 1 – II.G Policies Regarding Faculty (Institutional Faculty Only)

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**STAFF COMMENTS AND RECOMMENDATIONS**

Staff held eight open working sessions in Spring 2025 to gather input from institutional stakeholders. The proposed policy amendments have also been discussed with the institutional general counsels, at CAAP on September 25, 2025, and at BAHR on October 1, 2025

Staff recommends approval.

**BOARD ACTION**

I move to approve the first reading of amendments to Board Policy II.G. Policies Regarding Faculty (Institutional Faculty Only) as presented in Attachment 1.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

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**1. Purpose**

Pursuant to its constitutional and statutory authority, the Board establishes this policy to set clear and consistent standards for the appointment, evaluation, development, and support of faculty across the institutions. Faculty are central to the academic mission, and their expertise in teaching, research, creative activity, and service is essential to student success, institutional integrity, and the advancement of knowledge. This policy provides a framework to ensure that tenure, promotion, and evaluation processes are transparent, fair, and aligned with both institutional goals and the public interest. It applies to all faculty, including tenure-eligible and non-tenure-eligible, unless otherwise noted.

**2. Definitions**

- a. Faculty: Faculty are employees of the institutions whose primary responsibilities include teaching, research, creative activity, and/or academic leadership, often in combination with service expectations. Faculty may hold positions that are tenure-eligible or non-tenure-eligible, and they may be full-time or part-time employees. Career-Technical Education faculty are employees whose primary responsibilities include instruction that is specific to technical education.
  - i. Tenure-eligible faculty are hired into a position that allows them to apply for tenure after undergoing review and meeting specific requirements.
  - ii. Non-tenure-eligible faculty include position types such as, but not limited to, the following:
    - 1) Full-time, non-tenure eligible faculty (clinical faculty, lecturers, and so on) who may be eligible for promotion.
    - 2) Adjunct faculty who are part-time, non-tenure-eligible academic faculty. They are often professionals or experts in their field who bring practical experience to the classroom. Adjunct faculty are not typically required to engage in research or service activities and are generally compensated per course or credit hour. Their appointments are often per-term.
    - 3) Affiliate faculty have a formal affiliation with a department without a traditional faculty appointment.
- b. Promotion: Promotion represents and rewards a faculty member's performance in teaching, research or creative activity, service, and/or academic leadership. Promotion is available for tenure-eligible faculty and may be available for non-tenure-eligible faculty.

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- c. Tenure: Tenure is an ongoing faculty appointment earned after an extensive multi-year review process that demonstrates a faculty member's continued excellence in teaching, research or creative work, and service.

## 3. Faculty Contracts

- a. Faculty Contracts and Acknowledgment: All faculty serve pursuant to employment contracts. The employment contract must include the period of the appointment, faculty classification, salary, pay periods, position title, employment status, and such other information as the institution may elect to include in order to define the contract of employment. Non-tenured faculty employees have no continued expectation of employment beyond their current contract of employment.

Each faculty employee must acknowledge receipt and acceptance of the terms of the employment contract by signing and returning a copy to the institution initiating the offer of appointment. Failure or refusal of the faculty employee to sign and return a copy of the employment contract within the time specified in the contract is deemed to be a rejection of the offer of employment unless the parties have mutually agreed in writing to extend the time for a faculty employee to sign and return a copy of the employment contract to the institution. Nothing in this paragraph prohibits the institution from extending another offer to the employee in the event the initial offer was not signed and returned in a timely manner. Any alteration by the employee of the offer of employment is deemed a counter-offer and constitutes a rejection of the offer of employment and requires an affirmative act of acceptance by an officer authorized to enter into contracts of employment binding the institution. Each contract of employment must include a statement to the following effect and intent: "The terms of employment set forth in this contract are also subject to the Governing Policies and Procedures of the State Board of Education (or the Board of Regents of the University of Idaho, in the case of the University of Idaho), and the policies and procedures of (the institution)."

- b. Term of Appointment: All non-tenured faculty employees have fixed terms of employment. Except as provided herein, no contract of employment with such an employee may exceed one (1) year. The institutions may implement policies allowing for multi-year contracts for certain classifications of non-tenure track faculty members. Such policies must include, at a minimum, the following requirements: (1) no contract of appointment may exceed three (3) years during the employee's first six (6) years of service; and (2) the designation of the classifications eligible for multi-year contracts must be approved in writing by the institution's Chief Executive Officer or designee. Employment is subject to satisfactory annual performance reviews.

A multi-year contract must state that it may be terminated at any time for adequate cause, as defined in Section II.L. of Board policy, or when the Board declares a state of financial exigency, as defined in Section II.N. of Board policy. The contract must also state that it may be non-renewed pursuant to Section

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II.G.3., II.B.2.b, and II.B.2.c of Board policy.

- c. 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. Faculty who serve pursuant to contracts of employment or notices (letters) of appointment containing a stated salary are not guaranteed such salary in subsequent contracts or appointments, and such salary is subject to adjustment during the contract period due to financial exigency (as provided for in Section II.N of Board Policy) or through furlough or work hour adjustments (as provided for in section II.G.7 and Board Policy II.B.2.d).

#### 4. Faculty Rank and Promotion Pathways

- a. Faculty Ranks: There are three (3) primary tenure-eligible faculty ranks at each institution: (a) professor, (b) associate professor, and (c) assistant professor. Each institution may establish additional faculty ranks for non-tenure eligible faculty, specify the title of each rank, and delineate the requirements for each faculty rank so established.
- b. Tenure-Eligible Faculty Location: Tenure-eligible faculty, including initial appointment to faculty rank and any promotion to a higher rank at an institution, are generally located in a department or equivalent unit.
- c. Rank and Promotion: Each institution must establish criteria for initial appointment to tenure-eligible faculty rank and for promotion in rank at the institution. Each institution may establish criteria for non-tenure eligible rank and promotion. Such criteria must be submitted to the Board for approval and, upon approval, must be published and made available to the faculty.
- d. Special Cases: Employees who have made substantial contributions to their fields of specialization or who have demonstrated exceptional scholarship and competence or appropriate creative accomplishment of recognized outstanding quality may be appointed to faculty rank without satisfying established institutional criteria for initial appointment or promotion, provided that the qualifications of such individuals have been reviewed in accordance with institutional procedures and the appointment is recommended by the chief executive officer.
- e. Appointment of Non-Tenure-Eligible Faculty: Institutions must establish written policies that define the roles, responsibilities, and expectations as specified in the employment contract for non-tenured faculty.

#### 5. Compensation

- a. Salary: All initial salaries for faculty employees are established by the chief executive officer, subject to approval by the Board where applicable. Any payment

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in addition to regular salaries must be authorized by the chief executive officer. The Board may make subsequent changes for faculty employee positions or may set annual salary guidelines and delegate to its executive director the authority to review compliance with its annual guidelines. Any annual salary increase outside Board guidelines requires specific and prior Board approval before such increase may be effective and paid to the employee. With the exception of the chief executive officers and other positions whose appointment is a reserved Board Authority, approval of salaries must be effective concurrently with Board approval of annual operating budgets for that fiscal year.

b. Salaries, Increases, and Other Compensation-Related Items

- i. **Categorizing for Reporting:** To categorize faculty employees for salary and reporting purposes, faculty includes all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, creative activity, or public service as a principal activity (or activities), and who hold the following academic rank or titles of professor, associate professor, assistant professor, clinical faculty, instructor, lecturer, adjunct faculty, or the equivalent of any of these academic ranks. Faculty report to deans, directors, or the equivalents, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent) if their principal activity is instructional. Faculty do not include student teachers, research assistants, or medical interns or residents. For reporting purposes, deans, associate deans, and assistant deans are included in the executive/administrative category.
- ii. **Credited State Service/Full Time Status:** A faculty member employed for an academic year and paid over a twelve-month period will be credited with twelve (12) months of state service. For all benefit status determinations and calculations, faculty members must be considered full-time, year-round employees of the employing institution as long as the employee's teaching; research and service duties are commensurate with the full-time faculty workload assignment as defined by the employing institution.
- iii. **Pay Periods:** All faculty employees, including those on academic year appointments, are paid in accordance with a schedule established by the state controller.

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- iv. Automobile Exclusion - Unless expressly authorized by Board policy, no faculty employee will receive an automobile or automobile allowance as part of his/her compensation.

**6. Annual Leave**

- a. Only faculty members serving twelve (12) month appointments earn annual leave. Such annual leave must be earned in the same manner as for non-classified employees.

Pursuant to section 59-1606(3), Idaho Code, when a faculty member has accrued annual leave for service on a 12-month appointment, and subsequently such faculty member returns to a faculty position of less than 12 months where annual leave does not accrue, then the institution may pay the faculty member, as supplemental pay, the accrued annual leave balance.

**6. Sabbatical Leave**

- i. Eligibility: A sabbatical leave may be granted at the discretion of the chief executive officer to a faculty member who has completed at least six (6) years of full-time service at an institution. A sabbatical leave may not be awarded to the same faculty member more than once in any six (6) academic years and sabbatical leave time is not cumulative. Sabbatical leave proposals must be submitted, reviewed, and processed according to policies and procedures established at each institution. A sabbatical leave may be used for the purpose of acquiring and/or updating professional skills and knowledge, innovation in teaching, or for conducting research or creative activity. Sabbatical leave awards are fully dependent on the availability of appropriate funding.
- ii. Term: The term of a sabbatical leave is either one (1) academic semester at full pay or two (2) semesters at half pay.
- iii. Condition: Each faculty member who is granted a sabbatical leave must serve at the institution for at least one (1) academic year after completion of the sabbatical unless the chief executive officer approves a waiver of the requirement.
- iv. Report on Sabbatical Leave: By the end of the first semester following return to the institution from a sabbatical leave, or in the faculty member's subsequent annual evaluation report, the faculty member must submit a written account of sabbatical activities and accomplishments to the academic vice president.

**7. Annual Performance Evaluation for Faculty**

- a. Evaluation Criteria: Each institution must establish a policy for annual performance evaluations, publish the criteria, and ensure that all faculty members have advance access to the criteria. Institutions must apply performance standards consistently and

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fairly across appointment types. Faculty must have the opportunity to respond in writing to their evaluation. Each institution must develop policies, procedures, and measurement instruments to solicit feedback from students about their learning experiences to inform ongoing faculty efforts to improve course design and pedagogy.

- b. Process: Each year, the dean or their designee must submit an evaluation of each faculty member in the department. This evaluation, together with the input of higher administrators, will be used as one aspect of the final recommendation relative to reappointment, non-reappointment, or other personnel action, whichever is appropriate. The dean or designee must communicate an assessment of strengths and weaknesses to each faculty member evaluated.
- c. Record Retention: Any written recommendations that result from the evaluation of a faculty employee will be given to the employee, and a copy will be placed in the employee's file.

#### 8. Non-renewal of Non-tenure Faculty Members

- a. Notice: Notice of non-renewal for full-time non-tenure faculty (including but not limited to positions such as clinical faculty, lecturers, or instructors) must be given in writing (see Board Policy II.F).
  - i. First Year of Service - A least 90 days in advance of the contract termination.
  - ii. Two (2) or More Years of Service - At least 180 days in advance of the contract termination.
  - iii. More Than Three (3) Years of Service – Institutions may establish policies to grant up to 365 days' notice of nonrenewal for full-time non-tenure faculty who have completed three (3) or more years of service.

Failure to provide timely notice of non-renewal because of a mechanical, clerical, or mailing error does not extend or renew the letter or contract of employment for another term, but the existing term of employment will be extended to provide the employee with a timely notice of non-renewal.

- b. General Exception to Notice Timeline: Notice of non-renewal is not required when the Board has authorized a reduction in force resulting from a declaration of financial exigency, and a non-tenured faculty member is to be laid off. In that event, notice of layoff must be given as provided under the policies for reduction in force.
- d. Exception for Grant-Funded Non-Tenure Faculty: The employment of a non-tenured faculty member whose continued employment is contingent upon the availability of external or grant funding, or the ability to secure external or grant funding, may be subject to non-renewal when the funding supporting the position has been

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terminated by the external funding source. Notice of non-renewal may match the notice period provided by the external funding source.

- e. Request For Review: Non-renewal is not subject to investigation or review except that the employee may request an investigation or review to establish that the institution did not comply with the requirements of Section 7.a. above. In such cases, the investigation or review will only concern the manner and date of notification of non-renewal. The employee must request such investigation or review in writing to the chief executive officer within fifteen (15) days of receipt of the written notice of non-renewal.

Provided, however, that if the non-tenured faculty member presents bona fide allegations and evidence in writing to the chief executive officer of the institution that the non-renewal was the result of discrimination prohibited by applicable law, the non-tenured faculty member is entitled to use the internal discrimination grievance procedure to test the allegation. In such cases, the same procedures, burden of proof, time limits, etc., as set forth for the grievance of non-renewal by non-classified employees must be used.

## 9. Tenure

- a. Purpose of Tenure: Tenure helps Idaho's colleges and universities attract and retain high-quality faculty who are dedicated to student success and the advancement of knowledge through teaching, research, and creative activity. It provides a stable foundation for long-term contributions to education and scholarship, while holding faculty accountable through structured peer review and institutional oversight. Tenure supports academic freedom by protecting the ability of faculty to explore complex topics, share diverse perspectives, and contribute to public understanding without fear of censorship or retaliation. As outlined in Board Policy III.B Academic Freedom and Academic Responsibility, this freedom is not exclusively a personal privilege but a professional obligation to serve the public by fostering open inquiry, critical thinking, and informed civic discourse.

Tenure is the presumption of continual employment conferred to faculty members after a rigorous, multi-year peer review of the extent to which their contributions to their disciplines and institutions are distinctive and indicative of continuing success. 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. See II.G.3.c for general contract terms applicable to all faculty. The following applies to tenure-eligible faculty during the probationary period.

- b. Acquisition of Tenure

- i. Career-Technical Faculty hired under the division of professional- technical education prior to July 1, 1993 who were granted tenure may retain tenure in

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accordance with these policies. Individuals hired as career-technical faculty subsequent to July 1, 1993 are hired and employed as non-tenure-track faculty. They are granted an employment contract in accordance with these policies and are subject to continued acceptable performance and/or the needs of the institution; they may also be afforded the right to pursue promotion and to serve on institutional committees.

- ii. Each institution must develop policies for the acquisition of tenure by tenure-eligible faculty 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 a rigorous, comprehensive review based on disciplinary and institutional standards by colleagues within the faculty member's academic unit and/or institution. This review may include input from members of the academic community external to the institution.

- iii. 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.8.). In addition, an 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.

b. Standards of Eligibility for Tenure

- i. 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.
- ii. Service in Professional Positions: All satisfactory service in any other professorial rank, whether tenure-eligible or non-tenure-eligible, 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 as part of the experience necessary for acquiring tenure.

Before a non-tenured faculty member holding academic rank is moved from one position in the institution 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.

- iii. Lapse in Service: Effect of lapse in service, transfer, reassignment,

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reorganization, and administrative responsibilities: A non-tenured 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 institution 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 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.

- iv. Tenure for Academic Administrators: Academic administrators include roles, for example, such as the chief executive officer/presidents, chief academic officers/provosts, vice provosts, vice presidents, or equivalent of the institutions, deans, associate/assistant deans, department chairs of the academic units of the institutions, and academic program directors or equivalents.
  - 1) 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.
  - 2) An employee 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 president.
  - 3) Upon termination of employment as an academic administrator, an employee with tenure may 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.
  - 4) Non-academic Administrators: An individual hired for a non-academic administrator position from outside the institution will not be considered for a tenured faculty rank in conjunction with such appointment. However, he or she may be granted a 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.
- b. Exceptional Cases: 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. 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

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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.

- c. Evaluation for Tenure: It is expected that the chief executive officer, in granting tenure, will have sought and considered evaluations of each candidate by a committee appointed for the purpose of making recommendations related to tenure status. Such a committee must include tenured faculty as a majority. It may also include non-tenured faculty, students, and one (1) or more representatives from outside the faculty member's department. To the extent possible, some of the committee members must have knowledge and understanding of the candidate faculty member's discipline. Each member of the committee

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has an equal vote on all matters. The committee must use multiple sources of data and evidence to make a recommendation for tenure. Tenure recommendations may consider, but must not rely solely on, student evaluations of faculty teaching. 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 chief executive officer, who is responsible for making the final decision.

- d. **Award of Tenure:** The awarding of tenure to an eligible faculty member is made only by a positive action of the chief executive officer of the institution. The president must give notice in writing to the faculty member of the approval or denial of tenure. Notwithstanding any provisions in these policies to the contrary, no person will be deemed to have been awarded tenure because notice is not given.
  - e. **Notice:** 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.
  - f. **Reorganization:** Faculty impacted by the reorganization of an administrative structure retain tenure, subject to exceptions outlined elsewhere in II.G.
10. **Periodic Performance Review of Tenured Faculty Members:** It is the policy of the Board that at intervals not to exceed five (5) years following the award of tenure or achieving the rank of professor, whichever is later in time, the performance of tenured faculty must be reviewed by members of the department or unit and the department chairperson or unit head. The periodic performance review of tenured faculty is intended to support continued professional growth, recognize achievement, and ensure accountability to the institution's mission. The review process must respect academic freedom and be used to affirm contributions, guide improvement, and support faculty excellence.
- a. **Scope:** The review must be conducted in terms of the tenured faculty member's continuing performance in the following general categories: teaching effectiveness, research or creative activities, service, other assigned responsibilities, and overall contributions to the department, institution, and/or discipline.
  - b. **Procedures for Periodic Review:** Each institution must establish procedures for the performance review of tenured faculty members at the institution. 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.
  - c. **Review Standards and Reporting:** Each institution must establish its own internal review standards subject to approval by the Board. Review Standards and Reporting: Each institution must submit an annual report to the Board related to post-tenure

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review outcomes that includes the number of reviews conducted, the number of performance improvement plans resulting from the post-tenure review process, and the justification for not dismissing faculty who fail to meet the requirements of a post-tenure performance improvement plan.

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- d. Exception for Associate Professors in the Promotion Process: In cases where a candidate submits an application for promotion from associate professor to professor rank in the same year that a post-tenure review would otherwise be scheduled, the promotion review will fulfill the requirement for the periodic post-tenure review.
- e. Periodic Review for Administrators: Each administrative employee who has been granted tenure must be evaluated in accordance with the policies established at each institution for the evaluation of an academic administrator. Annual performance reviews or an alternative comprehensive review strategy may be more appropriate for academic administrators.

When a tenured faculty member is serving as department chair, 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.

## 11. Termination of Employment for Tenure-eligible and Tenured Faculty

- a. Tenure-eligible faculty: If a faculty member is not awarded tenure, the chief executive officer must notify the faculty member of the decision not to recommend tenure and may either issue to the faculty member a contract for a terminal year of employment, or, at the sole discretion of the chief executive officer, issue to the faculty member contracts of employment for successive periods of one (1) year each. Such an 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 is no continued expectation of employment beyond the annual appointment. When authorized by the chief executive officer, or his or her designee, the year in which the tenure decision is made may be the terminal year of employment.
- b. Tenured Faculty: If, following a full and complete performance review, a tenured faculty member's performance is judged to have been unsatisfactory during the period under review, the chief executive officer may initiate termination of employment procedures for the faculty member. A tenured faculty member may also be reassigned or terminated when:
  - i. The Board has declared a financial exigency under Policy II.N.
  - ii. When a program is discontinued, as described in Policy III.G.7, has been or must be modified for educational or financial considerations, based on specific criteria such as sustained enrollment decline, material loss of funding, or structural changes such as program merger.

Such actions are distinct from and separate grounds for reassignment or termination from a dismissal for adequate cause under Policy II.L.

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Each institution must develop and publish objective criteria to guide determinations of program reduction, discontinuance, or substantial modification, consistent with Policy III.G.7. These criteria must be developed through the normal policy process, be approved by the chief executive officer, and be based on documented evidence. Evidence may include, for example, multi-year enrollment trends, student demand, graduate outcomes, accreditation requirements, and/or cost and resource analysis. Faculty retain academic freedom as defined in Policy III.B.

Before terminating a tenured member, the institution must demonstrate good-faith efforts to address the circumstances through, for example, reassignment (including reasonable retraining), program consolidation, reduction of non-tenure positions, early retirement incentives (where permitted by law or policy), natural attrition, or other circumstances as allowed by law.

All actions under this section shall be subject to grievance procedures under the program discontinuation procedure as outlined in Policy III.G.7.b. Final authority for termination or reassignment of tenured faculty under this section rests with the chief executive officer.

## 12. Faculty Code of Conduct

Each institution must create, establish, and maintain a Faculty Code of Conduct that defines faculty rights, responsibilities, and expected conduct. The Code must foster and sustain an environment conducive to professionalism, to the sharing of and critical examination of knowledge and values, and that cultivates an ethical educational climate focused on effective teaching and learning. Its purpose is to articulate faculty rights and responsibilities in alignment with Board Policy III.B Academic Freedom and Academic Responsibility and to support the conditions necessary for faculty to fulfill the institution's mission. It is the responsibility of each institution to uphold these supportive conditions, reflecting a shared commitment to academic quality, accountability, and integrity.

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1. Purpose

Pursuant to its constitutional and statutory authority, the Board establishes this policy to set clear and consistent standards for the appointment, evaluation, development, and support of faculty across the institutions. Faculty are central to the academic mission, and their expertise in teaching, research, ~~or~~ creative activity, and service is essential to student success, institutional integrity, and the advancement of knowledge. This policy provides a framework to ensure that tenure, promotion, and evaluation processes are transparent, fair, and aligned with both institutional goals and the public interest. It applies to all faculty, including tenure-eligible and non-tenure-eligible, unless otherwise noted.

2. Definitions

a. Faculty: Faculty are employees of the institutions whose primary responsibilities include teaching, research, ~~or~~ creative activity, and/or academic leadership, often in combination with service expectations. Faculty may hold positions that are tenure-eligible or non-tenure-eligible, and they may be full-time or part-time employees. Career-Technical Education faculty are employees whose primary responsibilities include instruction that is specific to technical education.

i. Tenure-eligible faculty are hired into a position that allows them to apply for tenure after undergoing review and meeting specific requirements.

ii. Non-tenure-eligible faculty include position types such as, but not limited to, the following:

1) Full-time, non-tenure eligible faculty (clinical faculty, lecturers, and so on) who may be eligible for promotion.

2) Adjunct faculty who are part-time, non-tenure-eligible academic faculty. They are often professionals or experts in their field who bring practical experience to the classroom. Adjunct faculty are not typically required to engage in research or service activities and are generally compensated per course or credit hour. Their appointments are often per-term.

3) Affiliate faculty have a formal affiliation with a department without a traditional faculty appointment.

b. Promotion: Promotion represents and rewards a faculty member's performance in teaching, research or creative activity, service, and/or academic leadership. Promotion is available for tenure-eligible faculty and may be available for non-tenure-eligible faculty.

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c. Tenure: Tenure is an ongoing faculty appointment earned after an extensive multi-year review process that demonstrates a faculty member's continued excellence in teaching, research or creative work, and service.

1.3. ~~Le~~  
~~ters of Employment~~Faculty Contracts

a. ~~Faculty Contracts and Acknowledgment:~~ All faculty ~~employees~~ serve pursuant to employment contracts. The employment contract must include the period of the appointment, faculty classification, salary, pay periods, position title, employment status, and such other information as the institution may elect to include in order to define the contract of employment.

b.a. ~~N~~  
 on-tenured faculty employees have no continued expectation of employment beyond their current contract of employment.

1)  
 Each faculty employee must acknowledge receipt and acceptance of the terms of the employment contract by signing and returning a copy to the institution initiating the offer of appointment. Failure or refusal of the faculty employee to sign and return a copy of the employment contract within the time specified in the contract is deemed to be a rejection of the offer of employment unless the parties have mutually agreed in writing to extend the time for a faculty employee to sign and return a copy of the employment contract to the institution. Nothing in this paragraph prohibits the institution from extending another offer to the employee in the event the initial offer was not signed and returned in a timely manner. Any alteration by the employee of the offer of employment is deemed a counter-offer and constitutes a rejection of the offer of employment and requires requiring an affirmative act of acceptance by an officer authorized to enter into contracts of employment binding the institution. Each contract of employment must include a statement to the following effect and intent: "The terms of employment set forth in this letter (contract) of employment are also subject to the Governing Policies and Procedures of the State Board of Education (or the Board of Regents of the University of Idaho, in the case of the University of Idaho), and the policies and procedures of (the institution)."

c. ~~T~~  
 d.b. ~~Term of Appointment:~~ All non-tenured faculty employees have fixed terms of employment. Except as provided herein, no contract of employment with such an employee may exceed one (1) year. The institutions may implement policies allowing for multi-year contracts for certain classifications of non-tenure track faculty members. Such policies must include, at a minimum, the following requirements: (1) no contract of appointment may exceed three (3) years during the employee's first six (6) years of service ~~without prior Board approval~~; and (2) all multi-year employment contracts the designation of the classifications eligible

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~~for multi-year contracts must shall must~~ be approved in writing by the institution's Chief Executive Officer or designee; ~~and (3) all multi-year contracts must be reported to the Board at the next regular meeting.~~ Employment is subject to satisfactory annual performance review ~~s. with informal review at the end of each semester.~~

A multi-year contract ~~shall must~~ ~~also~~ state that it may be terminated at any time for adequate cause, as defined in Section II.L. of Board policy, or when the Board declares a state of financial exigency, as defined in Section II.N. of Board policy. The contract ~~shall must~~ also state that it may be non-renewed pursuant to Section ~~II.G.35., -II.B.2.b, and II.B.2.c~~ of Board policy.

- ~~e.~~ 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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~~f.c. Non-tenured faculty and tenured f~~Faculty, who serve pursuant to contracts of employment or notices (letters) of appointment containing a stated salary<sub>i</sub> are not guaranteed such salary in subsequent contracts or appointments, and such salary is subject to adjustment during the contract period due to financial exigency (as provided for in Section II.N of Board Policy) or through furlough or work hour adjustments (as provided for in section II.G.7 and Board Policy II.B.2.d).~~e of Board Policy~~.

~~g.4.~~ \_\_\_\_\_ F  
aculty Rank and Promotion Pathways

~~i.a. Faculty Ranks:~~ There are three ~~four~~ (34) primary tenure-eligible faculty ranks at each institution: (a) professor<sub>i</sub>; (b) associate professor, and (c) assistant professor, ~~and (d) instructor~~. Each institution may establish additional faculty ranks for non-tenure eligible faculty, specify the title of each rank, and delineate the requirements for each faculty rank so established. ~~Recommendations for additional faculty ranks must be submitted by the chief executive officer to the Board for approval.~~

~~ii.b. Tenure-Eligible Faculty Location:~~ Tenure-eligible fFaculty ~~rank~~, including initial appointment to faculty rank and any promotion to a higher rank at an institution, are traditionally~~generally~~ is located in a department or equivalent unit.

~~iii.c. Rank and Promotion:~~ Each institution must establish criteria for initial appointment to tenure-eligible faculty rank and for promotion in rank at the institution. Each institution may establish criteria for non-tenure eligible rank and promotion. Such criteria must be submitted to the Board for approval, and, upon approval, must be published and made available to the faculty.

~~iv. Special Cases: rank~~Persons~~Employees~~ who have made substantial contributions to their fields of specialization or who have demonstrated exceptional scholarship and competence or appropriate creative accomplishment of recognized outstanding quality may be appointed to faculty rank without satisfying established institutional criteria for initial appointment or promotion, provided that the qualifications of such individuals have been reviewed in accordance with institutional procedures and the appointment is recommended by the chief executive officer ~~and approved by the Board.~~

~~d.~~  
~~v. A non-classified employee may hold faculty rank in a department or equivalent unit in which rank has previously been established by the institution. A non-classified employee may be granted rank at the time of appointment or subsequent thereto, or may be promoted in rank, if such employee meets the criteria for rank as established by the institution and approved by the Board.~~

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e. -Appointment of Non-Tenure-Eligible Faculty: Institutions must establish written policies that define the roles, responsibilities, and expectations as specified in the employment contract for non-tenured faculty.

## 2.5. \_\_\_\_\_ C ompensation

### a. Salary:

a. All initial salaries for faculty employees are established by the chief executive officer, subject to approval by the Board where applicable. Any pPayment in addition to regular salaries must be authorized by the chief executive officer ~~and reported to the Board~~. The Board may make subsequent changes for faculty employee positions or may set annual salary guidelines and delegate to its executive director the authority to review compliance with its annual guidelines. Any annual salary increase outside Board guidelines requires specific and prior Board approval before such increase may be effective and paid to the employee. With the exception of the chief executive officers, and other positions whose appointment is a reserved Board Authority, approval of salaries ~~shall~~must be effective concurrently with Board approval of annual operating budgets for that fiscal year.

### b. Salaries, Increases, and Other Compensation ~~R~~-related Items

i. Categorizing for Reporting: For purposes of eTo categorizing faculty employees for salary and reporting purposes, the following definition applies: Faculty~~faculty~~ includes all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, ~~or creative activity~~, or public service as a principal activity (or activities), and who hold the following academic rank or titles of professor, associate professor, assistant professor, clinical faculty, instructor, lecturer, adjunct faculty, or the equivalent of any of these academic ranks. Faculty rReport ~~in this category~~to deans, directors, or the equivalents, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent) if their principal activity is instructional. Faculty dDo not include student teachers, ing ~~or~~ research assistants, or medical interns or residents. (For reporting purposes, deans, associate deans, and assistant deans are included in the executive/administrative category.)

#### i.

#### \_\_\_\_\_

ii. Credited State Service/Full Time Status ~~—~~: A faculty member employed for an

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academic year and paid over a twelve-month period will be credited with twelve (12) months of state service. For all benefit status determinations and calculations, faculty members ~~shall~~must be considered full-time, year-round employees of the employing institution as long as the employee's teaching; research and service duties are commensurate with the ~~full-time~~full-time faculty ~~work load~~workload assignment as defined by the employing institution.

ii.

~~—~~Pay Periods: All faculty employees, including those on academic year appointments, are paid in accordance with a schedule established by the state controller.

iii.

~~Pay Periods—All faculty employees, including those on academic year appointments, are paid in accordance with a schedule established by the state controller.~~

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- ~~iii.~~ iv. Automobile Exclusion - Unless expressly authorized by Board policy, no faculty employee will receive an automobile or automobile allowance as part of his/her compensation.

### 3.6. Annual Leave A

- a. Only faculty members serving twelve (12) month appointments earn annual leave. Such annual leave ~~shall~~must be earned in the same manner as for non-classified employees.

~~a.~~

Pursuant to section 59-1606(3), Idaho Code, when a faculty member has accrued annual leave for service on a ~~12-~~month appointment, and subsequently such faculty member returns to a faculty position of less than 12 months where annual leave does not accrue, then the institution may pay the faculty member, as supplemental pay, the accrued annual leave balance.

~~b.~~

### 6. Sabbatical Leave 6

#### i. Eligibility:

- i. A sabbatical leave may be granted at the discretion of the chief executive officer to a ~~tenured~~ faculty member ~~(or a professional-technical faculty member)~~ who has completed at least six (6) years of full-time service at an institution. A sabbatical leave may not be awarded to the same faculty member more than once in any six (6) academic years and sabbatical leave time is not cumulative. Sabbatical leave proposals must be submitted, reviewed, and processed according to policies and procedures established at each institution. A sabbatical leave may be used for the purpose of acquiring and/or updating new professional skills and knowledge, innovation in teaching, or for conducting research or creative activity. ~~updating professional skills or conducting research.~~ Sabbatical leave awards are fully dependent on the availability of appropriate funding.

#### ii. Term:

- ii. The term of a sabbatical leave is either one (1) academic semester at full pay or two (2) semesters at half pay.

#### iii. Condition:

- iv. Each faculty member who is granted a sabbatical leave must serve at the institution for at least one (1) academic year after completion of the sabbatical unless the chief executive officer approves a waiver of the requirement.

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~~v.~~ Report on Sabbatical Leave:   

~~iv.~~ By the end of the first semester following return to the institution from a sabbatical leave, or in the faculty member's subsequent annual evaluation report, the faculty member must submit a written account of sabbatical activities and accomplishments to the academic vice president.

#### 4.7. Annual Performance Evaluation for Faculty

~~—Institutional policies must define a faculty member's type of appointment and ensure that the expectations and evaluation align with the faculty member's appointment.~~

a. Evaluation Criteria: Each institution must establish a policy for annual performance evaluations, publish the criteria, and ensure that all faculty members have advance access to the criteria. Institutions must apply performance standards consistently and fairly across appointment types. Faculty must have the opportunity to respond in writing to their evaluation. Each institution must develop policies, procedures, and measurement instruments to solicit feedback from students about their learning experiences to inform ongoing faculty efforts to improve course design and pedagogy.

b. Annual Evaluation Process: Each year, the ~~the dean or their designee~~ must submit an evaluation of each faculty member in the department. This evaluation, together with the input of higher administrators, will be used as ~~(1) basis~~ one aspect for of the final recommendation relative to reappointment, non—reappointment, ~~acquisition of tenure~~, or other personnel action, whichever is appropriate. The ~~chairman~~ dean or designee must communicate an assessment of strengths and weaknesses to each faculty member evaluated.

a. ~~Evaluation Criteria : Each institution must establish policy for annual performance evaluations, publish the criteria, and ensure that all faculty members have access to the criteria. Institutions must apply performance standards consistently and fairly across appointment types. Each institution must ensure that faculty are evaluated based on published criteria that are aligned with their responsibilities in teaching, research or creative activity, service, and other assigned duties. Faculty must have the opportunity to respond in writing to their evaluation. Each institution shall must publish its criteria for annual evaluation and ensure that all members of the faculty have access to the criteria.~~

~~Each institution must develop policies, procedures, and measurement instruments to solicit feedback from students about their learning experiences to inform ongoing faculty efforts to improve course design and pedagogy.~~

b.c. Record Retention: Any written recommendations that result from the evaluation of a faculty employee will be given to the employee, and a copy will be placed in the employee's file.

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~~c. Each institution must develop policies, procedures, and measurement instruments to be used in the evaluation by students of faculty teaching effectiveness.~~

~~5.~~ Non-renewal of Non-tenured Faculty Members

8.

a. Notice: Notice of non-renewal for full-time non-tenure faculty (including but not limited to positions such as clinical faculty, lecturers, or instructors) must be given in writing and in accordance with the following standards (see Board Policy II.F).:

i. 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 90 days in advance of its the contract termination.

ii.

ii. Second Two (2) or More Years of Service - Not later than December 15 of the second full academic year of service or aAt least six180 monthsdays in advance of the contract termination. 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.

iii. More Than Three (3) Years of Service – Institutions may establish policies to grant up to 365 days' notice of nonrenewal for full-time non-tenure faculty who have completed three (3) or more years of service.

iv. 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 terminati

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Failure to provide timely notice of non-renewal because of a mechanical, clerical, or mailing error does not extend or renew the letter or contract of employment for another term, but the existing term of employment will be extended to provide the employee with a timely notice of non-renewal.

~~b. General Exception to Notice Timeline: Financial Exigency~~—Notice of non-renewal is not required when the Board has authorized a reduction in force resulting from a declaration of financial exigency, and a non-tenured faculty member is to be laid off. In that event, notice of layoff must be given as provided under the policies for reduction in force.

~~b.~~

~~i.d. Exception for Grant-Funded Non-Tenure Faculty: The employment of a non-tenured faculty member whose continued employment is contingent upon the availability of external or grant funding, or the ability to secure external or grant funding, may be subject to non-renewal when the funding supporting the position has been terminated by the external funding source. Notice of non-renewal may match the notice period provided by the external funding source.~~

~~e. Request For Review:~~

~~i.~~—Non-renewal is not subject to investigation or review except that the ~~—~~employee may request an investigation or review to establish that ~~written notice was or was not received in accordance with the time requirements the institution did not comply with the requirements of Section 7.a. above were not complied with set forth in this section.~~ In such cases, the investigation or review will ~~be concerned only with only concern the~~ manner and date of notification of non-renewal. The employee must request such investigation or review in writing ~~of to~~ the chief executive officer within fifteen (15) days of receipt of the written notice of non-renewal.

~~e.~~

~~i.~~

~~ii.~~—Provided, however, that if the non-tenured faculty member presents bona fide allegations and evidence in writing to the chief executive officer of the institution that the non-~~reappointment~~ renewal was the result of discrimination prohibited by applicable law, the non-tenured faculty member is entitled to use the internal discrimination grievance procedure to test the allegation. In such cases, the same procedures, burden of proof, time limits, etc., as set forth for the grievance of non-renewal by non-classified employees ~~shall must~~ be used ~~(see subsection F).~~

~~d. Non-tenured faculty members who are notified that they will not be reappointed or that the succeeding academic year will be the terminal year of appointment are not entitled to a statement of reasons upon which the decision for such action is based. No hearing to review such a decision will be held.~~

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- a. Purpose of Tenure: Tenure helps Idaho's colleges and universities attract and retain high-quality faculty who are dedicated to student success and the advancement of knowledge through teaching, research, and creative activity. It provides a stable foundation for long-term contributions to education and scholarship, while holding faculty accountable through structured peer review and institutional oversight. Tenure supports academic freedom by protecting the ability of faculty to explore complex topics, share diverse perspectives, and contribute to public understanding without fear of censorship or retaliation. As outlined in Board Policy III.B Academic Freedom and Academic Responsibility, this freedom is not a exclusively a personal privilege but a professional obligation to serve the public by fostering open inquiry, critical thinking, and informed civic discourse.

~~Tenure Defined — Tenure is the presumption of a condition of presumed continuous continual employment following the expiration of a probationary period and after meeting the appropriate criteria conferred to faculty members after a rigorous, —multi-year peer review of their—the extent to which their contributions to their disciplines and institutions are distinctive and indicative of continuing success—. 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. See II.G.3.c for general contract terms applicable to all faculty. The following applies to tenure-eligible faculty during the probationary period. 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.~~

a.b. Acquisition of Tenure

- i. Professional Career-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 as career-technical faculty education subsequent to July 1, 1993 are hired and employed as non-tenure-track faculty. They are granted an employment contract in accordance with these policies and are subject to continued acceptable performance and/or the needs of the institution;; and and they will may also be; afforded the right to pursue promotion and to serve on institutional committees.

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- ~~1) — 1) be afforded the right to pursue promotion; and~~
  - ~~2) — 2) be considered and granted an employment contract in accordance with these policies these policies and be subject to continued acceptable performance and/or the needs of the institution; and~~
  - ~~3) — 3) be afforded an opportunity to serve on institutional committees.~~
- ii. ~~Academic faculty members, after meeting certain requirements, established by the employing institution, may acquire tenure.~~ Each institution ~~shall~~must develop policies for the acquisition of tenure by tenure-eligible faculty that are consistent with this general philosophy and policy statement of the Board.
- ~~ii. — Acquisition of tenure is not automatic, by default or defacto, but requires an explicit judgment, decision, and approval a rigorous, comprehensive review based on disciplinary and institutional standards by colleagues within the faculty member's academic unit and/or institution. This review may include input from scholars members of the academic community external to the institution.~~
- ~~— 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.8.). In addition, an 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.~~
- ~~— 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.iv.1). In addition, an 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.iv.2).~~

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iii.

~~b. 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.~~

e.b. Standards of Eligibility for Tenure

i. 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.

ii. Service in Professional ~~Rank P~~positions—: All satisfactory service in any other professorial rank, whether tenure-eligible or non-tenure-eligible, 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 as part of the experience necessary for acquiring tenure.

~~of~~Before a non-tenured faculty member holding academic rank is moved from one position in the institution 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.

~~iii. Service in Instructor TE~~Rank P—: ~~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.~~

iii. Lapse in Service: Effect of lapse in service, transfer, reassignment, reorganization, and administrative responsibilities: A non-tenured 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 institution 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 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.

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iv. Tenure for Academic Administrators—: Academic administrators include roles, for example, such as the chief executive officer/presidents, chief academic officers/provosts, vice provosts, vice presidents, or equivalent of the institutions, deans, associate/assistant deans, department chairs of the academic units of the institutions, and academic program directors or equivalents.

1)—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.

1)

2)—An employee 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 president.

2)

3) Upon termination of employment as an academic administrator, an employee with tenure may 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.

4) Non-academic Administrators: An individual hired for a non-academic administrator position from outside the institution will not be considered for a tenured faculty rank in conjunction with such appointment. However, he or she may be granted a 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.

3)

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.

5)

6)—Extension of the tenure review period may be granted in certain exceptional cases.

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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.

b.

~~d.c.~~ Evaluation For for Tenure: It is expected that the chief executive officer, in granting tenure, will have sought and considered evaluations of each candidate by a committee appointed for the purpose of annual evaluations or making recommendations related to tenure status. Such a committee must include tenured faculty as a majority. It may also include non-tenured faculty, students representation; and one (1) or more representatives from outside the faculty member's department. It is recommended that To the extent possible, some of the committee members must have knowledge and understanding of the candidate faculty member's discipline. Each member of the committee

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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 chief executive officer~~use multiple sources of data and evidence to make a recommendation for tenure. Tenure recommendations may consider, but must not rely solely on, student evaluations of faculty teaching.

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 chief executive officer, who is responsible for making the final decision.

- e. ~~Award of Tenure~~—: The awarding of tenure to an eligible faculty member is made only by a positive action of the chief executive officer of the institution. The president must give notice in writing to the faculty member of the approval or denial of tenure. Notwithstanding any provisions in these policies to the contrary, no person will be deemed to have been awarded tenure because notice is not given.

d. \_\_\_\_\_

- e. Notice: 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.

- f. Reorganization: Faculty impacted by the reorganization of an administrative structure retain tenure, subject to exceptions outlined elsewhere in II.G.

7. ~~Periodic Performance Review of Tenured Faculty Members~~—: It is the policy of the Board that at intervals not to exceed five (5) years following the award of tenure ~~or achieving the rank of professor, whichever is later in time 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 periodic performance review of tenured faculty is intended to support continued professional growth, recognize achievement, and ensure accountability to the institution's mission. The review process must respect academic freedom and be used to affirm contributions, guide improvement, and support faculty excellence.

10. \_\_\_\_\_

- a. ~~Scope: Wperiodic performance~~—The review must be conducted in terms of the tenured faculty member's—continuing performance in the following general categories: teaching effectiveness, research or creative activities, professional related service~~service~~, other assigned responsibilities, and overall contributions to the department, university institution, and/or discipline.

a. \_\_\_\_\_

- i. Procedures for Pperiodic Rreview—Each institution must establish procedures for

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the performance review of tenured faculty members at the institution. 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. \_\_\_\_\_

j. ~~Review Standards and Reporting: Each institution must establish its own internal review standards subject to approval by the Board. Review standards—Each institution may establish its own internal review standards subject to approval by the Board. Absent such institutional standards, the institution must use the following standards.~~

\_\_\_\_\_.

~~If during the periodic review, the performance of a tenured faculty member is questioned in writing by a majority of members of the department or unit, the department chairperson or unit head, the appropriate dean, the appropriate vice president, or the chief executive officer, then the appropriate vice president or equivalent administrator must decide whether a full and complete review must be conducted in accordance with the procedures established for the initial evaluation for tenure at the institution. If during the periodic review, the performance of a tenured faculty member is not questioned in writing, members of the department or unit and the department chairperson or unit head must prepare a written~~

c. Review Standards and Reporting: Each institution must submit an annual report to the Board related to post-tenure review outcomes that includes the number of reviews conducted, the number of performance improvement plans resulting from the post-tenure review process, and the justification for not dismissing faculty who fail to meet the requirements of a post-tenure performance improvement plan.

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~~—review statement that the performance review has been conducted and that a full and complete review is not required.~~

~~b. Exception for Associate Professors in the Promotion Process: —Generally, consideration for promotion from associate professor to full professor occurs no sooner than the fifth full year following the attainment of the associate professor rank, which typically coincides with the awarding of tenure. In cases where a candidate submits an promotion application for promotion from associate professor to professor rank in the same year that a post-tenure review would otherwise be scheduled, the promotion review will fulfill the requirement for the periodic post-tenure review. the promotion from the rank of associate professor to full professor is considered no earlier than the fifth 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, sixth or seventh full year after the award of tenure then the promotion review may, if it meets substantially similar criteria and goals of the post tenure review, take the place of the periodic performance review described here.~~

~~c.~~

~~d.~~

e. Periodic Review for Administrators: Each administrative employee who has been granted tenure must be evaluated in accordance with the policies established at each institution for the evaluation of an academic administrator. Annual performance reviews or an alternative comprehensive review strategy may be more appropriate for academic administrators.

When a tenured faculty member is serving as department chair, 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.

~~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 chief executive officer may initiate termination of employment procedures for the faculty member. In other words, an unsatisfactory or less than adequate performance rating shall must may constitute adequate cause for dismissal.~~

# 11. Termination of Employment for Tenure-eligible and Tenured Faculty:

a. Tenure-eligible faculty: If a faculty member is not awarded tenure, the chief executive officer must notify the faculty member of the decision not to recommend tenure and may either issue to the faculty member a contract for a terminal year of employment, or, at the sole discretion of the chief executive officer, issue to the faculty member

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contracts of employment for successive periods of one (1) year each. Such an 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 is no continued expectation of employment beyond the annual appointment. When authorized by the chief executive officer, or his or her designee, the year in which the tenure decision is made may be the terminal year of employment.

b. Tenured Faculty: If, following a full and complete performance review, a tenured faculty member's performance is judged to have been unsatisfactory during the period under review, the chief executive officer may initiate termination of employment procedures for the faculty member. A tenured faculty member may also be reassigned or terminated when:

1. The Board has declared a financial exigency under Policy II.N
2. When a program is discontinued, as described in Policy III.G.7, has been or must be modified for educational or financial considerations, based on specific criteria such as sustained enrollment decline, material loss of funding, or structural changes such as program merger.

Such actions are distinct from and separate grounds for reassignment or termination from a dismissal for adequate cause under Policy II.L.

Each institution must develop and publish objective criteria to guide determinations of program reduction, discontinuance, or substantial modification, consistent with Policy III.G.7. These criteria must be developed through the normal policy process, be approved by the chief executive officer, and be based on documented evidence. Evidence may include, for example, multi-year enrollment trends, student demand, graduate outcomes, accreditation requirements, and/or cost and resource analysis. Faculty retain academic freedom as defined in Policy III.B

Before terminating a tenured member, the institution must demonstrate good-faith efforts to address the circumstances through, for example, reassignment (including reasonable retraining), program consolidation, reduction of non-tenure positions, early retirement incentives (where permitted by law or policy), natural attrition, or other circumstances as allowed by law.

All actions under this section shall be subject to grievance procedures under the program discontinuation procedure as outlined in Policy III.G.7.b. Final authority for termination or reassignment of tenured faculty under this section rests with the chief executive officer.

c.

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~~a.n. , When authorized by the chief executive officer, or his or her designee, the year in which the tenure decision is made may be the terminal year of employment.~~

~~However, termination should be limited to cases where unsatisfactory performance has persisted following implementation of a performance improvement plan, unsatisfactory performance has been documented in two or more previous annual performance reviews, or where other extraordinary circumstances exist.~~

~~e. ——— g. Dismissal for Adequate Cause – Tenured faculty members may be dismissed for adequate cause as provided for in Subsection L of this Section. Tenure for Academic Administrators~~

~~i. "Academic administrators," for purposes of this topic, meansare administrators of a wide variety of academic programs including roles, for example, such as the chief executive officer/presidents, chief academic officers/provosts, vice provosts or equivalent of the institutions, the deans, associate/assistant deans, and department chairs of the academic units of the institutions, and the vice presidents for research of the institutionsand academic program directors or equivalents., and shall not include persons occupying other administrative positions.~~

~~ii. 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~~

~~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 institutioninstitution~~

~~iii. ——— n's president.~~

~~iv. ——— 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.~~

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~~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 a affiliate n 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.~~

~~v. Notwithstanding the above, E each administrative employee who is has been granted tenure shall ~~must~~ be reviewed in evaluated in accordance with their administrative position description.~~

~~f. Terminal Contract of Employment - If a faculty member is not awarded tenure, the chief executive officer must notify the faculty member of the decision not to recommend 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 chief executive officer, 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 ~~is~~ no continued expectation of employment beyond the annual appointment.~~

~~g. When authorized by the chief executive officer, or his or her designee, the year in which the tenure decision is made may be the terminal year of employment.~~

~~h. Effect of lapse in service, transfer, reassignment, reorganization, and administrative responsibilities:~~

~~i. A non-tenured 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 institution 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 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.~~

~~Before a non-tenured faculty member holding academic rank is moved from one position in the institution 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.~~

~~ii. h~~

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~~the receiving department, as to the extent to which prior service may count toward eligibility for tenure status.~~

- ~~i. 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.~~

~~When a tenured faculty member is serving as department chairman, 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.~~

12. Faculty Code of Conduct

Each institution must create, establish, and maintain a Faculty Code of Conduct that defines the faculty rights, responsibilities, and expected conduct. The Code must foster and sustain an environment conducive to professionalism, to the sharing of , support, and critical examination of knowledge and values, and that cultivates an ethical educational climate focused on effective teaching and learning. Its purpose is to articulate faculty rights and responsibilities in alignment with Board Policy III.B Academic Freedom and Academic Responsibility and to support the conditions necessary for faculty to fulfill the university institution's mission. It is the responsibility of each institution to uphold these supportive conditions, reflecting a shared commitment to academic quality, accountability, and integrity.

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**SUBJECT**

Board Policy V.H., Audit, Risk and Compliance Committee – First Reading

**REFERENCE**

|               |                                                                                                           |
|---------------|-----------------------------------------------------------------------------------------------------------|
| June 2005     | Board approved first reading updating policy to bring it into alignment with creation of Audit Committee. |
| August 2005   | Board approved second reading of policy.                                                                  |
| December 2008 | Removal of ISDB, Historical Society and Commission from all applicable policies.                          |
| December 2015 | Board approved first reading of amended policy dealing with audits of agencies under Board jurisdiction.  |
| April 2016    | Board approved second reading of policy amendments.                                                       |
| October 2022  | Board approved first reading of amended policy V.H. and repeal of Policy V.Y.                             |
| December 2022 | Board approved second reading of amended policy V.H. and repeal of Policy V.Y.                            |

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies and Procedures, Section V.H.

**BACKGROUND/DISCUSSION**

The proposed amendments to Board Policy V.H. expand and clarify the role of the Audit, Risk, and Compliance Committee as the Board's standing committee responsible for oversight of fiscal integrity, risk management, internal controls, compliance, and ethical standards across Idaho's higher education system. This policy also serves at the Audit, Risk, and Compliance Committee's charter.

Key revisions include:

- Establishing detailed responsibilities for financial oversight, internal audit, enterprise risk management, and institutional compliance programs.
- Formalizing expectations for external auditor selection, lead partner rotation, audit scope and reporting, and review of Single Audit Reports.
- Codifying the functional independence of the internal audit function under the Chief Audit Executive, who reports administratively to the Executive Director and functionally to the Audit, Risk, and Compliance Committee.
- Requiring each institution to maintain a compliance program administered by a Chief Compliance Officer, with minimum standards for ethics codes, training and reporting mechanisms – including anonymous hotlines, and coordination with legal, audit, and risk management functions.
- Clarifying the Audit, Risk, and Compliance Committee's meeting schedule, calendar of reports, and its role as liaison with external and regulatory auditors.

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- Updating terminology to align with new standards.

**IMPACT**

Approval of the proposed amendments provides updated and comprehensive governance guidance for the Audit, Risk, and Compliance Committee. The revisions strengthen oversight of fiscal, risk, audit, and compliance matters across the system, establish clearer accountability for institutional compliance functions, and align Board policy with current best practices in higher education governance.

**ATTACHMENTS**

Attachment 1 – Clean version of Board Policy V.H., Audits

Attachment 2 – Redline version of Board Policy V.H.

**BOARD STAFF COMMENTS AND RECOMMENDATIONS**

The proposed revisions to Board Policy V.H. significantly strengthen and modernize the governance framework for the Audit, Risk, and Compliance Committee. They provide clarification on committee responsibilities, formalize oversight of institutional compliance programs, and reinforce the independence of the internal audit function. These changes align with the national best practices for board-level audit and compliance committees.

Board staff recommends approval of the first reading of the amendments to Board Policy V.H.

**BOARD ACTION**

I move to approve the first reading of the proposed amendments to Board Policy V.H. as presented in Attachment 1.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

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**1. General Purpose and Governance**

The Audit, Risk and Compliance Committee (Committee) is established as a standing committee of the Board under Idaho State Board of Education, Policies and Procedures, Section I. Bylaws to provide fiscal, compliance and risk management oversight responsibilities. The Committee provides oversight for: financial statement integrity, financial practices, internal control systems, financial management, risk management, compliance and ethical standards of conduct. This policy and relevant sections of the Board's bylaws serve as the Committee's charter. Changes to this policy must be approved by the Committee before being submitted for approval by the Board.

The Committee serves as the Board's liaison with its external auditors, regulatory auditors, the internal audit and risk management functions of the Office of the State Board of Education, and with compliance officers of the institutions. The Committee reviews institution fiscal operations. The Committee also reviews institutional procedures for controlling operating risks and monitors the compliance programs. At the discretion of the Committee, this policy, or portions of it, can be applied to agencies of the Office of the State Board of Education or to programs and activities of the Office of the State Board of Education. The Committee chairperson reports periodically to the Board on the activities of the Committee, including any recommended changes or additions to the Board's policies and procedures through the Business Affairs and Human Resources Committee. The Committee is authorized to act on applicable items that do not require Board approval.

The Committee shall meet at least four times per year and may be aligned with regularly scheduled Board meetings or more frequently as circumstances may require. The Committee may require institution or agency management or others to attend the meetings and provide pertinent information as necessary.

**2. Calendar**

The Committee shall establish a calendar of all regularly scheduled meetings including Committee chairperson (or designee) reports to the Board, the independent auditors, institutions, and others as appropriate. The Committee should take into consideration the requirements and due dates of other State agencies in establishing timelines.

**3. Selection of External Auditors**

Items 3, 4 and 5 apply to the institutions only (Boise State University, Idaho State University, University of Idaho, and Lewis-Clark State College).

- a. The Committee shall allow enough time to prepare and publish a request for proposal, review and evaluate proposals, obtain Board approval of the selected

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audit firm, and negotiate a contract. The Committee shall consider the need to seek a new proposal every three years.

- b. The Committee shall establish a process for selecting an external audit firm. The process used should include representatives from the Board, Committee, and institutions.
- c. The Committee shall make the selection of the recommended external audit firm.
- d. The selection of the new external audit firm shall be presented to the Board for approval at the next Board meeting following the Committee's recommendation.
- e. An annual review of external auditor performance and fees shall be conducted.

**4. Financial Statement Auditors****a. Lead Partner Rotation**

It is the intent of the Board to adhere to the recommendation of the National Association of College and University Business Officers (NACUBO) to require rotation of the lead audit partner of the external audit firm every five years, with a two-year timeout provision. The Committee shall establish when the five-year limit will be reached for the current lead audit partner. At least one year prior to that time, the Committee shall discuss transition plans for the new lead audit partner. The five-year limit will be reviewed annually with the external auditors. These discussions shall be documented in the Committee meeting minutes.

**b. Scope and Reporting**

- i. Prior to the start of any audit work for the current fiscal year, the Committee will meet with the lead external audit partner to review the audit scope. Questions related to audit scope should include significant changes from prior year, reliance on internal controls and internal audit function, assistance from institutional staff, and changes in accounting principles or auditing standards. The Committee should also discuss how the audit scope will uncover any material defalcations or fraudulent financial reporting, questionable payments, or violations of laws or regulations. Areas of the audit deserving special attention by the Committee and issues of audit staffing should also be reviewed.
- ii. Prior to the publication of the external auditor's report, the Committee will review all material written communications between the external auditors and institution management, including management letters, schedules of posted and/or unadjusted misstatements, and opinion modifications. The Committee

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shall conclude on the appropriateness of the proposed resolution of issues, and the action plan for items requiring follow-up and monitoring. The Committee shall review these risks with institution management at each meeting or sooner, if necessary, to make sure it is up-to-date.

- iii. Subsequent to the external audit report, the Committee shall meet with the lead external audit partner and the Chief Financial Officer of each institution, to review the scope of the previous year's audit, and the relationship between the internal audit function and the external auditors with respect to the scope of the external auditor's work. Prior to the start of interim work for the current year audit, the Committee shall review the audit plans.

- c. Accounting Policies

Annually and/or in conjunction with the year-end external audit, the Committee shall review with the lead external audit partner all critical accounting policies and practices and all alternative treatments of financial information within generally accepted accounting principles that have been discussed with management of the institutions, the ramifications of each alternative, and the treatment preferred by each institution.

- d. Financial Statement Review

At the completion of the external audit, the Committee shall review with institution management and the external auditors each institution's financial statements, Management's Discussion and Analysis (MDA), related footnotes, and the external auditor's report. The Committee shall also review any significant changes required in the external auditor's audit plan and any serious difficulties or disputes with institution management encountered during the audit. The Committee shall document any discussions, resolution of disagreements, or action plans for items requiring follow-up.

- e. Single Audit Review

At the completion of the Single Audit Report, as required under the Single Audit Act of 1984, and the Single Audit Act Amendments of 1996 (collectively "Single Audit Act"), the Committee shall review with institution management and the external auditors each institution's Single Audit Report. The Committee shall discuss whether the institution complies with laws and regulations as outlined in the Single Audit Act and applicable compliance guidance. The Committee shall report to the Board that the review has taken place and any matters that need to be brought to the Board's attention. The Committee shall document any discussions, resolution of disagreements, or action plans for items requiring follow-up.

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## 5. Internal Audit (Internal Audit and Advisory Services – IAAS)

- a. IAAS reports functionally to the Committee and administratively to the Board's executive director. The Committee shall have sole oversight of internal audit related activities. The internal audit function will be administered by a chief audit executive (CAE) within the Office of the State Board of Education. Institutions are prohibited from establishing their own internal audit functions. The Committee shall:
- i. Ensure that IAAS works under an internal audit charter, reviewed annually by the Committee
  - ii. Ensure the functional independence of IAAS
  - iii. Hiring, termination and discipline of the CAE rests with the Board with advice from the Committee and the OSBE Executive Director.
  - iv. Provide input into the performance review of the CAE
  - v. Approve and provide feedback on an annual plan submitted by the CAE
  - vi. Advise the Board about increases and decreases to IAAS needed to carry out internal audit activities
  - vii. Receive and review an annual performance report on IAAS from the CAE.
  - viii. Review IAAS's conformance to internal audit professional standards established by the Institute of Internal Auditors ("IIA").
  - ix. Review IAAS findings and recommendations, and review the adequacy of corrective action taken by institution management.
- b. IAAS shall have free and unrestricted access to institutional personnel, buildings, systems and records needed to perform internal audit work. Institutions are responsible for providing adequate office space, furniture and communication equipment for on-campus audit teams. The Committee shall review and resolve any difficulties encountered by internal audit staff including restrictions on scope or access to personnel, buildings, systems or records. Internal auditors are responsible for handling information in accordance with relevant policies, procedures and laws. The CAE shall establish audit procedures for the collection and retention of private personal, sensitive, or confidential information.
- c. IAAS will maintain a quality assurance and improvement program that covers all aspects of its operations. The program will include an evaluation of I conformance with internal audit standards and an evaluation of whether IAAS conforms to the IIA's Code of Ethics. The program will also assess the efficiency and effectiveness of IAAS and identify opportunities for improvement.

The CAE will communicate to the Committee IAAS's quality assurance and improvement program, including results of internal assessments (both ongoing and periodic) and external assessments conducted at least once every five years

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by a qualified, independent assessor or assessment from outside Idaho higher education.

## 6. Other Audits

## a. Legislative Audits

- ii. All state agencies under the Board's jurisdiction, excluding the State Department of Education, will receive financial statement audits and federal single audits in accordance with federal and state laws and regulations. The Committee must be informed immediately by an agency of any audit activity being conducted by the legislative auditor.
- iii. At the completion of a legislative audit, the Committee may discuss with the legislative auditor the progress of the legislative audit, including a report on preliminary and final audit findings and recommendations.

## b. Employee Severance Audits

When key administrative personnel leave an agency or institution, the Committee may bring to the Board a recommendation as to whether an audit should be conducted and the scope of such an audit.

## c. Other External Audits and Reviews

The Committee is authorized to engage the services of outside auditors or evaluators to perform work used to supplement the work of the Committee, to assess compliance with laws and regulations, or to assess business processes.

## 7. Risk Management

The Committee shall provide oversight of a system-wide enterprise risk management process. This includes authorizing a standardized enterprise risk management methodology. It also includes receiving reports or presentations from board staff or institutional employees regarding operating risks and risk management activities.

## 8. Compliance

## a. General

The Board is committed to ethical conduct and to fostering a culture of compliance with the laws and regulations which apply to the institutions and agencies under its governance.

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## b. Compliance Officer

Each institution shall establish a compliance function, administered by a full-time Compliance Officer. The institutions shall consult with the Committee on the appointment of the Chief Compliance Officer. The Compliance Officer shall report directly to the institution President and indirectly to the Committee. Exceptions to this structure can be authorized by the Committee.

## c. Compliance Program

The Committee shall provide oversight of the effectiveness and adequacy of resources of the compliance program. The Compliance Officer shall be responsible for administering a compliance program. A minimum, the compliance program must include the following:

- i. A code of ethics or standards of conduct that apply to all employees.
- ii. A published and widely disseminated list or index of compliance areas and assigned responsibilities, categorized and prioritized based on risk, likelihood, and negative impact of potential events.
- iii. A risk-based compliance training program to educate employees on the laws, regulations and policies relevant to their day-to-day job functions. Training for volunteers will be delivered as necessary and at the reasonable discretion of the supervising employee.
- iv. A framework for coordinating compliance oversight, monitoring and reporting. This includes a management level group or individual with authority and adequate resources to examine compliance issues and assist the compliance officer in investigating, monitoring, and assessing compliance and/or recommending policies or practices designed to enhance compliance.
- v. A process to ensure institutional policies are regularly reviewed for compliance with current federal and state laws and regulations and Board policies.
- vi. Reporting mechanism that provides for anonymous and confidential reporting of compliance issues. Once mechanism shall be an anonymous reporting hotline to be administered by the Chief Compliance Officer.
- vii. Processes to timely investigate or review potential issues of non-compliance. This process must include a process for documenting investigations or reviews.
- viii. Coordination with General Counsel, Internal Audit and Advisory Services, and Systemwide Risk Management Services to address compliance related issues.

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ix. A process to coordinate resolution of compliance matters.

d. Compliance Reporting

The compliance officer shall prepare and submit reports to the Board's executive director and the Committee regarding the adequacy and effectiveness of the compliance program and reasons for updates made to the program. This includes reporting information useful for understanding the effectiveness of the compliance program and to assess compliance related risk. These reports will be submitted at least annually and more frequently if directed by the Committee.

The compliance officer is required to timely report to the President and the Committee actual or likely issues of material non-compliance. Issues of material non-compliance are those that:

- 1) Are of significant public interest using the reasonable person standard
- 2) Result in corrective or enforcement action by a regulatory agency
- 3) Involve executive leadership; or
- 4) Expose the institution to fines, penalties exceeding \$25,000 or financial liability exceeding \$25,000. For purposes of this subparagraph, "financial liability" means the estimated obligation by the institution or another party resulting from non-compliance.

The compliance officer shall immediately report issues of potential or actual fiscal misconduct to the chief audit executive. Fiscal misconduct shall be resolved under Board policy V.Y.

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## 1. General Purpose and Governance

The Audit, Risk and Compliance Committee (Committee) is established as a standing committee of the Board under Idaho State Board of Education, Policies and Procedures, Section I. Bylaws to provide fiscal, compliance and risk management oversight responsibilities. The Committee provides oversight for: financial statement integrity, financial practices, internal control systems, financial management, risk management, compliance and ethical standards of conduct. This policy and relevant sections of the Board's bylaws serve as the audit Committee's charter. Changes to this policy must be approved by the Committee before being submitted for approval by the Board. ~~for the Audit, Risk and Compliance Committee.~~

The Committee serves as the Board's liaison with its external auditors, regulatory auditors, ~~the~~ internal audit and risk management functions of the Office of the State Board of Education, and with compliance officers of the agencies and institutions. The Committee reviews agency and institution fiscal operations. The Committee also reviews institutional procedures for controlling operating risks and oversees-monitors the compliance programs activities. At the discretion of the Committee, this policy, or portions of it, can be applied to agencies of the Office of the State Board of Education or to programs and activities of the Office of the State Board of Education. The Committee chairperson reports periodically to the Board on the activities of the Committee, including any recommended changes or additions to the Board's policies and procedures through the Business Affairs and Human Resources Committee. The Committee is authorized to act on applicable items that do not require Board approval.

The Committee shall meet at least four times per year and may be aligned with regularly scheduled Board meetings or more frequently as circumstances may require. The Committee may require institution or agency management or others to attend the meetings and provide pertinent information as necessary.

## 2. Calendar

The Committee shall establish a calendar of all regularly scheduled meetings including Committee chairperson (or designee) reports to the Board, the independent auditors, institutions, and others as appropriate. The Committee should take into consideration the requirements and due dates of other State agencies in establishing timelines.

## 3. Selection of External Auditors

Items 3, 4 and 5 apply to the institutions only (Boise State University, Idaho State University, University of Idaho, and Lewis-Clark State College).

- a. The Committee shall allow enough time to prepare and publish a request for proposal, review and evaluate proposals, obtain Board approval of the selected

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audit firm, and negotiate a contract. The Committee shall consider the need to seek a new proposal every three years.

- b. The Committee ~~may~~shall establish a process for selecting an external audit firm. The process used should include representatives from the Board, Committee, and institutions.
- c. The Committee shall make the selection of the recommended external audit firm.
- d. The selection of the new external audit firm shall be presented to the Board for approval at the next Board meeting following the Committee's recommendation.
- e. An annual review of external auditor performance and fees shall be conducted.

## 4. Financial Statement Auditors

## a. Lead Partner Rotation

It is the intent of the Board to adhere to the recommendation of the National Association of College and University Business Officers (NACUBO) to require rotation of the lead audit partner of the external audit firm every five years, with a two-year timeout provision. The Committee shall establish when the five-year limit will be reached for the current lead audit partner. At least one year prior to that time, the Committee shall discuss transition plans for the new lead audit partner. The five-year limit will be reviewed annually with the external auditors. These discussions shall be documented in the Committee meeting minutes.

## b. Scope and Reporting

- i. ~~Prior to External Audit:~~ Prior to the start of any audit work for the current fiscal year, the Committee will meet with the lead external audit partner to review the audit scope. Questions related to audit scope ~~may~~should include significant changes from prior year, reliance on internal controls and ~~any~~ internal audit function, assistance from institutional staff, and changes in accounting principles or auditing standards. The Committee should also discuss how the audit scope will uncover any material defalcations or fraudulent financial reporting, questionable payments, or violations of laws or regulations. Areas of the audit deserving special attention by the Committee and issues of audit staffing should also be reviewed.
- ii. Prior to the publication of the external auditor's report, the Committee will review all material written communications between the external auditors and institution management, including management letters, ~~and any~~ schedules of posted and/or unadjusted misstatements, and opinion modifications.

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~~differences.~~ The Committee shall conclude on the appropriateness of the proposed resolution of issues, and the action plan for ~~any~~ items requiring follow-up and monitoring. The Committee shall review these risks with institution management at each meeting or sooner, if necessary, to make sure it is up-to-date.

- iii. ~~Subsequent to Audit:~~ Subsequent to the external audit report, the Committee shall meet with the lead external audit partner and the Chief Financial Officer of each institution, to review the scope of the previous year's audit, and the ~~inter~~ relationship between ~~any~~ the internal audit function and the external auditors with respect to the scope of the external auditor's work. Prior to the start of interim work for the current year audit, the Committee shall review the audit plans ~~for the audit of the current year.~~

c. Accounting Policies

Annually and/or in conjunction with the year-end external audit, the Committee shall review with the lead external audit partner all critical accounting policies and practices and all alternative treatments of financial information within generally accepted accounting principles that have been discussed with management of the institutions, the ramifications of each alternative, and the treatment preferred by each institution.

d. Financial Statement Review

At the completion of the external audit, the Committee shall review with institution management and the external auditors each institution's financial statements, Management's Discussion and Analysis (MDA), related footnotes, and the external auditor's report. The Committee shall also review any significant changes required in the external auditor's audit plan and any serious difficulties or disputes with institution management encountered during the audit. The Committee shall document any discussions, resolution of disagreements, or action plans for ~~any~~ items requiring follow-up.

e. Single Audit Review

At the completion of the Single Audit Report, ~~as required under the Single Audit Act of 1984, and the Single Audit Act Amendments of 1996~~ (collectively "Single Audit Act"), the Committee shall review with institution management and the external auditors each institution's Single Audit Report. The Committee shall discuss whether the institution ~~is in compliance~~ complies with laws and regulations as outlined in the ~~current~~ Single Audit Act and applicable compliance guidance described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement. The Committee shall report to the Board that the review

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has taken place and any matters that need to be brought to the Board's attention. The Committee shall document any discussions, resolution of disagreements, or action plans for ~~any~~ items requiring follow-up.

## 5. Internal Audit (Internal Audit and Advisory Services – IAAS)

- a. IAAS reports functionally to the Committee and administratively to the Board's ~~E~~Executive ~~D~~Director. The Committee shall have sole oversight of internal audit related activities. The internal audit function will be administered by a ~~c~~Chief ~~A~~audit ~~E~~Executive (CAE) within the Office of the State Board of Education. Institutions are prohibited from establishing their own internal audit functions. The Committee shall:

- i. Ensure that IAAS works under an internal audit charter, reviewed annually by the Committee
- ~~ii.~~ ii. Ensure the functional independence of IAAS
- ~~iii.~~ iii. Hiring, termination and discipline of the CAE rests with the Board with advice from the Committee and the OSBE Executive Director.
- ~~iii.~~ Consult with the executive director on the appointment of a CAE to oversee administration of IAAS
- ~~iv.~~ Consult with the executive director on termination or discipline of the CAE
- ~~v.~~iv. Provide input into the performance review of the CAE
- ~~vi.~~v. Approve and provide feedback on an annual ~~audit~~ plan submitted by the CAE
- ~~vii.~~vi. Advise the Board about increases and decreases to ~~internal audit resources~~ IAAS resources needed to carry out internal audit activities
- ~~viii.~~vii. Receive and review an annual performance report on ~~internal audit activities~~ IAAS activities from the CAE.
- ~~ix.~~viii. Review ~~internal audit's~~ IAAS's conformance to ~~the International Standards for the Professional Practice of Internal Auditing ("Standards")~~ internal audit professional standards established ~~published~~ by the Institute of Internal Auditors ("IIA").
- ~~x.~~ix. Review ~~internal audit~~ IAAS findings and recommendations, and review the adequacy of corrective action taken by institution management.

- b. IAAS shall have free and unrestricted access to institutional personnel, buildings, systems and records needed to perform internal audit work. Institutions are responsible for providing adequate office space, furniture and communication equipment for on-campus audit teams. The Committee shall review and resolve any difficulties encountered by internal audit staff ~~during the course of internal audit work~~, including restrictions on scope or access to personnel, buildings, systems or records. Internal auditors are responsible for handling information in accordance with relevant policies, procedures and laws. The CAE shall establish audit procedures for the collection and retention of private personal, sensitive, or confidential information.

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- c. IAAS will maintain a quality assurance and improvement program that covers all aspects of ~~IAAS's~~ IAAS's operations. The program will include an evaluation of ~~IAAS's~~ IAAS's conformance with ~~the Standards~~ internal audit standards and an evaluation of whether ~~internal auditors~~ IAAS conforms to apply the IIA's Code of Ethics. The program will also assess the efficiency and effectiveness of IAAS and identify opportunities for improvement.

The CAE will communicate to the Committee IAAS's quality assurance and improvement program, including results of internal assessments (both ongoing and periodic) and external assessments conducted at least once every five years by a qualified, independent assessor or assessment from outside Idaho higher education.

## 6. Other Audits

## a. Legislative Audits

- ii. All state agencies under the Board's jurisdiction, excluding the State Department of Education, will receive financial statement audits and federal single audits in accordance with federal and state laws and regulations. The Committee must be informed immediately by an agency of any audit activity being conducted by the legislative auditor.
- iii. At the completion of ~~a the~~ legislative audit, the Committee ~~shall~~ may discuss with the legislative auditor the progress of the legislative audit, including a ~~full~~ report on preliminary and final audit findings and recommendations.

## b. Employee Severance Audits

When key administrative personnel leave an agency or institution, the Committee may bring to the ~~full~~ Board a recommendation as to whether an audit should be conducted and the scope of ~~such an the~~ audit.

## c. Other External Audits and Reviews

The Committee is authorized to engage the services of outside auditors or evaluators to perform work used to supplement the work of the Committee, to assess compliance with laws and regulations, or to assess business processes.

~~7. Confidential Reporting Lines~~

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~~a. The Committee shall ensure the institutions have reporting mechanisms in place to provide for anonymous and confidential reporting of compliance issues. Such mechanisms include, but are not limited to, the use of external reporting hotlines. The Committee shall review the effectiveness of institutional processes used to resolve reports received through reporting mechanisms.~~

~~b. Reports of accounting, internal control or auditing matters~~

~~i. The Committee shall set up a process to investigate complaints or reports received by the Board or institutions regarding accounting, internal accounting controls, auditing, or other areas of concern.~~

~~ii. The Committee shall review the procedures for the receipt, retention, timely investigation and proper treatment of complaints, referenced in the preceding paragraph. The Committee shall review a cumulative list of complaints submitted annually to review for patterns or other observations.~~

#### 8.7. Risk Management

The Committee shall provide oversight of a system-wide enterprise risk management process. This includes authorizing a standardized enterprise risk management methodology. It also includes receiving reports or presentations from board staff or institutional employees regarding operating risks and risk management activities. ~~assessment/risk management program. To accomplish this, the Committee shall:~~

- ~~a. Consult with the executive director on the appointment of a system-wide Risk Manager;~~
- ~~b. Monitor and periodically review processes established by the system-wide Risk Manager and institutions to implement effective risk management activities;~~
- ~~c. Periodically receive reports/presentations from the system-wide Risk Manager;~~
- ~~d. If necessary, receive reports from institution employees who oversee departments that manage key risk areas.~~

#### 9.8. Compliance

a. General

The Board is committed to ethical conduct and to fostering a culture of compliance with the laws and regulations which apply to the institutions and agencies under its governance.

b. Compliance Program Officer

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Each institution shall ~~designate~~establish a ~~chief~~ compliance ~~function, administered by a full-time Compliance Officer. The institutions shall consult with —officer, approved by the the~~ Committee on the appointment of the Chief Compliance Officer. The Compliance Officer shall report directly to the institution President and indirectly to the Committee. Exceptions to this structure can be authorized by the Committee.

c. Compliance Program

The Committee shall provide oversight of the effectiveness and adequacy of resources of the compliance program. The Compliance Officer, ~~and shall be responsible for administering a compliance program. —ensure that the institution establishes a compliance program to be approved by the Committee which must address, a~~At a minimum, the compliance program must include the following:

- i. A code of ethics or standards of conduct that apply ~~which applies~~ to all employees.
- ii. A published and widely disseminated list or index of ~~all major~~ compliance areas and assigned responsibilities, categorized and prioritized based on risk, probability/likelihood, and negative impact of potential events.
- iii. A risk-based compliance training program to educate employees on the laws, regulations and policies relevant to their day-to-day job functions. Training for volunteers will be delivered as necessary and at the reasonable discretion of the supervising employee.
- iv. A ~~mechanism framework~~ for coordinating compliance oversight, monitoring and reporting. This includes a management level group or individual with authority and adequate resources to examine compliance issues and assist the compliance officer ~~chief compliance officer~~ in investigating, monitoring, and assessing compliance and/or recommending policies or practices designed to enhance compliance.
- v. A ~~process to ensure means of assuring~~ institutional policies are regularly reviewed for compliance with current federal and state laws and regulations and Board policies. ~~Provision of training to educate employees on the laws, regulations and institution policies that apply to their day-to-day job responsibilities.~~
- vi. Reporting mechanism that provide for anonymous and confidential reporting of compliance issues. Once mechanism shall be an anonymous reporting hotline to be administered by the Chief Compliance Officer.

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vii. Processes to timely investigate or review potential issues of non-compliance. This process must include a process for documenting investigations or reviews.

viii. Coordination with General Counsel, Internal Audit and Advisory Services, and Systemwide Risk Management Services to address compliance related issues.

ix. A process to coordinate resolution of compliance matters.

e.d. Compliance Reporting

The compliance officer shall prepare and submit reports to the Board's executive director and the Committee regarding the adequacy and effectiveness of the compliance program and reasons for updates made to the program. This includes reporting information useful for understanding the effectiveness of the compliance program and to assess compliance related risk. These reports will be submitted at least annually and more frequently if directed by the Committee.

The compliance officer is required to timely report to the President and the Committee actual or likely issues of material non-compliance. Issues of material non-compliance are those that:

- 1) Are of significant public interest using the reasonable person standard
- 2) Result in corrective or enforcement action by a regulatory agency
- 3) Involve executive leadership; or
- 4) Expose the institution to fines, penalties exceeding \$25,000 or financial liability exceeding \$25,000. For purposes of this subparagraph, "financial liability" means the estimated obligation by the institution or another party resulting from non-compliance.

The compliance officer shall immediately report issues of potential or actual fiscal misconduct to the chief audit executive. Fiscal misconduct shall be resolved under Board policy V.Y.

- i. The chief compliance officer of each institution will prepare and submit a semi-annual compliance report in January and July, on a confidential basis, to Board counsel and the Committee noting all material compliance matters occurring since the date of the last report, and identifying any revisions to the institution's compliance program.

For purposes of this policy, a compliance matter shall be considered material if any of the following apply:

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- ~~1) The perception of risk creates controversy between management and the internal auditor.~~
- ~~2) It could have a material impact on the institution's financial statements.~~
- ~~3) It is or could be a matter of significant public interest or that carries risk of significant reputational damage.~~
- ~~4) It may be reported in an external release of financial information.~~
- ~~5) It relates to key controls over financial information that are being designed or redesigned, have failed, or otherwise are being addressed by the organization.~~
- ~~6) It involves fraud related to management.~~
- ~~7) It leads to correction or enforcement action by a regulatory agency.~~
- ~~8) It involves potential financial liability in excess of \$25,000~~

~~Notwithstanding the foregoing, a compliance matter with financial liability in excess of two hundred thousand dollars (\$200,000) must be reported to the Committee as soon as reasonably practicable. A de minimis compliance matter need not be reported to the Committee at any time. A violation will be considered de minimis if it involves potential financial liability of less than twenty-five thousand dollars (\$25,000) and is a matter that has not been recurring or is not otherwise indicative of a pattern of noncompliance. For purposes of this subparagraph, "potential financial liability" means the estimated obligation by the institution to another party resulting from noncompliance. Compliance concerns at agencies under the governance of the Board shall be reported to the Committee by the Board's Executive Director when, in his/her discretion, the matter presents material ethical, legal, or fiduciary responsibilities or obligations.~~

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 15-16, 2025**

**BOISE STATE UNIVERSITY**

**SUBJECT**

Proposed Revisions to State Board Policy V.X Intercollegiate Athletics - First Reading

**REFERENCE**

|             |                                                                                                                                                                                                                                                                                                               |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 2019   | Board approved second reading of amendments to Board Policy V.X.                                                                                                                                                                                                                                              |
| April 2019  | Board approved first reading of amendments to Board Policy V.X.                                                                                                                                                                                                                                               |
| June 2016   | Board approved use of the 4-year institutions' Federal Title IX reports for tracking compliance with Gender Equity regulations; and use of annual NCAA reports (and the NCAA report format in the case of Lewis-Clark State College) for annual tracking of institutions' athletic revenues and expenditures. |
| April 2016  | Board approved first reading of amendments revising the reporting requirements for gender equity and financial reporting.                                                                                                                                                                                     |
| August 2014 | Board approved second reading of amendments to Board Policy V.X.                                                                                                                                                                                                                                              |
| June 2014   | Board approved first reading of amendments setting athletic limits through formula rather than Board approval.                                                                                                                                                                                                |
| August 2012 | Board approved second reading of new Board Policy V.X.                                                                                                                                                                                                                                                        |
| June 2012   | Board approved first reading of amendments tying general fund limit to General Fund appropriation and tying institutional fund limit to total appropriation as new Board Policy V.X.                                                                                                                          |

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section V.X.

**BACKGROUND/DISCUSSION**

In an effort to review and update policies that could be clarified and streamlined, Boise State University is requesting an update to Board Policy V.X. to enhance clarity, update citations to other policies, streamline reporting, and modify calculations to provide predictability.

Several items within the policy needed to be updated, cleaned up or streamlined. Board Policy V.X includes references to Board Policy V.R. which was updated in February 2022 after Board Policy V.X. was approved by the State Board in June of 2019. References to the Board Policy V.R. needed to be updated to cite the

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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proper section. The formatting of Board Policy V.X. needed to be updated as it was incorrect, such as missing a number 2. Further, the language was shortened and examples and statements unrelated to athletics funding were removed.

Finally, the athletics spending cap was created in 2014. The current formula for the spending cap ties all institutions funding together in the calculation and bases the calculation on the change in funding level creating variability year to year, limiting each institution's ability to plan for the cap each year. The modified formula bases the cap on each institution's prior three years of funding leveling out the variability, simplifying the calculation and increasing each institution's ability to plan for a fiscal year earlier and more accurately.

**IMPACT**

The modifications to this policy streamline and clean up the language and formatting for an old policy. In addition, the changes to the athletic spending cap updates an out-of-date formula that enhances understanding of the calculation and levels out year-to-year fluctuations allowing for better financial planning.

**ATTACHMENTS**

Attachment 1 – Policy V.X. Proposed Revisions – Clean Version  
Attachment 2 – Policy V.X. Proposed Revisions – Redline Version  
Attachment 3 – Proposed Revisions to Athletic Spending Limit Calculation

**BOARD STAFF COMMENTS AND RECOMMENDATIONS**

Board staff has reviewed the proposed amendments to Board Policy V.X. The revisions update outdated references, correct formatting errors, and remove unnecessary provisions, which will improve clarity and consistency across Board policies.

The proposed change to the athletics spending limit calculation: For each fiscal year, the individual institution's athletic spending caps shall be set at the greater of \$5 million or at 6% of the average of that institution's prior three (3) years of state general funds and institution funds.

This new calculation is intended to reduce annual variability by basing the limit on a rolling three (3) year average of institutions funding levels rather than year-to-year changes tied across institutions. This adjustment should enhance predictability, improve long-term financial planning for the four (4) year institutions, and reduce administrative complexity in applying the formula.

Since this is a first reading, additional edits may be incorporated prior to the second reading if feedback from Board members or institutions requires further clarification.

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**BOARD ACTION**

I move to approve the first reading of the proposed amendments to Board Policy Section V.X. as presented in Attachment 1.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

## Idaho State Board of Education

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## 1. Policies

The day-to-day conduct of athletic programs is vested in the institutions and in their chief executive officers. Decision making at the institutional level shall be consistent with the policies established by the Board and by those national organizations and conferences with which the institutions are associated. In the event that conflicts arise among the policies of these governance groups, the institution shall follow Board policy and the institution's chief executive officer shall notify the Board in a timely manner. Any knowledge of serious NCAA, NAIA, or conference rule infractions involving an institution shall be communicated by the athletic department to the chief executive officer of the institution immediately and the chief executive officer shall notify the Executive Director.

The sources of funds for intercollegiate athletics shall be defined in the following categories:

- a. State General Funds means state General Funds (as defined in Section 67-1205, Idaho Code) appropriated to the institutions.
- b. Student Athletic Fee Revenue means revenue generated from the full-time and part-time student activity fee that is dedicated to the intercollegiate athletics program pursuant to policy V.R.3.d.i.
- c. Program Funds means revenue generated directly related to the athletic programs, including but not limited to ticket sales/event revenue, tournament/bowl/conference receipts, media/broadcast receipts, concessions/parking/advertisement, game guarantees and foundation/booster donations.
- d. Tuition Funds is defined pursuant to policy V.R.3.a.
- e. Institutional Funds means any funds generated by the institution outside the funds listed in a., b. and c. above. Institutional Funds shall not include tuition and fee revenue collected under policy V.R.3.

## 2. Athletic spending limits:

- a. For each fiscal year, individual institution's athletics spending caps shall be set at the greater of \$5 million or at 6% of the average of that institution's prior three years of state general funds and tuition funds.
- b. No limits are set for the expenditure on athletic Program Funds or institutional funds.

3. Adjustments to Athletic Spending limits: Institution chief executive officers may request from the Board, one-time or permanent changes to the above-described spending limits to address non-routine programmatic changes. Changes that may be used as evidence for adjustments to the Athletic Spending Limit may include but are not limited to the addition of new sports, new expenditures related to compliance requirements, transitions to different athletic conferences, or expansion of team rosters and schedules.

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4. Balanced Budgets
  - a. The chief executive officer of each institution is accountable for balancing the budget of the athletic department on an annual basis. If substantial changes in the budget occur during the fiscal year resulting in a projected deficit for that year, the chief executive officer shall advise the Executive Director of the situation immediately and shall submit a plan for Board approval to eliminate the deficit.
  - b. Donations to athletics at an institution must be made and reported according to Board policy V.E.
5. Financial Reporting.
  - a. The NCAA Agreed Upon Procedures Reports that are prepared annually and reviewed by the external auditors for each university will be provided to the Board and will also serve as a reporting template for a similar annual report for Lewis-Clark State College.
  - b. An institution will provide the Board with report(s) required by the institution's federal regulatory body regarding compliance to Title IX in its athletics programs and any summaries of such reports.
  - c. Additional reporting requirements may be required based on a timeline and format established by the Executive Director.

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## 1. Policies

The day-to-day conduct of athletic programs is vested in the institutions and in their chief executive officers. Decision making at the institutional level shall be consistent with the policies established by the Board and by those national organizations and conferences with which the institutions are associated. In the event that conflicts arise among the policies of these governance groups, the institution shall follow Board policy and the institution's chief executive officer shall notify the Board in a timely manner. Any knowledge of serious NCAA, NAIA, or conference rule infractions involving an institution shall be communicated by the athletic department to the chief executive officer of the institution immediately and the chief executive officer shall notify the Executive Director.

The sources of funds for intercollegiate athletics shall be defined in the following categories:

- a. State General Funds means state General Funds (as defined in Section 67-1205, Idaho Code) appropriated to the institutions.
- b. Student Athletic Fee Revenue means revenue generated from the full-time and part-time student activity fee that is dedicated to the intercollegiate athletics program pursuant to policy V.R.3.b-i.d.i.
- c. Program Funds means revenue generated directly related to the athletic programs, including but not limited to ticket sales/event revenue, tournament/bowl/conference receipts, media/broadcast receipts, concessions/parking/advertisement, game guarantees and foundation/booster donations.

d. Tuition Funds is defined pursuant to policy V.R.3.a.

d.e. Institutional Funds means any funds generated by the institution outside the funds listed in a., b. and c. above. Institutional Funds shall not include tuition and fee revenue collected under policy V.R.3. ~~Examples of Institutional Funds include, but are not limited to, fees from Auxiliary Enterprises (as defined in Board Policy V.B.4.a), investment income, interest income, vending, indirect cost recovery funds on federal grants and contracts, and administrative overhead charged to revenue-generating accounts across campus.~~

2. Athletic spending limits: The Board shall establish annual limits on

- a. For each fiscal year, individual institution's athletics spending caps shall be set the expenditures drawn from State General Funds greater of \$5 million or at 6% of the average of that institution's prior three years of state general funds and Institutional Funds. tuition funds.

3.b. No limits are set for the expenditure on athletic Program Funds or institutional funds.

a. State General Funds and Institutional Funds

**Idaho State Board of Education****GOVERNING POLICIES AND PROCEDURES****SECTION: V. FINANCIAL AFFAIRS****SUBSECTION: X. Intercollegiate Athletics**June 2019

i. The FY 2020 limits on total athletics spending from State General Fund Institutional Funds are:

December 2025General Funds for Athletics:

|                                     |                     |
|-------------------------------------|---------------------|
| <u>a) Boise State University</u>    | <u>\$ 5,265,600</u> |
| <u>b) Idaho State University</u>    | <u>\$ 5,750,000</u> |
| <u>c) University of Idaho</u>       | <u>\$ 6,850,000</u> |
| <u>d) Lewis Clark State College</u> | <u>\$ 3,532,600</u> |

ii. The athletic limits shall be calculated annually based on the rate of change for the next fiscal year of ongoing State appropriated funds compared to the ongoing State appropriated funds in the current fiscal year, unless set through Board action.

4.3. Adjustments to Athletic Spending limits: Institution chief executive officers may request from the Board, one-time or permanent changes to the above-described spending limits to address non-routine programmatic changes. Changes that may be used as evidence for adjustments to the Athletic Spending Limit may include but are not limited to the addition of new sports, new expenditures related to gender equity or other compliance requirements, transitions to different athletic conferences, or expansion of team rosters and schedules, inflationary factors related to the expense of academic support and tutoring, room and board increases, or atypical spikes in tuition rates.

b. Program Funds

The institutions can use the program funds generated, without restriction.

5. Fund Balances

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4. Balanced Budgets

- a. The chief executive officer of each institution is accountable for balancing the budget of the athletic department on an annual basis. ~~In accounting for the athletic programs, a positive fund balance for the total athletic program must be maintained. Athletic program funds shall be maintained in a separate account. If the fund balance becomes negative in any fiscal year, the institutions shall submit a plan for Board approval that eliminates the deficit. Reduction in program expenditures and/or increased program funds can be used in an institutional plan to eliminate a negative fund balance.~~ If substantial changes in the budget occur during the fiscal year resulting in a projected deficit for that year, the chief executive officer shall advise the Executive Director of the situation immediately and shall submit a plan for Board approval to eliminate the deficit.
- b. Donations to athletics at an institution must be made and reported according to Board policy V.E. ~~The amount of booster money donated to and used by the athletic department shall be budgeted in the athletic department budget.~~

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~~6. Gender Equity~~

- ~~a. Title IX of the Higher Education Amendments Act of 1972 prohibits discrimination on the basis of gender in any education program or activity receiving federal financial assistance, including athletics.~~

~~The chief executive officer of each institution shall prepare a gender equity narrative for review by the Board in a format and time to be determined by the Executive Director.~~

- ~~b.a. An institution will provide the Board with report(s) required by the institution's federal regulatory body regarding compliance to Title IX in its athletics programs and any summaries of such reports.~~

~~5. 6. Financial Reporting.~~

- ~~a. The NCAA Agreed Upon Procedures Reports that are prepared annually and reviewed by the external auditors for each university will be provided to the Board and will also serve as a reporting template for a similar annual report for Lewis-Clark State College.~~

- ~~b. An institution will provide the Board with report(s) required by the institution's federal regulatory body regarding compliance to Title IX in its athletics programs and any summaries of such reports.~~

- ~~c. Additional reporting requirements may be required based on a timeline and format established by the Executive Director.~~

| 1 <b>Calculation of Limits:</b> |                                   | FY14        | FY15        | FY16        | FY17        | FY18        | FY19        | FY20        | FY21        | FY22        | FY23        | FY24        | FY25        | FY26        |
|---------------------------------|-----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 2                               | <b>Appropriated Funds:</b>        |             |             |             |             |             |             |             |             |             |             |             |             |             |
| 3                               | Ongoing Appropriation Allocation: |             |             |             |             |             |             |             |             |             |             |             |             |             |
| 4                               | General Funds                     | 236,543,600 | 251,223,200 | 258,776,400 | 273,694,900 | 280,266,400 | 288,293,200 | 299,534,700 | 284,845,055 | 306,866,500 | 331,822,800 | 347,500,400 | 358,655,900 | 376,121,900 |
| 5                               | Endowment                         | 10,729,200  | 12,528,000  | 13,980,000  | 15,618,500  | 15,840,000  | 16,443,200  |             |             |             |             |             |             |             |
| 6                               | Student Fee Revenue-Ongoing       | 216,048,800 | 226,704,200 | 240,109,300 | 255,436,400 | 261,830,100 | 261,397,800 | 280,864,800 | 296,049,300 | 264,321,900 | 278,049,900 | 301,690,600 | 310,860,300 | 330,157,700 |
| 7                               | Total Appropriated Funds          | 463,321,600 | 490,455,400 | 512,865,700 | 544,749,800 | 557,936,500 | 566,134,200 | 580,399,500 | 580,894,355 | 571,188,400 | 609,872,700 | 649,191,000 | 669,516,200 | 706,279,600 |
| 9                               | % Growth                          | 3.77%       | 6.21%       | 3.01%       | 5.77%       | 2.40%       | 2.86%       | 3.90%       | 0.09%       | -1.67%      | 6.77%       | 6.45%       | 3.13%       | 5.49%       |

| General Funds and Institutional Funds |                           | FY2020     | FY2021     | FY2022     | FY2023     | FY2024     | FY2025     | FY2026     |
|---------------------------------------|---------------------------|------------|------------|------------|------------|------------|------------|------------|
| 16                                    |                           |            |            |            |            |            |            |            |
| 17                                    | Boise State University    | 5,265,600  | 5,270,100  | 7,682,000  | 8,202,300  | 8,731,100  | 10,004,500 | 10,553,900 |
| 18                                    | Idaho State University    | 5,750,000  | 5,754,900  | 6,098,756  | 6,041,900  | 6,431,400  | 7,832,800  | 8,262,900  |
| 19                                    | University of Idaho       | 6,850,000  | 6,855,800  | 6,741,200  | 7,197,800  | 7,661,800  | 9,251,700  | 9,759,700  |
| 20                                    | Lewis-Clark State College | 3,532,600  | 3,535,600  | 3,476,500  | 3,711,900  | 3,951,200  | 4,574,900  | 4,826,100  |
| 21                                    | Total                     | 21,398,200 | 21,416,400 | 23,998,456 | 25,153,900 | 26,775,500 | 31,663,900 | 33,402,600 |

|                                   |             |             |             |             |             |             |             |             |             |             |             |             |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Ongoing Appropriation Allocation: | Boise State | Idaho State | U of Idaho  | Lewis-Clark | Boise State | Idaho State | U of Idaho  | Lewis-Clark | Boise State | Idaho State | U of Idaho  | Lewis-Clark |
| General Funds                     | 120,502,400 | 90,068,200  | 100,862,300 | 20,389,900  | 125,254,900 | 94,980,500  | 105,504,500 | 21,760,500  | 128,879,800 | 98,206,800  | 109,126,500 | 22,442,800  |
| Endowment (excluded)              |             |             |             |             |             |             |             |             |             |             |             |             |
| Tuition                           | 147,062,900 | 53,787,900  | 61,951,500  | 15,247,600  | 157,286,900 | 59,351,000  | 69,580,500  | 15,472,200  | 160,918,800 | 61,910,900  | 72,402,600  | 15,628,000  |
| Total Appropriated Funds          | 267,565,300 | 143,856,100 | 162,813,800 | 35,637,500  | 282,541,800 | 154,331,500 | 175,085,000 | 37,232,700  | 289,798,600 | 160,117,700 | 181,529,100 | 38,070,800  |
| Total All Institutions            | 609,872,700 |             |             |             | 649,191,000 |             |             |             | 669,516,200 |             |             |             |

| General Funds and Tuition | Funds       | Tuition     |             | 6%         | \$5M minimum | Total      |
|---------------------------|-------------|-------------|-------------|------------|--------------|------------|
| Boise State University    | 124,879,033 | 155,089,533 | 279,968,567 | 16,798,100 |              |            |
| Idaho State University    | 94,418,500  | 58,349,933  | 152,768,433 | 9,166,100  |              |            |
| University of Idaho       | 105,164,433 | 67,978,200  | 173,142,633 | 10,388,600 |              |            |
| Lewis-Clark State College | 21,531,067  | 15,449,267  | 36,980,333  | 2,218,800  | 5,000,000    | 41,352,800 |

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 15-16, 2025**

**LEWIS-CLARK STATE COLLEGE**

**SUBJECT**

Board Policy Section V. Subsection T. – Fee Waivers – Second Reading

**REFERENCE**

|               |                                                                                                                                                                                                                                                                                                                   |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February 2014 | Board approved first reading of proposed amendments to Board policy V.T. which would align the fee waiver policy with recent federal legislation regarding waivers for veterans.                                                                                                                                  |
| April 2014    | Board approved second reading of proposed amendments to Board policy V.T. aligning the fee waiver policy with August 2014 federal legislation regarding waivers for veterans.                                                                                                                                     |
| June 2020     | Board approved partial waiver of the non-resident tuition caps established in Board policy V.T.2.b for student-athletes who have the option of an additional year of eligibility by NCAA or NAIA as a result of COVID-19 athletics program closures.                                                              |
| June 2021     | Board approved a waiver of the non-resident tuition caps established in Board policy V.T.2.b. for the 2021-2022 academic year to accommodate those athletes in expanded rosters.                                                                                                                                  |
| December 2023 | Board approved first reading of proposed amendments to Board policy V.T. which would provide a clearer pathway for veterans.                                                                                                                                                                                      |
| February 2024 | Board approved second reading of proposed amendments to Board policy V.T. providing a clearer pathway for veterans.                                                                                                                                                                                               |
| August 2024   | Board approved first reading of proposed amendments to Board policy V.T. to align with changes to Federal Law that went into effect July 1, 2024, that impacts the amount of tuition states can charge students who are residents of the Freely Associated States of Micronesia, the Marshall Islands and Palau.  |
| October 2024  | Board approved second reading of proposed amendments to Board policy V.T. to align with changes to Federal Law that went into effect July 1, 2024, that impacts the amount of tuition states can charge students who are residents of the Freely Associated States of Micronesia, the Marshall Islands and Palau. |
| August 2025   | Board approved first reading of proposed amendments to Board policy V.T. to increase the athletic fee waiver limit for Lewis-Clark State College                                                                                                                                                                  |

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 15-16, 2025**

**APPLICABLE STATUTE, RULE OR POLICY**

Idaho State Board of Education Policy V.T. – Fee Waivers

**BACKGROUND/DISCUSSION**

The policy states: “Students Participating in Intercollegiate Athletics for the purpose of improving competitiveness in intercollegiate athletics, the universities are authorized up to two hundred twenty-five (225) waivers per semester and, Lewis- Clark State College is authorized up to one hundred ten (110) waivers per semester. The institutions are authorized to grant additional waivers, not to exceed ten percent (10%) of the above waivers, to be used exclusively for post-eligibility students.”

LC State is requesting permanent change to the policy to increase its athletic waiver limit from 110 waivers per semester to 160 waivers per semester. This request is driven by the institution’s ongoing efforts to advance its Title IX plan and the recent addition of two new women’s sports: Dance (recognized as an NAIA sport) and Cheer (achieving recognized sport status next year).

EADA reports across Idaho sister institutions reveal similarities in the number of sports offered, but lower overall participant numbers for LC State. Increasing LC State’s athletic waiver limits will increase the institution’s ability to recruit and retain student-athletes and build-out the two new women’s sports teams (Dance and Cheer).

- Boise State University: 16 varsity sports (10 women’s, 6 men’s) with 483 total participants.
- Idaho State University: 15 varsity sports (9 women’s, 6 men’s) with 441 total participants.
- University of Idaho: 16 varsity sports (9 women’s, 7 men’s) with 412 total participants.
- Lewis-Clark State College: 15-16 varsity sports (8-9 women’s, 7 men’s) with 299 total participants.

Dance is fully recognized as a NAIA sport for LC State and Cheer will achieve this status next year. It is anticipated that these sports (once fully implemented) will increase overall athletic participation numbers by 20-30 participants.

The requested waiver increase equates to approximately 50% of LC State’s anticipated participant total, which aligns with the other institutions’ relative waiver percentage.

**IMPACT**

Advance Title IX compliance efforts through enhanced support for women’s athletics.

- Effectively recruit and retain student-athletes for the Dance and Cheer sport program additions (Projected 20-30 participants).

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 15-16, 2025**

- Achieve parity with Idaho sister institutions in terms of athletic waiver support relative to participant numbers.
- Support institutional goals for student recruitment and retention through athletics.

Fiscal impact; Positive potential recruitment and retention

**ATTACHMENTS**

Attachment 1 – Letter of Support- Assistant Athletic Directors Alisha Alexander and Raymond Pedrina

Attachment 2 – Policy V.T. Proposed Revisions – Clean Version

Attachment 3 – Policy V.T. Proposed Revisions – Redline Version

**BOARD STAFF COMMENTS AND RECOMMENDATIONS**

Lewis-Clark State College's request to increase its athletic fee waiver limit is aligned with institutional efforts to enhance Title IX compliance and expand opportunities for women's athletics through the addition of Dance and Cheer programs.

The proposed increase from 110 to 160 waivers per semester reflects the projected growth in student athlete participation and brings LC State into greater alignment with waiver-to-participant ratios at peer institutions in Idaho.

The increase supports broader institutional goals related to student recruitment, retention, and athletic competitiveness, with minimal financial impact due to the targeted nature of the waiver expansion.

Board staff recommends approval of second reading.

**BOARD ACTION**

I move to approve the second reading of the proposed amendment to Board Policy V.T. Fee waivers as presented in Attachment 1.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

LEWIS-CLARK STATE COLLEGE  
**WARRIORS**

July 8, 2025

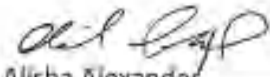
To: State Board of Education of the State of Idaho

From: Alisha Alexander, Assistant Athletic Director/Senior Woman Leader &  
Raymond Pedrina, Assistant Athletic Director

We are writing this statement while serving in the capacity of co-interim athletic directors at Lewis-Clark State College. We fully endorse the proposal to increase the number of athletic waivers allotted to Lewis-Clark State College to better enrich the experience of the student-athletes.

LC State has made great strides in its Title IX plan with the addition of dance and cheer as varsity sports, and our coaches have made it a goal to increase their roster sizes to help align with Title IX efforts. With this, our student-athlete population has increased and will continue to do so. Our coaching staffs have also done a great job sharing how incredible both our institution and state are to those around the country and have recruited student-athletes from across the United State and across the globe, which also increases our need for these waivers.

Thank you,



Alisha Alexander  
Assistant Athletic Director/Senior Woman Leader



Raymond Pedrina  
Assistant Athletic Director

Lewis-Clark State College | 500 8th Ave. Lewiston, ID 83501 | 208-792-2471 |  
[www.lcsc.edu](http://www.lcsc.edu)

## Idaho State Board of Education

**GOVERNING POLICIES AND PROCEDURES**

## SECTION: V. FINANCIAL AFFAIRS

## SUBSECTION: T. Fee Waivers

October 2025

## 1. Purpose and Authority for Fee/Tuition Waivers

## a. Definition

A fee/tuition waiver shall mean a reduction of some or all of the approved fees/tuition specified in Section V, Subsection R, attributable to a particular student as the cost for attending an Idaho institution of higher education.

## b. Purpose

The purpose in authorizing fee/tuition waivers includes but is not limited to the achievement of the following strategic objectives:

- i. The enhancement of education opportunities for Idaho residents;
- ii. To promote mutually beneficial cooperation and development of Idaho communities and nearby communities in neighboring states;
- iii. To contribute to the quality of educational programs;
- iv. To assist in maintaining the cost effectiveness of auxiliary operations in Idaho institutions of higher education; and
- v. To comply with Section 3679(c) of Title 38, United States Code, effective July 1, 2015, ("Section 3679(c)") which states that the Secretary of Veterans Affairs shall disapprove courses of education provided by public institutions if certain veterans and their dependents are charged non-resident tuition.
- vi. To comply with Section 209 (b)(1)(E) of Title II of Division G of the Consolidated Appropriations Act of 2024 (Public Law 118-42) effective July 1, 2024 which states that "...for fiscal year 2024 and each fiscal year thereafter, the Government of the United States shall require as a condition of eligibility for a public institution of higher education in any State (as defined in section 103 of the Higher Education Act of 1965 (20 U.S.C. 1003)) that is not a Freely Associated State to participate in or receive funds under any program under title IV of such Act (20 U.S.C. 1070 et seq.), that the institution charge students who are citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau tuition for attendance at a rate that is not greater than the rate charged for residents of the State in which such public institution of higher education is located."

## c. Authority

An institution shall not waive any of the applicable fees/tuition specified in Section V, Subsection R., unless specifically authorized in this subsection. Employee/Spouse/Dependent, Senior Citizen, In-Service Teacher Education, and Workforce Training Credit fees as authorized pursuant to Board policy V.R. do not constitute waivers.

## Idaho State Board of Education

**GOVERNING POLICIES AND PROCEDURES****SECTION: V. FINANCIAL AFFAIRS****SUBSECTION: T. Fee Waivers**

October 2025

**2. Waiver of Nonresident Fees/Tuition**

Nonresident fees/tuition may be waived for the following categories:

a. Graduate/Instructional Assistants

Waivers are authorized for students employed as graduate assistants appointed pursuant to Section III, Subsection P.11.c.

b. Students Participating in Intercollegiate Athletics

For the purpose of improving competitiveness in intercollegiate athletics, the universities are authorized up to two hundred twenty-five (225) waivers per semester, and Lewis-Clark State College is authorized up to one hundred sixty (160) waivers per semester. The institutions are authorized to grant additional waivers, not to exceed ten percent (10%) of the above waivers, to be used exclusively for post-eligibility students.

c. Nonresident students who prove to the institution that they meet the eligibility criteria set forth under Section 3679(c) of Title 38, United States Code.

If a Section 3679(c) waiver is granted, and eligibility for veteran benefits concludes prior to completion of the degree sought, and a student has completed at least one semester at the institution, at the election of the institution, Section 3679(c) waiver eligibility may be extended through the duration of a student's program of study for up to three additional years to allow for degree completion. If a student receiving a waiver under this section has an institution-approved gap in education for a medical or other emergency, the institution may exercise discretion to reinstate the waiver.

d. Waivers to Meet Other Strategic Objectives

The chief executive officer of each institution is authorized to waive nonresident fees/tuition for students, not to exceed the equivalent of six percent (6%) of the institution's total full-time equivalent enrollment. The criteria to be followed in granting such nonresident waivers shall be as follows:

- i. A waiver may be granted to place a nonresident student in an institutional program only when there is sufficient capacity in the program to meet the needs of Idaho resident students; and
- ii. A waiver may be granted only when its use is fiscally responsible to place a nonresident student in an institutional program in order to meet a strategic state and/or institutional need, as identified by the chief executive officer of the institution.

e. National Student Exchange Program - Domestic

Waivers are authorized for nonresident students participating in this program.

f. Western Interstate Commission for Higher Education

**Idaho State Board of Education****GOVERNING POLICIES AND PROCEDURES****SECTION: V. FINANCIAL AFFAIRS****SUBSECTION: T. Fee Waivers****October 2025**

Waivers are authorized for nonresident students participating in the Western Interstate Commission for Higher Education Professional Student Exchange Program and the Graduate Student Exchange Program. An institution may include a participating nonresident student in its enrollment workload adjustment calculation, provided the figure does not exceed the maximum approved for an institution by the Board.

g. **Institution Agreements**

An institution may request Board approval of agreements with other entities resulting in special fees if it is shown to meet a strategic or workforce need (e.g. reaching an underserved or isolated population) or to help facilitate collaboration between the public institutions as it relates to enrollment and course/degree completion. The discounted dollar value of these special fees shall be reported to the Board, for inclusion in the annual discounts and waivers report, in a format and time to be determined by the Executive Director.

## Idaho State Board of Education

**GOVERNING POLICIES AND PROCEDURES**

## SECTION: V. FINANCIAL AFFAIRS

## SUBSECTION: T. Fee Waivers

~~October 2024~~ October 2025

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An institution shall not waive any of the applicable fees/tuition specified in Section V, Subsection R., unless specifically authorized in this subsection. Employee/Spouse/Dependent, Senior Citizen, In-Service Teacher Education, and Workforce Training Credit fees as authorized pursuant to Board policy V.R. do not constitute waivers.

## Idaho State Board of Education

## GOVERNING POLICIES AND PROCEDURES

## SECTION: V. FINANCIAL AFFAIRS

## SUBSECTION: T. Fee Waivers

October 2024 October 2025

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## e. National Student Exchange Program - Domestic

Waivers are authorized for nonresident students participating in this program.

## f. Western Interstate Commission for Higher Education

## Idaho State Board of Education

**GOVERNING POLICIES AND PROCEDURES****SECTION: V. FINANCIAL AFFAIRS****SUBSECTION: T. Fee Waivers**~~October 2024~~ **October 2025**

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**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**OCTOBER 15-16, 2025**

**UNIVERSITY OF IDAHO**

**SUBJECT**

Request for design authorization; proposed University of Idaho Tennis Courts Improvements, University of Idaho, Moscow, Idaho.

**REFERENCE:**

August 2025                      Idaho State Board of Education (Board) approved the U of I Six-Year Capital Improvement Plan

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies and Procedures, Section V.K.1, and Section V.K.3.a

**BACKGROUND/DISCUSSION**

This agenda item is an Authorization Request to allow the University of Idaho to proceed with planning, programming, and design phases of a Capital Project to the university Tennis Courts located to the west of the Physical Education Building (PEB). This agenda item represents the initial authorization request for this project effort.

There are six existing outdoor Tennis Courts located to the west of the Physical Education Building that are in a state of deterioration. These six courts are utilized by Varsity Athletics as well as general education programs, intramural recreation programs, and drop-in recreational users. The courts were resurfaced in 2008. However, the surface failed due to the presence of shallow subsurface water, causing the surface to bubble and tear. The extent of the deterioration is such that the courts can no longer be used for Varsity Athletic matches and the University of Idaho Tennis teams must schedule home matches at facilities located in Lewiston, Idaho, forty miles to the south of the main campus.

During the recent Long Range Capus Development Plan (LRCDP) effort, the university engaged in an Athletics Facilities Plan with the consulting services of the Athletics Facilities Studio within the firm Opsis Architecture. Both the LRCDP and the Athletics Facilities Plan contemplate a long-term recommendation eventually replacing the existing courts with a new Vandal Tennis Center facility complete with viewing stands, locker and restroom facilities, and event support facilities. The current request is a near-term, limited scope project to correct and improve the existing courts, making the existing courts useable and functional until the greater vision of the new Vandal Tennis Center can be realized.

The anticipated set of improvements at the existing courts includes the required subsurface drainage improvements to remove the shallow subsurface water at the core of the surface deterioration issue, new court base of either a/c paving or portland cement concrete paving, new performance court surfacing, fencing,

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 15-16, 2025**

windscreens, lighting, and other miscellaneous, associated improvements. A desired overhead canopy will be explored with the intent that providing protection from rain and snow can extend the use seasonally and both prolong and improve court utilization. The design will contemplate the open-air roof system and plan for the necessary structural support measures, but construction of the roof structure may be an alternate item and become a future phase if budget constraints arise.

**IMPACT**

The anticipated full project cost is \$5,000,000, based upon the feasibility study, program, and cost estimate prepared by Opsis Architecture as part of the Athletics Facility Plan effort.

The source of funding for this project effort is to be provided by the University of Idaho Athletics Department in the form of gifts and donations for this purpose. UI Athletics Department has secured sufficient funding to support the planning, programming, and design phase effort.

This request is for authorization to proceed with the design phase for the proposed University of Idaho Tennis Courts Improvements. The University seeks authority to spend \$770,100, based upon estimated costs for A/E fees, other planning necessities such as site survey and geotechnical investigation, and design phase contingency allowances.

**Overall Project**

| <b>Funding</b>   |                    | <b>Estimated Budget</b>   |                    |
|------------------|--------------------|---------------------------|--------------------|
| State            |                    | A/E Fees                  | 453,000            |
| Federal (Grant): |                    | Const Cost                | 3,432,200          |
| Other (UI):      |                    | Const Contingency (10%)   | 343,200            |
| Athletics        |                    | Owner Cost, Permits, etc. | 317,100            |
| Gifted Funds     | 5,000,000          | Project Contingency (10%) | 454,500            |
| <b>Total</b>     | <b>\$5,000,000</b> | <b>Total</b>              | <b>\$5,000,000</b> |

**ATTACHMENTS**

Attachment 1 – Capital Project Tracking Sheet

**STAFF COMMENTS AND RECOMMENDATIONS**

University of Idaho (UI) is requesting authorization to begin design for improvements to its existing deteriorated outdoor tennis courts. The project addresses urgent facility needs that currently prevent varsity matches from being held on UI's campus. This request is consistent with the institution's approved Six-Year Capital Improvement Plan and aligns with long-term athletics facility planning efforts.

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 15-16, 2025**

Funding for this project will be provided entirely with private gifts and donations through the UI Athletics Department. No state appropriated funds are requested for this project. The design authorization request totals \$770,100 to cover A/E fees, site investigations, and contingencies.

Board staff believes this project represents a cost-effective, interim solution that restores court usability until a future comprehensive Vandal Tennis Center can be fully realized.

Board staff recommends approval.

**BOARD ACTION**

I move to approve the request by the University of Idaho to implement the planning, programming, and design phases of a Capital Project for the University of Idaho Tennis Courts Improvements, in the amount of \$770,100.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 15-16, 2025**

**ATTACHMENT 1**

**Office of the Idaho State Board of Education  
Capital Project Tracking Sheet  
As of October, 2025**

**History Narrative**

- 1 **Institution/Agency:** University of Idaho      **Project:** Capital Project Authorization Request, design phase, proposed University of Idaho Tennis Courts Improvements, University of Idaho (UI), Moscow, Idaho.
- 2 **Project Description:** A Capital Project to provide for the design of project to design and construct a proposed set of improvements to the University of Idaho Tennis Courts on the Moscow campus of the University of Idaho.
- 3 **Project Use:** The proposed renovation and improvements of the existing six-court Tennis Court facility located to the west of the Physical Education Building (PEB) in support of the University's Varsity Athletics program as well as general education programs, intramural recreation programs, and drop-in recreational users.
- 4 **Project Size:** N/A, Exterior Tennis Court facility

| Project Cost History:                                                     | Sources of Funds |      |              |               | Use of Funds* |                      |            |              |
|---------------------------------------------------------------------------|------------------|------|--------------|---------------|---------------|----------------------|------------|--------------|
|                                                                           | PBF              | ISBA | Other        | Total Sources | Planning      | Use of Funds Const** | Other***   | Total Uses   |
| Initial Cost of Project, Design Phase Authorization Request. October 2025 | \$ -             | \$ - | \$ 5,000,000 | \$ 5,000,000  | \$ 770,100    | \$ 3,775,400         | \$ 454,500 | \$ 5,000,000 |
| History of Revisions:                                                     |                  |      |              |               |               |                      |            |              |
| Total Project Costs                                                       | \$ -             | \$ - | \$ 5,000,000 | \$ 5,000,000  | \$ 770,100    | \$ 3,775,400         | \$ 454,500 | \$ 5,000,000 |

\* Figures quoted are for the Total Project Cost. The University intent is that any unused funding is carried forward to a future construction phase at the time such future construction phase may be approved by the Board of Regents.

\*\* Direct Construction Costs & Construction Contingency

\*\*\* Owner's Costs & Project Contingency.

| History of Funding:                                                       | PBF  | ISBA | Other Sources of Funds-----                |                 |       | Total Other  | Total Funding |
|---------------------------------------------------------------------------|------|------|--------------------------------------------|-----------------|-------|--------------|---------------|
|                                                                           |      |      | Institutional Funds ****<br>(Gifts/Grants) | Student Revenue | Other |              |               |
| Initial Cost of Project, Design Phase Authorization Request. October 2025 | \$ - | \$ - | \$ 5,000,000                               | \$ -            | \$ -  | \$ 5,000,000 | \$ 5,000,000  |
| History of Revisions:                                                     |      |      |                                            |                 |       | -            | -             |
| Total                                                                     | \$ - | \$ - | \$ 5,000,000                               | \$ -            | \$ -  | \$ 5,000,000 | \$ 5,000,000  |

\*\*\*\* UI Athletics, Gifts and Donations

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 15-16, 2025**

**DIVISION OF CAREER TECHNICAL EDUCATION**

**SUBJECT**

Administrator Appointment

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section I.E.2.c.  
Idaho Code §33-2205(1), Idaho Code §33-2202

**BACKGROUND/DISCUSSION**

- (1) The State Board of Education shall appoint a person to serve as an Administrator to the State Board for Career Technical Education, who shall be known as the Administrator of Career Technical Education. The Administrator shall designate, by and with the advice and consent of the State Board for Career 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 and such assistants shall together be known as the Division of Career Technical Education.
- (2) Board policy provides that the Board's Executive Director shall have authority to identify candidates and make recommendations for the appointment of Agency Heads, which must be approved and appointed by the Board.

**IMPACT**

The Administrator for the Division of Career Technical Education (CTE) has been vacant since November 2024. The OSBE Executive Director has been serving as in the CTE Administrator role since then to ensure continuity of operations.

**ATTACHMENTS**

- Attachment 1 – Peter Risse - Resume
- Attachment 2 – Adrian San Miguel - Bio
- Attachment 3 – Tia Davis - Bio

**STAFF COMMENTS AND RECOMMENDATIONS**

Staff has conducted a review of Mr. Peter Risse's qualifications and professional background and find him well suited to serve as Administrator of the Idaho Division of Career Technical Education (IDCTE). Mr. Risse brings extensive experience in building partnerships among higher education, government, and industry, as well as direct leadership in career-focused training and adult education. His previous roles at Boise State University and the University of Alaska reflect a strong record of advancing workforce-aligned programming and technical training initiatives that align with the mission and objectives of IDCTE.

The Division of Career Technical Education plays a critical role in ensuring that Idaho students are prepared to meet current and emerging workforce demands. Mr. Risse's appointment will provide the leadership necessary to strengthen

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
OCTOBER 15-16, 2025**

collaborations with industry and education partners while advancing the Board's strategic priorities for workforce development and postsecondary attainment.

Board staff recommends approval of the appointment of Mr. Peter Risse as Administrator of the Idaho Division of Career Technical Education beginning September 29, 2025.

Additionally, board staff recommends the designation of Mr. Adrian San Miguel and Tia Davis as assistants at the Idaho Division of Career Technical Education.

**BOARD ACTION**

I move to appoint Peter Risse as Administrator of the Idaho Division of Career Technical Education at the rate of \$78.99/hour with a start date of September 29, 2025.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

And

I move to approve the designation of Mr. Adrian San Miguel and Tia Davis as assistants at the Idaho Division of Career Technical Education.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**Peter G. Risse**

**KEY ACCOMPLISHMENTS:**

- Proven [Government and Industry Relations](#) professional, specializing in developing and maintaining transformational relationships with elected officials and industry leaders.
- Demonstrated Executive-Level leadership.
- Consulting member of the Boise State [TRANSFORM team](#).
- Proven ability to connect employers and students to a variety of innovative educational pathways that enhance economic and workforce development opportunities for all.
- Founding member of the Boise State [Business and Industry Partnership Hub](#).
- Successfully led the development and launch of the [Community Impact Program](#) (CIP).
- Successfully led the development and launch of the [Rapid Educational Prototyping for Education](#) (REP4) initiative at Boise State.
- Founding member of the [Idaho Onramp Program](#); developed and launched in collaboration with the College of Innovation and Design, Extended Studies, College of Western Idaho, Idaho Digital Learning Alliance, and Apple, Inc.
- Co-Principal Investigator for the successful development and launch of the [Cyber Operations and Resiliency program\(s\)](#).
- Co-Principal Investigator for the successful development and launch of the [Semiconductor for All](#) program
- Successfully led the development and launch of Boise State's [digital badging platform](#).
- Successfully led the development and launch of the high impact, Credit for Prior Learning program for the Bachelor of Arts in Multidisciplinary Studies and Bachelor of Applied Science programs.
- Successfully led the development and expansion of Boise State [Military Programs](#).
- Experience with all budget types supported through the Idaho State Board of Education to maximize funding opportunities both traditional and entrepreneurial.
- Proven ability to effectively partner across colleges, departments, and disciplines to bring effective programs to life.
- Proven ability to develop, lead, and assess highly effective strategic planning processes.
- High impact leader, focused on creating opportunities for staff and faculty to grow and thrive as they achieve consistent results.

**RELEVANT PROFESSIONAL EXPERIENCE:**

**Director for Government and Industry Relations**

Office of the President

Boise State University

Dates of Activity: September 2023—September 2025

**Government Relations:** Create, through effective legislative relations and policy initiatives, an environment at all levels of government that will advance the public mission and strategic objectives of Boise State University.

- Ensure **Full Funding** (based on Governor's request) for Boise State's state appropriation, line item, and strategic requests
- Enhance Boise State's reputation among elected officials, agency staff, and the public
- Educate elected officials on the benefits Boise State provides to ALL Idahoans
- Influence the Legislative process to ensure quality higher education policy outcomes
- Formulate and advocate policy issues affecting Boise State and higher education in Idaho
- Strengthen Boise State's impact on public policy through collaboration and the formation of strategic alliances

**Industry Collaborations:** Facilitate activities that ease university collaboration with business and industry by providing relevant tools, connections, and support. The resulting collaborative relationships accelerate student success, economic impact, and transformation of ideas into action.

- Accelerate business development and competitive advantage through powerful education and research partnerships
  - Drive entrepreneurial activity
  - Increase student success
  - Attract and retain the best talent for our partners and ourselves
  - Rapidly commercialize new technologies, processes, etc.
- Improve student success outcomes that advance individuals and families through improved employment/economic outcomes
- Enhance existing efforts to commercialize scientific and research discoveries through university industry collaborations
- Advance the existing entrepreneurial ecosystem and how Boise State contributes to it.

### Associate Dean

Division of Extended Studies

Boise State University

Dates of Activity: November 2010—September 2024

#### Duties:

**Leadership:** Provides leadership and administrative oversight of Community-Based Educational Outreach Programming, Non-Credit Professional and Continuing Education, and Adult focused degree programs.

- Lead the President's Community Impact Program initiative.
- Lead outreach and engagement throughout the Boise Metro area and throughout the Treasure Valley.
- Lead Extended Studies in the development and long-term support of strategic corporate and business partnerships.
- Provide leadership and administrative oversight of Boise State's Military Programs including:
  - Military TA Promise program
  - Base Centers at Mountain Home Air Force Base and Gowen Field
  - Air Force General Education Mobile program
  - Air-University Associate to Baccalaureate Consortium partnership
- Provide leadership and administrative oversight of Boise State's Community College Centers including:
  - Recruitment and Transfer assistance
  - On-ground degree completion programs
  - Local Student Support
  - BroncoReCharge student success program
- Direct Extended Studies Professional and Continuing Education program. Includes:
  - K-12 Teacher Professional Development
    - Apple Onramp Initiative (in partnership with College of Innovation and Design)
  - Cross-campus partnerships with academic departments to support and deliver Professional and Continuing Education Programs
  - Internally developed and delivered programming for open access and customized corporate/governmental agency programs
- Provide leadership and administrative oversight of the Multi-Disciplinary Studies and Bachelor of Applied Science programs (in partnership with the College of Arts and Sciences).
  - Includes Credit for Prior Learning and Alternative Credentialing efforts.
- Provide leadership and administrative oversight of the Online Degree Pathway.
- In conjunction with other institutional leaders, identify and address needs related to educational access throughout Boise State's service area and beyond.
- Serve on appropriate university committees to represent Extended Studies, and advocate for the division's mission and unique student populations.

**External Relations:** Provides leadership and oversight of external relations with stakeholders, partners, and constituents to address needs and leverage connections to university expertise and resources that provide access to education, and enhance the social and economic vitality of students and the communities they reside in. Under the purview of the Dean, leads, serves, and/or supports a variety of external committees and boards to advance the educational access mission of Extended Studies and Boise State University. Examples include, but are not limited to:

- Community Impact Program Community Advisory Teams.
- Corporate/business leaders
- Local and State government representatives throughout Boise State's service area and operations beyond Boise. Including city, county, and state leadership (i.e., mayors, commissioners, legislative reps, etc.).
- Local economic development councils, chambers, service clubs, and related organizations.
- Various state agency leadership including State Board of Education staff, Dept. of Corrections, Dept. of Lands, Dept. Behavioral Health, Workforce Development Council, Dept. of Labor and other partner agencies.
- Community College Leadership including Deans, VPs, and Presidents.
- Military Leadership (ID National Guard and U.S. Air Force command structure).

**Special Projects and Entrepreneurial Activity:** Provides leadership, oversight, and direct support of a variety of special projects and entrepreneurial activities dedicated to advancing Extended Studies mission to provide educational access beyond traditional boundaries. Examples include but are not limited to:

- Management of start-up/capacity building grants.
- Corporate partnerships including Apple and Amazon that support advancement of specialized credentials, and/or unique learning opportunities for students and communities.
- University-wide activities that advance the mission and reputation of the institution, division, and team(s).
- Develop and lead implementation of innovative new programs.
- Perform other duties as assigned.
- Provide divisional leadership of Community and Professional Outreach teams and activities including:
  - Campus leadership for the development, implementation, and ongoing support for Community Impact Programs.
  - Campus direction of the Rapid Educational Prototyping for Equity in Education (REP4) initiative.
  - Military Programs including institutional engagement, program support, and student services support at Mountain Home Air Force Base and Gowen Field.
  - Administrative leadership of the Bachelor of Arts in Multidisciplinary Studies and Bachelor of Applied Science programs.
  - Operations of Regional Sites located at the College of Western Idaho, College of Southern Idaho, North Idaho College, Micron, and Meridian Center.
  - Transfer Partnerships supported by the Division of Extended Studies at College of Western Idaho and College of Southern Idaho.
  - Professional and Continuing Education.
  - K-12 Teacher Professional Development.
  - Institutional team leading the Idaho Onramp Program in partnership with Apple, Idaho Digital Learning Alliance, and College of Western Idaho.
  - Administrative leadership and support Cyber-Physical Systems program development and start-up.

**Budgetary Management:**

- Provides budgetary management of over \$4 million in funds annually. Fund types include appropriated, local, online program fee, grants, and contracts

**Instruction:**

- As needed, provide instruction for a variety of Professional and Continuing Education classes.
- As needed, provide executive coaching to external, corporate and governmental clients.
- As needed, serve as adjunct faculty for the Bachelor of Applied Science program.

**Director**

Chugiak-Eagle River Campus  
Community and Technical College  
University of Alaska Anchorage  
Dates of Activity: February 2006—October 2010

**Duties:**

- **Budget management and development:** Oversee annual General Fund base budget of \$1.65 million as well as grants and contracts in excess of \$900K annually. Total annual budget \$2.55 million.
- **Assistant Professor,** Bachelor of Science Technology program.
- **Faculty and staff supervision:** Daily supervision of faculty and staff. Inform all affected parties of changes in procedures and regulations.
- **Student Support:** Mediate problems between faculty and the approximately 5,000 students attending courses at this campus regarding grades, fairness issues, classroom procedures and teaching methods. Develop day-to-day operating procedures to ensure a peaceful, efficient and safe learning, teaching, and working environment.
- **Faculty Support:** Oversee hiring and training, supervise, and support approximately 70 academic adjunct faculty members delivering nearly 300 course sections annually.
- **Workforce and Professional Education:** Oversee delivery of all workforce and professional development offerings developed at the campus. Act as liaison between all Community and Technical College (CTC) Departments and University of Alaska Corporate Programs (UACP) for non-credit, continuing education and customized delivery of academic courses. Oversee the development and maintenance of courses, services and support used in the delivery of educational training to business, industry and individuals within Anchorage and across the state.
- **North Pacific Fisheries Observer Training Center:** Supervisory Oversight, ensure that state and federal grant and contract related training is conducted according to relevant state and federal regulatory requirements.
- **Community relations:** Maintain strong connections to the local community including business and government entities to ensure that the Chugiak-Eagle River Campus continually offers relevant academic, workforce, and personal enrichment opportunities. Conduct annual community forum meetings to help establish campus priorities through strong community partnerships.
- **ACT Test Center:** Ensure that testing guidelines that are consistent with ACT Testing Center policies and procedures. Oversee hiring of proctors and other staff as necessary to provide for the ever-expanding duties and responsibilities associated with high stakes testing and employee screening and skills assessment initiatives.
- **Schedule development:** Develop each semester's course schedule after consultation with faculty, academic departments and academic counselor (as needed) to determine need, timing, location, and space availability.
- **Enrollment management:** Oversee tracking of enrollment trends, costs, capacities, average class size and utilization statistics. Devise strategic enrollment plans to maximize retention of students and efficient delivery of academic and non-credit workforce development courses.
- **Campus marketing:** Oversee marketing concepts, plans and budgets developed by staff. Review plans annually to determine consistency with department, college, and university goals.

**External Funds and Project Development- Temporary Special Project Assignment**

University of Alaska Anchorage,  
Community and Technical College, Office of the Dean  
Dates of Activity: September 2005—February 2006

**Duties:**

- Responsible for developing preliminary Community and Technical College (CTC) external funds management for the twelve technically and academically diverse divisions and programs that comprise the college.
- Identified opportunities and strategies to engage private donor support of CTC activities and infrastructure.
- Served on University of Alaska Anchorage Facilities and Planning Board.
- Responsible for facilities planning within the CTC. Efforts and recommendations provided here resulted in significant facility improvements for three CTC departments.
- This work was done concurrently with duties outlined below.

**Director**

University of Alaska Anchorage,  
North Pacific Fisheries Observer Training Center  
Dates of Employment: April 2002—February 2006

**Duties:**

- Responsible for the overall program administration of the University of Alaska Anchorage, North Pacific Fisheries Observer Training Center (OTC).
- **Outreach and Governmental/Community Relations:** Represented the OTC at college administrative and programming councils, reported to the Dean and University administration on OTC activities. Provided technical expertise on observer and related training programs, curricula, implementation and management. Lectured on training program operations and planning to varied audiences including educational and government institutions both nationally and internationally. Facilitated public relations in Alaska and beyond by representing the University of Alaska Anchorage and the OTC. Developed and maintained strong working relationships with key members of the fishing industry, observer programs, fisheries management councils, resource management agencies, and environmental groups. Edited the OTC quarterly newsletter and website content.
- **Planning:** Developed annual goals and objectives for the OTC to meet the needs of industry and agency partners.
- **Budget Development:** Principal Investigator and author of annual Sea Grant funding proposal. Responsible for annual budget and expenditures, approved maintenance contracts, equipment leases and purchases, and all other finance issues related to project.
- **Instruction:** Taught fish identification and marine survival on an ongoing and regular basis to post-secondary graduates entering the fisheries workforce.
- **Reports:** Responsible for timely completion of all technical program progress reports required by funding agency.
- **Scheduling:** Planned, scheduled and coordinated observer training activities at the OTC to most efficiently meet the needs of the fishing industry, observer contractors, the National Marine Fisheries Service and the Alaska Department of Fish and Game. Implemented frequent and unpredictable program and curriculum changes in response to the dynamic nature of the fisheries.
- **Staff Supervision:** Developed staffing plan for the OTC, hired and provided supervision and evaluation of seven program personnel.
- **Quality Control:** Assured compliance with training and certification standards of the National Marine Fisheries Service and the Alaska Department of Fish and Game. Designed and implemented curriculum and course evaluation system and outcomes assessment including an external program evaluation.

**Fisheries Biologist**

National Marine Fisheries Service, (NMFS)  
Alaska Fisheries Science Center  
Dates of Employment: October 1999—April 2002

**Duties:**

- Instructed full scale observer training classes on observer sampling equipment, fish identification, marine safety, and related observer duties.
- Identified and coordinated development of program applications to meet current needs.
- Developed and planned sexual harassment and assault prevention training for all NPGOP and North Pacific Fisheries Observer Training Center staff through a contract with STAR of Anchorage.
- Acted as the North Pacific Groundfish Observer Program (NPGOP) Vessel Inspection Coordinator.
- Responsible for addressing data related questions and ensuring that Anchorage staff procedures were consistent with those used in the main office located in Seattle, Washington.
- Conducted mid-cruise and final debriefing interviews with observers to ensure that proper sampling methods were used and that data was recorded properly.
- Provided written and verbal evaluations of observers following deployments.

- Monitored observer performance during their cruises to provide assistance and direction regarding sampling procedures and program policies.
- Provided writing and technical support to the development of program documents.
- Participated in annual NMFS sponsored research cruises.

**SELECT SERVICE BOARDS AND COMMITTEES:**

- 2023—2025. Member, President's Executive Council
- 2023—2025. Member, President's Administrative Council
- 2023—2024. Member, Boise State University Carnegie Community Leadership Classification Committee
- 2022—Present. Member, Sorenson Impact Center, Rural Education and Economic Development Advisory Team
- 2022—2024. Member, Boise State University Carnegie Community Engagement Reclassification Committee
- 2021—2024. Member, Rapid Educational Prototyping for Equity in Education (REP4) National Alliance
- 2018—2020. Member, Idaho State Board of Education Lumina Foundation Grant Implementation Team.
- 2018, Member, Search Committee, Academic Associate Vice-President, Boise State University, Boise, Idaho.
- 2013/14. Chair, Boise State University Carnegie Community Engagement Reclassification Committee (successful submission).
- 2015—Present. North Idaho Higher Education Local Operations Committee.
- 2010—Present. Southwest Idaho Local Operations Committee.
- 2010—Present. Boise State University Education Council (Associate Deans).
- 2006—2010 Chugiak-Eagle River Chamber of Commerce Board of Directors, Treasurer 2006-2008, President Elect 2008-2010.
- 2009/2010. Member, Search Committee, Welding Non-Destructive Testing Faculty, University of Alaska Anchorage.
- 2009/2010. Member, Search Committee, Grants and Contracts Coordinator, Community and Technical College, University of Alaska Anchorage.
- 2008/2009. Anchorage Chamber of Commerce Workforce Development Taskforce.
- 2002—2009. Voting Member, North Pacific Fishery Management Council Observer Advisory Committee.
- 2005—2007. Alaska Marine Safety Education Association Board of Directors, Secretary/Treasurer 2005.
- 2005/2006. University of Alaska Anchorage Facilities and Planning Board.
- 2006/2007. Member, Search Committee, Associate Dean, Community and Technical College, University of Alaska Anchorage.
- 2006/2007. Member, Search Committee, Assistant Director, Matanuska-Susitna College, University of Alaska Anchorage.
- 2006/2007. Member, Search Committee, Director, Aviation Technology Division, University of Alaska Anchorage.
- 2003/2004. Member, Marketing Committee, Community and Technical College, University of Alaska Anchorage.
- 2003/2004. Member, Program Review Committee, Culinary Arts Department, University of Alaska Anchorage.

**RESEARCH INTERESTS:**

- Community engaged educational processes
- Barriers to higher education
- Learner-Centric Design
- Rural access to higher education
- Credit for Prior Learning/Alternative Credentials

**RELEVANT PRESENTATIONS:**

- Presenter, “Boise State Passport to Education.” WCET Oregon State University, Corvallis, Oregon, February 2020.
- Presenter, “Boise State Passport to Education.” University Professional and Continuing Education Association (UPCEA) National Conference, Seattle, Washington, April 2019.
- Presenter, “Boise State Passport to Education.” University Professional and Continuing Education Association (UPCEA) West Regional Conference, Long Beach, California, October 2018. Winner of “Best in Show.”
- Presenter, “The Advantages of University Based Fisheries Observer Training.” International Fisheries Observer Conference, Sydney, Australia. November, 2004
- Presenter, “Sexual Assault Training for Fisheries Observers.” International Fisheries Observer Conference, New Orleans, Louisiana. November, 2002

**GRANTS/FUNDING RECEIVED:**

- \$37,000, “2024 REP4 Learner Design Summit: Creating a High Impact Career Exploration Program for High School Juniors and Seniors” Steelcase Foundation, PI, March 2024—December 2024.
- \$4,990,000, “Semiconductor for All” Idaho Workforce Development Council, Co-PI with Loo, May 2023—May 2026.
- \$41,896, “2023 REP4 Learner Design Summit: Increasing Participation in STEAM Education” Steelcase Foundation, PI, March 2023—December 2023.
- \$40,398, “Develop Pilot, Peer Mentoring Program” Steelcase Foundation, PI, September 2022—June 2023
- \$833,000, “Cyber-Physical Systems Program Development,” Idaho Workforce Development Council, Co-PI with Loo, November 2019—November 2022.
- \$100,000, “Library Commission Project: Idaho Learning Partnership,” Idaho State Board of Education, Lumina Foundation Project, PI, January 2019—December 2020.
- \$350,000 (estimated total contract value based on anticipated need), “Pre-Employment Skills Assessment Testing, Hiring and Training Support Professional Service Agreement,” BP Alaska, July 2010-June 2012.
- \$300,000, “Pre-Employment Skills Assessment Testing, Hiring and Training Support Professional Service Agreement,” BP Alaska, May 2008-June, 2010.
- \$83,600, University of Alaska Statewide System Workforce Development Funding, September, 2007.
- \$78,000, University of Alaska Statewide System Workforce Development Funding, April, 2007.
- \$200,000, “Pre-Employment Skills Assessment Testing Professional Service Agreement,” BP Alaska, December, 2006-June, 2008.
- \$37,000, University of Alaska Statewide System Workforce Development Funding, October, 2006.
- \$1,500,000, “North Pacific Fisheries Observer Training Contract,” National Marine Fisheries Service Alaska Fisheries Science Center, Fisheries Management and Analysis Division, Co-PI with Saxton, September, 2008-January 2011.
- \$900,000, “North Pacific Fisheries Observer Training Contract,” National Marine Fisheries Service Alaska Fisheries Science Center, Fisheries Management and Analysis Division, Co-PI with Saxton, September, 2006-August, 2008.
- \$702,000, “Continuation of University-Based Marine Resource Observer Training,” National Oceanic and Atmospheric Administration Sea Grant College Program, September, 2005.
- \$752,000, “Continuation of University-Based Marine Resource Observer Training,” National Oceanic and Atmospheric Administration Sea Grant College Program, September, 2004.
- \$757,000, Continuation of University-Based Marine Resource Observer Training, National Oceanic and Atmospheric Administration Sea Grant College Program, September, 2003.
- \$25,000, “Marine Mammal Fisheries Observer Training Contract,” National Marine Fisheries Service Alaska Regional Fisheries Management Office, Division of Protected Resources, Alaska Marine Mammal Observer Program, June, 2003.
- \$617,000, “Continuation of University-Based Marine Resource Observer Training,” National Oceanic and Atmospheric Administration Sea Grant College Program, September, 2002.

**SERVICE AND PROGRAM AWARDS:**

- Recipient, Outstanding Credit Program for the Boise State Community Impact Program, University Professional and Continuing Education Association, West Region. 2022
- Recipient, President's Community Service Award, Boise State University. 2021
- Best in Show, University Professional and Continuing Education Association, West Region. 2019
- Recipient, Alaska's Top 40 Under 40, Anchorage Chamber of Commerce and Alaska Journal of Commerce. 2008
- Distinguished Service or Contribution Award, Standing Together Against Rape. 2001

**EDUCATION:****University of Alaska Anchorage**

Anchorage Alaska 99501

M.Ed., 2009

Thesis Project Title: *Marine Mammal Observer Training: Developing a Comprehensive Training Program for Effective Natural Resource Management of the Chukchi Sea.*

**The Evergreen State College**

Olympia, Washington 98501

Bachelor of Science, 1994

Emphasis: Fisheries and Environmental Science

**Adrian San Miguel, Bio**

As the Chief Program Officer at Idaho Division of Career Technical Education (CTE), Adrian San Miguel leads the development, implementation, and oversight of CTE programming at the secondary and postsecondary levels. He has over 18 years of experience in higher education and holds a master's and bachelor's degree from Baylor University.

In his current role, Adrian works closely with Division staff, state agencies, and stakeholders to improve the quality and impact of CTE programs and their services. He leads a team of 30 staff that are responsible for managing federal and related programs, specifically Perkins and Adult Education federal funding, supporting student leadership development in our seven career technical student organizations, and designing and supporting high-quality CTE programs.

As a son of a welder and railroad construction engineer, he understands the power technical skills can bring to help change the economic trajectory in a family's lives, which is why he is passionate about creating CTE pathways for all Idahoans.

Additional information, if needed:

As a strong public servant, Adrian also serves on several boards including Opera Idaho as a Board Director. He was gubernatorially appointed by both Governors Otter and Little to serve as a Commissioner for the Idaho Commission on the Arts. He represents Idaho as a Board of Trustee with Creative West, a 13 state and 3 pacific jurisdictions regional arts organization as their Treasurer and chair of their Finance and Investment Committee.

## **Tia Davis, Bio**

Tia Davis currently serves as Chief of Staff at Idaho Division of Career Technical Education. Tia brings 20 years of experience managing diverse teams and projects of varying sizes, various leadership roles in the Banking and Finance industry, and serves on the leadership team at IDCTE. Tia's education resume includes teaching Business & Finance courses at the secondary level and teaching professional development for new CTE teachers and adult learners. Tia served as Lead Advisor for Business Professionals of America in her school district and served on the Idaho Business Professionals of America State Board. She holds a Bachelor of Arts, in English, from Boise State University and a Master of Education from University of Idaho. Most recently, Tia served as Acting Administrator to IDCTE for a period of five months to ensure continuity of operations for internal and external stakeholders.

Tia is an Idaho Native and grew up on a rural farm in Southern Idaho. She is happily married, and mother to two sons. Tia enjoys outdoor adventures with her family, including fishing and paddle-boarding. She delights in soaking up Idaho's beautiful landscapes and lifestyle.

Tia is committed to the mission of CTE and whole-heartedly believes in the power of CTE to change students' lives and legacies.