

Welcome! This guidebook has been thoughtfully crafted to support you in your new role. In this guidebook you will find resources, best practices and insights to help you navigate the unique challenges and opportunities of department leadership. Remember, you are not alone—our dedicated faculty and staff are here to collaborate with you as we work toward our shared goals.

In this new role, we encourage you to embrace the spirit of innovation, foster inclusive dialogue, and inspire those around you. Together, we can cultivate a thriving environment that nurtures academic excellence and prepares our students for success.

This guidebook is not intended to be read all at once - we hope that it will be useful for when you need specific information and that information is easy to find!

If you have suggestions of things you would like to see in this guidebook, contact:

Laura Ahola-Young, Vice Provost for Faculty Affairs

[lauraaholayoung@isu.edu](mailto:lauraaholayoung@isu.edu)

208-282-5713

or

Lisa Scholes, Project Coordinator

[lisascholes2@isu.edu](mailto:lisascholes2@isu.edu)

208-282-2035

Thank you for your commitment to Idaho State University. We look forward to the incredible impact you will make!

The department chair typically serves as both an academic and administrative leader for a specific department, and your duties may include:

Leadership and Administration

* Providing vision, strategic direction, and leadership to the department, fostering a collegial and productive work environment.
* Overseeing faculty hiring, tenure and promotion processes, professional development, and mentoring. Chairs often handle faculty performance reviews and support faculty in their teaching, research, and service activities.
* Managing the department's budget, allocating resources for teaching, research, and departmental operations, and works with the university administration on funding and financial planning.

Curriculum and Academic Programs

* Leading the development and revision of academic programs and curricula to ensure they are aligned with institutional priorities, accreditation standards, and evolving industry needs.
* Ensuring that the department’s programs meet accreditation standards and helps in preparing for any necessary program reviews or accreditation visits.
* Overseeing the scheduling of courses and ensuring that academic offerings meet student needs and faculty availability.

Faculty and Staff Supervision

* Chairs oversee the recruitment and hiring of new faculty members and coordinate regular evaluations of faculty performance, including teaching effectiveness, research contributions, and service to the department or university.
* Mediating and resolving any conflicts between faculty members or between faculty and students.
* Supporting faculty research activities, professional development, and growth, including guiding tenure-track faculty through the tenure process.

Student Engagement

* Working to ensure that students have a positive educational experience in the department, helping to develop strategies for improving retention and graduation rates.
* Addressing student complaints or grievances within the department, ensuring adherence to university policies and procedures.

Research and External Relations

* Encouraging and facilitating faculty research, including identifying opportunities for grants, external funding, and collaboration with other institutions or industry partners.
* Chairs may engage in outreach activities that support the department’s mission, including building relationships with industry partners, alumni, and potential donors.

Strategic Planning and Institutional Reporting

* Working with university leadership to align departmental goals with broader university initiatives and priorities.
* Providing regular reports to the college dean, provost, or other administrators, keeping them informed on departmental performance, challenges, and achievements.
* Participating in long-term planning for the department, developing goals, assessing program effectiveness, and adjusting strategies as needed.

Representation and Advocacy

* Acting as the representative of the department within the university, advocating for resources and support needed to meet the department's goals.
* Participating in university or college-level committees and representing the department in faculty senate meetings, curriculum committees, or other governance bodies.

Teaching and Scholarship (in some cases)

* Depending on the department, chairs may still be expected to maintain a limited teaching load and engage in scholarly activities, though their administrative duties often take precedence.

Strategic Budget Management:

* Chairs are responsible for managing the department’s budget and resources, ensuring efficient use of funds, identifying areas for financial support, and navigating the challenges of limited resources.

These duties and expectations can vary depending on your specific department, the current goals and structure of the university, and your experience as a chair. However, in general, you are a key figure in bridging the academic, administrative, and strategic needs of your department and the university as a whole.

Stepping into the role of department chair can be a challenging but rewarding transition. As a new chair, you’ll need to balance leadership, management, and academic duties while fostering a positive and productive environment.

Below are some tips for being an effective chair:

Develop Strong Relationships with Faculty and Staff

* Spend time meeting individually with faculty and staff to understand their strengths, challenges, and aspirations. Establish open lines of communication so you can better support their needs.
* Show genuine interest in your colleagues’ work and well-being. Acknowledge their accomplishments and provide constructive feedback when needed. Trust is foundational to effective leadership.
* Encourage a culture of collaboration rather than competition. Foster a collegial environment where faculty feel valued and willing to share ideas and resources.

Communicate Clearly and Transparently

* Clearly communicate your vision, goals, and priorities for the department. Ensure that faculty and staff understand their roles and responsibilities.
* Keep everyone informed about department decisions, challenges, and successes. Whether through meetings, emails, or newsletters, transparency builds trust and keeps everyone aligned.
* Make sure you listen to concerns and feedback from faculty, staff, and students. Listening not only helps you make informed decisions but also signals that you value others' input.

Delegate Effectively

* As chair, you can’t (and shouldn’t) do everything yourself. Delegate administrative tasks and other responsibilities to faculty members. This allows you to focus on high-level issues while providing growth opportunities for others.
* Delegate tasks based on individual strengths and expertise. For example, some faculty might excel at curriculum development, while others may be better suited for handling advising or outreach activities.

Prioritize and Manage Your Time Wisely

* The role of chair involves both management and academic responsibilities. Be mindful of your time and try to balance these aspects effectively. Don’t let administrative tasks overshadow your academic engagement with faculty and students.
* Understand which issues are most urgent and which can be addressed later. Break down larger projects into smaller, manageable tasks.
* Regularly review and plan your calendar, ensuring you allocate time for faculty meetings, individual consultations, department-related events, and self-care.

Foster Faculty Development

* Advocate for faculty development opportunities, including conferences, research grants, and sabbaticals. Help new and junior faculty understand the tenure and promotion process.
* As a department chair, you are also a mentor. Take the time to guide faculty through the tenure process, help them set professional goals, and provide feedback on teaching, research, and service.

Navigate Departmental Challenges with Empathy

* Conflict is inevitable in any department. Address it early and professionally, working with the individuals involved to find common ground. A calm, fair, and consistent approach to conflict resolution helps maintain a healthy work environment.
* If tough decisions need to be made (e.g., budget cuts, staffing changes), be honest with your department. Be open about the constraints you’re facing, and involve faculty in finding solutions where possible.

Be an Advocate for Your Department

* Establish positive, productive relationships with higher-level administrators (deans, provosts, etc.) so that you can advocate effectively for your department’s needs. Understand their priorities and align your department's goals with those of the university when possible.
* Advocate for your department to both internal and external stakeholders, including prospective students, alumni, and potential donors. Highlight the department’s strengths, achievements, and opportunities.

Focus on Student Success

* Always keep student success at the forefront of your work. Make sure faculty are supported in their teaching efforts, that curricula are current and responsive to student needs, and that the department fosters an inclusive, supportive learning environment.
* Ensure that advising is thorough and well-organized. Provide students with clear pathways to graduation and career success, and address any academic or personal challenges they may face.

Stay Organized and Manage Data

* Regularly review student enrollment data, course evaluations, faculty performance reviews, and budget reports. Use this data to make informed decisions about staffing, curriculum, and resource allocation.
* Keep thorough documentation of meetings, decisions, and communications. This is essential for transparency and accountability.

Maintain a Healthy Work-Life Balance

* It’s easy to become overwhelmed with the administrative responsibilities of a chair, but it's important to set boundaries to avoid burnout. Take time for yourself and respect the work-life balance of your faculty and staff.
* Don’t be afraid to ask for support, either from your colleagues, senior administration, or support staff. Recognize when you need help and be proactive in seeking it out.

Adaptability and Continuous Learning

* Higher education is constantly evolving. Stay open to new ideas, technologies, and methodologies. Be willing to adapt your leadership style as needed, based on feedback from your team and changing departmental needs.
* Regularly ask for feedback from faculty and staff about your leadership style and department direction. Reflect on your successes and areas for growth. This will help you improve as a leader over time.

Lead with Integrity

* As chair, you set the tone for ethical conduct in the department. Lead by example in terms of professionalism, fairness, and respect. Your actions will influence the department culture, so it's important to act with integrity in all decisions and interactions.

Celebrate Successes

* Recognize and celebrate both individual and collective accomplishments. Whether it's a faculty member's research award, a student’s success, or a department milestone, taking the time to celebrate builds morale and strengthens community.

Below are a few external resources that may be useful as you begin in your new role.

* “[How to be an Effective Chair](https://ep3guide.org/guide/how-to-be-an-effective-chair)” -EP3
* “[Creating Work-Life Flexibility: A Toolkit for Chairs, Deans, and Committees Charged with Evaluating Faculty](https://scholarworks.boisestate.edu/cgi/viewcontent.cgi?article=1000&context=provost)” -Boise State
* “[Good Practice in Tenure Evaluation: Advice for Tenured Faculty, Department Chairs and Academic Administrators](https://www.aaup.org/sites/default/files/files/Good%20Practice%20in%20Tenure%20Evaluation.pdf)” -AAUP
* “[Mentoring New Faculty: Advice to Department Chairs](http://faculty.washington.edu/olmstd/research/Mentoring.html)” -Majorie Olmstead
* “[The Essentials for New Department Chairs](https://newprairiepress.org/cgi/viewcontent.cgi?referer=&httpsredir=1&filename=10&article=1162&context=accp&type=additional): The Department Chair Toolkit” -Carolyn Allard, ed.

Just as departments differ in their cultures and traditions when it comes to faculty meetings, the use of committees is also variable. You will find that delegating certain tasks and decisions to committees will lighten the workload for you and make your job easier and more enjoyable in the long run.

Make certain that your committees are meaningful and have a clearly articulated purpose.

Some departments are small enough that committees are not used as much (everything is decided by a committee of the whole). In these cases, delegating to individuals or small committees is an alternative.

You should meet with each committee at the beginning of the academic year (AY) to charge them. The charge should include:

* Conducting regular business (e.g., the graduate committee reviews grad student applications)
* Special initiatives that grow from the strategic plan (e.g., the grad committee revising the grad catalog to make the program easier to navigate).

You should meet regularly (e.g., quarterly) with each committee to discuss progress on initiatives.

If your department is big enough, consider having an advisory committee composed of your various committee chairs, and meet with them once a month in lieu of a faculty meeting. The advisory committee will help you develop workload policies, hiring plans, etc, that will later be discussed by the faculty at large.

Standing committee possibilities: Undergraduate Education, Graduate Education, Outreach & Engagement, Research

*Ad hoc* committees: Promotion & Tenure, hiring, space, etc.

Faculty meetings are a valuable space for thoughtful discussion and consensus building. Here are some tips for leading and participating in department/faculty meetings:

Some departments use [Robert’s Rules of Order](https://www.deltastate.edu/student-life/wp-content/uploads/sites/34/2015/08/Roberts-Rules-of-Order-Cheat-Sheet.pdf) to facilitate orderly, efficient, and fair meetings as it provides a set of rules and guidelines for conducting business in meetings, making decisions, and ensuring that everyone has a chance to participate.

* If this is your department’s tradition, roll with it, but be knowledgeable about how this works.
  + Just as “fences make great neighbors” (e.g., by keeping their dogs out of your yard), Robert’s Rules can help you manage challenging personalities.
* Many people find it more pleasant to cultivate a culture that allows for more personal and less formal interaction than those strictly following Robert’s Rules.
  + It turns out that more pleasant interactions can make it easier to build consensus.

Always have an agenda and take minutes

* Ask for agenda items before the meeting – they should come to you to discuss what they want to add, and why.
* Do not allow faculty members to add agenda items at the meeting.
* Meetings sidetracked by unexpected issues are wasteful and disrespectful.
* Share minutes of meetings, highlight votes for an easy way to check minutes in the future.
* Approve minutes at the next meeting- this helps faculty remember items and keeps them engaged.

Use the meeting to have thoughtful discussions regarding hiring options, curriculum revisions, department-wide research-training themes, etc.

* If a decision needs to be made, conclude by asking if a consensus exists:
  + This means that everyone can live with the decision, even if they might prefer a different direction.
  + Less desirable is having a vote (by show of hand) during the meeting – these can foster resentment, so strive for consensus.
  + Even less desirable is a paper ballot during or following the meeting.

Be aware that you have considerable authority as chair.

* It is a waste of everyone’s time to vote on every matter, trivial or not.
* Save the votes for issues that affect the shared future of the department.

Be mindful of faculty members who dominate the discussion.

* Ask for other opinions and cultivate a culture in which everyone contributes to the discussion.
* Call on people who don’t speak up very much.
* If someone seems to enjoy the sound of their own voice a bit too much, ask them to hold additional comments until the group hears some other voices.
* Doing this regularly will create a culture of openness.

What they are: Budgets are crucial for program chairs as they serve as a roadmap for resource allocation, planning, and decision-making. A well-structured budget enables program chairs to effectively manage departmental funds, prioritize academic initiatives, and ensure that resources align with institutional goals. It helps in forecasting expenses, justifying funding requests, and identifying areas for cost savings or investment. This section of the guidebook will help you understand the tools available to you.

The next few pages in the guidebook will cover some important topics related to budgets and purchasing, you may also find the links below to be helpful:

[Payment Works](https://paymentworks.com/login/saml/?idp=idahostate)

Vendor Onboarding

[FAST](https://mfast.isos.isu.edu/)

Finance Reporting and Budget Administration

[Banner 9 Admin Pages](https://ban9ad1.isos.isu.edu:7781/BannerAdmin.ws/saml/login)

\*Available by permission from ISU's campuses and regional centers

[Division of Finance Forms](https://www.isu.edu/financeadmin/forms/)

[Training and Resources](https://www.isu.edu/financeadmin/training/programs-and-tools/)

Rules for local and appropriated accounts: In general, appropriated accounts are budgeted for a fiscal year cycle (July 1 to June 30) and expire every year – spend it out.

Local accounts generally carry over to the next fiscal year, so (for the accounts under your control), these can be spent after the appropriated accounts.

You should keep track of multi-year spending commitments along with the accounts you intend to use to fulfill these commitments.

When making commitments to faculty (e.g., for startup funding or special projects), provide specific guidelines about the expectations for how the funds will be spent and the timeline for doing so. Your team should be aware of spending patterns and help faculty avoid “panic spending” of funds that are about to expire. It’s better to find ways to extend the timeline and have funds spent in a sensible way.

Funds are often fungible, so use this to your advantage – your financial tech can help.

Appropriated account: A*Dept*01 – In addition to department salaries~~,~~ your appropriated account contains funds you can use to improve your department:

* + Capital improvement funds for equipment, furnishings, small remodeling projects.
  + Office operations (services, materials, supplies) for your departmental office.
  + Travel and publishing funds for your faculty members.

As chair, you have the authority to move funds among these three categories.

F&A indirect recovery: L*Dept*xx – Your department receives a portion of the Facilities & Administrative (F&A, aka overhead) costs generated by extramurally funded grants. At the time of writing, the college receives 30% of the F&A generated by members of the college and the departments receive a third of the college’s allocation for all projects involving departmental faculty members. Some departments simply hand these over to the faculty member responsible for the grant. Other departments deploy them more strategically – you’ll have few other resources to devote to your department’s goals, so consider this carefully.

Lab fees: L*Dept*xz – Your department may have multiple lab fee accounts. Technically, the funds in a lab fee account should be spent in support of students taking labs that generated these fees, and the fees should be used up every year. But, the institution accepts that building up some funding in support of occasional expenditures is allowed (e.g., replacing labware with a 3-5 year lifespan). Also, if labs from different courses share equipment and supplies you might consider working with the UBO to combine your lab fee accounts (doing so will simplify your financial life).

Other local accounts: L*Dept*zz – multiple accounts for special purposes. Talk with your financial technician for information about these accounts, which vary widely from department to department.

What it is: Millenium FAST, also known as FAST or Fast Finance, is the finance reporting and budget administration software used by ISU. FAST can be accessed via MyISU (you will need VPN access to use this tool off-campus) and is located with the Finance Tools as [Millenium Fast](https://mfast.isos.isu.edu/). It is strongly recommended that you meet with your UBO and have them initially walk you through how to use FAST. There are also a variety of online training videos available for a wide array of topics within FAST.

For questions or assistance with FAST, contact:

Your College’s UBO

or

The Senior Accountant for your College

What to know: how to look up their cash balance and cash balance minus encumbrances (current and expenditures) Admins or UBO (or Financial Tech if they have one) handle the day-to-day transactions. May vary by department and what all they handle.

The FAST site allows you to customize your dashboard, pin reports, and contains valuable training videos like the one below:

[Training on Index Budget Lookup](https://isu.zoom.us/rec/share/8elvqvREzYW-HZLnnr0H-p1uFGosFs7W31QaDeRqO5Q2ojbEwwpmzuJefxOP38qd.RImD5GppnxolE2VL) 12 min Video

What it is: [Jaggaer](https://solutions.sciquest.com/apps/Router/ShoppingDashboardUserDetails?tmstmp=1736498630898) is an online procurement system that provides an end-to-end online experience for the entire procurement process. When items are purchased for your department, you should check whether the items are available through the affiliated businesses linked in Jaggaer first.

For questions or concerns,

contact Bonnie Liston in the Purchasing Office

[purchasing@isu.edu](mailto:purchasing@isu.edu)

208-282-3923

What to know: As a chair, you will need to approve purchases and requisitions for your department. Most employees can be a shopper within Jaggaer and the cart is then assigned to an admin assistant who does the final checkout. From there, you as the chair

will need to approve the purchase.

How to Access:

1. Log into [MyISU](https://www.isu.edu/myisu/),
2. In the upper left-hand corner - click on hamburger button:
3. Then click on Discover and enter “**Jaggaer**”
4. Once the channel comes up, bookmark it so it appears on your homepage.

*\*\*Follow this same process to find* ***Jaggaer*** *the and the “Finance Tools” channel.*

[Jaggaer E-Procurement](https://solutions.sciquest.com/apps/Router/ShoppingDashboardUserDetails?tmstmp=1736498630898)

[Jaggaer Training and Resources](https://www.isu.edu/financeadmin/training/programs-and-tools/)

What it is: A Journal Voucher is an internal document used in accounting to record financial transactions before they are entered into the official accounting system. It serves as supporting evidence for journal entries and helps ensure the accuracy and completeness of financial records. Journal Vouchers are used to adjust or correct errors in the books, record non-cash transactions, facilitate end-of-period adjustments, and manage fund transfers between accounts.

For questions or assistance with Journal Vouchers, contact:

Your Administrative Assistant

or

Your College’s UBO

or

The Senior Accountant for your College

What to know: Typically, Administrative Assistants handle the completion of journal vouchers using the Journal Voucher PowerForm and you as the chair will need to sign off on them. The journal voucher may be needed to move funds from one index to another or to adjust things if something gets accidentally charged to the wrong index.

What it is: [The Purchasing Card (PCard)](https://www.isu.edu/media/libraries/isu-policies-and-procedures/finance/Purchasing-Card-ISUPP-2570.pdf) ISUPP 2570 program is intended to provide a simple, efficient, cost-effective means of purchasing small dollar and/or low-risk items. It is recommended that there be a departmental PCard that can be checked out to people for dinners, etc.

Jenny Stilling, Pcard Administrator

Purchasing Services

Office: Administration Building, Room 229 Finance and Administration

(208) 282-3112

[stiljenn@isu.edu](mailto:stiljenn@isu.edu)

What to know: The section below will cover how to get a purchasing card, how to access the section in MyISU, and the reconciliation process.

How to Get a Card:

1. Fill out a [Cardholder Application](https://www.isu.edu/media/libraries/purchasing/pcard/Cardholder-Application.pdf)
2. Send completed application to Jenny Stilling.
3. When Purchasing receives the PCard application, an invitation will be sent with instructions on how to take mandatory Moodle training.
4. After training has been completed, call 282-3112 to set up a time to obtain your new ISU PCard.

Purchasing will process your application as quickly as possible. PCards are normally received within 10 business days.

How to Access:

1. Log into [MyISU](https://www.isu.edu/myisu/),
2. In the upper left-hand corner - click on hamburger button:
3. Then click on Discover and enter “Purchasing Card”
4. Once the channel comes up, bookmark it so it appears on your homepage.

*\*\*Follow this same process to find the and the “Finance Tools” channel.*

Reconciliation:

Purchases are reconciled in the [Bank of America P-Card Reconciliation (Works)](https://payment2.works.com/works)

[Reconciling Quick Guide](https://www.isu.edu/media/libraries/purchasing/pcard/Reconciler-QuickGuide.pdf)

Each college has a designated IT Specialist assigned to it, connect with your Administrative Assistant to find out who your contact is. This person will be able to assist you with IT requests, computer upgrades, and other technology-related inquiries.

The [IT Service Desk](https://www.isu.edu/its/about-its/service-desk/) provides technical support for university-owned devices on all campuses via email, online chat, phone, and walk-in assistance. They can assist with:

* Resetting your password
* Computer accounts for access to the ISU Wireless Network and Computer Labs
* PC support setup and configuration for faculty and staff
* Account creation and access
* VPN requests
* General assistance

You can contact the [IT Service Desk](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/ArticleDet?ID=43470) directly via phone: 208-282-HELP (4357),

email: [helpdesk@isu.edu](mailto:helpdesk@isu.edu), [online chat](http://ra.its.isu.edu/api/start_session?issue_menu=1&codeName=other&c2cjs=1), or by completing a [Tiger Tracks ticket](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/ArticleDet?ID=160117).

The [TigerTracks Knowledge Base](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/) is a great resource for troubleshooting common problems, directories, FAQs, and more.

The [Information Technology Services](https://www.isu.edu/its/) department is responsible for providing computing, communication, and technology infrastructure, services, support, and consultation to faculty, staff, and students. The ITS team collaborates with other departments on campus to ensure the best possible services are provided to their customers. They typically handle:

* Access requests (firewall,VPN)
* Service requests (Adobe, Argos, Moodle, ISU Directory updates)
* Applications & Software (Docusign, Duo, ISU Box, Microsoft Office)
* Internet and WiFi support
* Technology Assistance (Computer Labs on Campus, PawPrint)

The [Faculty/Staff Resources](https://www.isu.edu/its/facultystaff/) page allows you to select the audience you wish to look at and provides instructions and information for that area. Some areas that may be of particular interest are the [New Faculty Knowledge Base](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/?CategoryID=14985) and the section for [New Employees](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/?CategoryID=15062).

What it is: [ISU Box](http://isu.account.box.com/login) is a data storage solution that gives users unlimited cloud-based storage that is both HIPPA and FERPA compliant, allowing data to be shared or kept private. Data within Box can be accessed from any smart device and location.

* Box files are the exclusive property of ISU. Upon the termination of an employee’s duties, they will be immediately moved to a temporary hold status before being transferred to the employees’ supervisor.

If you or your department are interested in additional Box training, contact:

Marjanna Hulet

[marjannahulet@isu.edu](mailto:marjannahulet@isu.edu)

(208) 282-2598

Coordinate with your Administrative Assistant to understand which files for your department are housed in Box and which are kept in other areas such as Google Drive. The Dean’s Management Assistant may know department-specific documents that need to be housed in Box.

Learn more about it: There are several videos available that present the features and settings within Box that will help you be an effective Box user. To access the links below, log into [Box](http://isu.account.box.com/login) using your ISU Username and Password before clicking on the link.

* [Quick Start Guide](https://box.csod.com/singlesignon.aspx?ouid=2&returnurl) - 5 Minute Video
* [User Essentials](https://box.csod.com/singlesignon.aspx?ouid=2&returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dloRegisterAndLaunch%2526lo%253db487dc11-007f-4c00-86ba-deb23b8c9d79) - 30 Minute Video
* [Finding Files](https://box.csod.com/singlesignon.aspx?ouid=2&returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dloRegisterAndLaunch%2526lo%253d55ca2a67-1d92-419b-afb7-f19b7da90184) - 4 Minute Video
* [Workspace Settings](https://box.csod.com/singlesignon.aspx?ouid=2&returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dloRegisterAndLaunch%2526lo%253d3202dc74-c36c-4b72-b65a-7c6fa4977ed4) - 4 Minute Video
* [Create and Edit Files](https://box.csod.com/singlesignon.aspx?ouid=2&returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dloRegisterAndLaunch%2526lo%253d5bf53ff6-9bf3-47ea-b2a2-3f9536f61d88) - 3 Minute Video
* [Sharing Files](https://box.csod.com/singlesignon.aspx?ouid=2&returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dloRegisterAndLaunch%2526lo%253dbe9ba133-94da-4027-93af-3353c1b2b20f) - 4 Minute Video
* [Collaborate Securely](https://box.csod.com/singlesignon.aspx?ouid=2&returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dloRegisterAndLaunch%2526lo%253d4dfca5b7-fd40-4c2f-b8f4-87696368e945) - 5 Minute Video
* [Box Permissions](https://support.box.com/hc/en-us/articles/360044196413-Understanding-Collaborator-Permission-Levels) - Reference Document

Archiving

It is best practice for departments to archive their documents, procedures and policies in Box. Some items are required to be archived for specific lengths of time, such as Departmental Academic Records which must be retained for a minimum of five (5) years. Please refer to the [Records Management Policy](https://www.isu.edu/records/) and speak with your Dean and Administrative Assistant regarding your department’s archive.

* Important items to archive include informational documents (like for faculty evaluations/promotion and tenure), academic records, policies and procedures, and department or unit reports
* Helpful items to archive include manuals (phones/voicemail manuals), and commonly used forms (travel and expense forms)

If you are in doubt as to whether something should be archived in Box, consider the impact and relevance of the information and be sure to connect with your Administrative Assistant and your Dean.

What it is: [Tableau dashboards](https://sso.online.tableau.com/public/idp/SSO), such as the Program Analytics Dashboard, contain a wealth of information on enrollments, student credit hour production, major data, faculty assignments, grant expenditures, etc. We ask chairs to use this data regularly and to share it liberally with their faculty when considering departmental decisions related to programmatic/departmental direction, course offerings, curriculum adjustments, research support, etc. These dashboards are there to inform your thinking and empower you to make responsible, impactful decisions in coordination with your Dean and the Office of Academic Affairs.

If you have any questions regarding Tableau, contact:

Adam Bradford

[adambradford@isu.edu](mailto:adambradford@isu.edu)

(208) 282-2171

What to know: The university recognizes that the ability to achieve our mission in student learning, research, and creative activity requires that we pay close attention to trends in enrollment, expenditures, grant production, graduation, etc. We believe that transparent access to databases that include information related to these trends and mission elements allows faculty and leaders at the unit, college, and institutional level to engage in open and collaborative vision-setting in fiscally sustainable, mission-centric ways.

What it is: Argos Client is a software application designed for Windows-based computers to access all reports, including Finance Cube reports, and to develop data blocks and reports. You will need [GlobalProtect VPN](https://tigertracks.isu.edu/TDClient/1950/Portal/Requests/ServiceDet?ID=24237) to access on-campus services like network file shares and Banner if you are not currently on campus. You must use Argos Web Viewer on a Mac or mobile device.

If you have questions or need assistance with Argos, contact:

Marjanna Hulet

[marjannahulet@isu.edu](mailto:marjannahulet@isu.edu)

(208) 282-2598

What to know:

* Staff from [ISU’s Institutional Research](https://www.isu.edu/institutionalresearch/) office can help you figure out which analytic tools will be useful for you (and can create Argos reports if what you need isn’t already available).
* Info on student enrollment, course enrollment, waitlists, etc
* Info on grade distributions by course & instructor, class attrition, etc
* Info on numbers of majors, minors, and students in service courses
* Info on retention and student success (how many years it takes to graduate)

BARR access to [Argos](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/?CategoryID=14529) ([reporting](https://www.isu.edu/media/libraries/academic-affairs/institutional-research/argos-reports-listing/ArgosReportsListing.pdf)) and [Banner](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/?CategoryID=14530) can be found under MyISU under Tiger Tracks card.

Administrative Assistants can go in to see how much the class fees are and to get the class lists

What it is: Banner is an administrative software application that maintains student, financial and personnel data

Who to contact: Department Administrative Assistant

What to know:

Your department admin assistant will access class lists for you to use throughout the semester.

Academic Affairs is the point of contact for any questions regarding faculty tracking information within Banner

If you need Academic Affairs assistance with Banner, contact:

Michelle Collier

[michellecollier@isu.edu](mailto:michellecollier@isu.edu)

(208) 282-6311

What it is: Chrome River is the software system for Travel at ISU. Most Admin Assistants take responsibility for the system.

Terminology to be aware of:

* Allocation = ISU Index
* Credit Card = ISU Travel Card
* Firm Paid Item = Cash Advance or ISU Travel Card transaction

If you have questions or need assistance with Chrome River, contact:

Benjamin Cowell

[benjamincowell@isu.edu](mailto:marjannahulet@isu.edu)

(208) 282-2594

What to know: You can find Chrome River in the Travel & Expense channel and the Finance Tools Channel within MyISU. Bookmark these so they can appear on your MyISU home page.

The [Chrome River Help Guide](https://isu.app.box.com/s/i7nvn19aq4d2uc9ruhzog9ytkammp1uq) provides a good overview of information, tutorials, FAQs, and more to help you navigate the system and ensure accurate procedures are followed.

[Travel Procedures](https://www.isu.edu/travel/forms--resources/travel-procedures/)- including pre approval, cash advances, expense reports, per diem, business with personal travel, International Travel and Student Travel. [University Business Travel ISUPP 2000](https://www.isu.edu/media/libraries/finance-and-business-affairs/travel/ISUPP-2000---TRAVEL-POLICY.pdf)

* Visit [ISU Travel Services](https://www.isu.edu/travel/) for policies, forms, and instructions. Feel free to call them – they would prefer to walk you through policies and procedures rather than try to fix mistakes later.
* Work with your financial tech to develop a system of pre-travel and reimbursement approval.
* If you are traveling internationally, be very aware of federal [export control](https://www.isu.edu/research/research-outreach-and-compliance/export-control/) regulations and work with the Office for Research to avoid many bad things (think federal prison!).

Policy: [University Business Travel ISUPP 2000](https://www.isu.edu/media/libraries/finance-and-business-affairs/travel/ISUPP-2000---TRAVEL-POLICY.pdf)

What it is: Qualtrics is an online survey platform used for the creation and distribution of surveys, and the collection, storage, and analysis of survey results. This platform is available to all Idaho State University faculty, staff, and currently enrolled students for research- related purposes and is restricted to university-related work.

If you have any questions, please contact the ITS Help Desk help@isu.edu 208-282-HELP (4357)

What to know: The use of Qualtrics for third-party, for-profit, not-for-profit organizations, and personal use -- not related to Idaho State University-- is not allowed.

ISU has an [About Qualtrics](https://www.isu.edu/qualtrics/) information page on the use of Qualtrics at ISU. This page provides links to the [Qualtrics Support](https://www.qualtrics.com/support/) page, which includes a basic survey overview.

Use of Qualtrics is subject to the terms and conditions set forth in this [Acceptable Usage Policy](https://www.qualtrics.com/legal/customers/gtcs/), as well as all federal, state, local and other applicable law; all [University rules and policies](https://www.isu.edu/policy/); and all applicable contracts and licenses.

What they do: Facilities Services provides safe, vibrant, and inviting campuses that inspire learning and discovery. They take pride in the care and creation of ISU spaces where access and opportunity flourish. They handle a variety of services from key and nameplate requests, fix-it orders, project requests, and more.

For inquiries or emergencies, contact:

[facpoc@isu.edu](mailto:facpoc@isu.edu)

208-282-4086

What to know: While you are not technically responsible for space in your building, you (and your colleagues) are pretty much the only ones who notice and care about how your space functions. And, you and your colleagues are best positioned to know what improvements would be useful. It’s useful to maintain a healthy relationship with the folks in Facilities, including your custodian. Admin assistants typically do the bulk of the work in facility requests and management.

Some of the services provided by Facilities are billable, others are not charged to your departments. The general rule is currently that general maintenance and repairs are not billable, while modifications and renovations are billable. See [this list](https://www.isu.edu/which-form/) for the current distinction.

* Use the [E-works request form](https://www.isu.edu/facilities/requests/eworks/) for standard maintenance & repairs, work orders for minor remodels and modifications, and moving. For quick fixes and issues, use the “[fix it now](mailto:fixitnow@isu.edu)” email link.
* Use the [Project Request forms](https://www.isu.edu/facilities/requests/project-request/) for major remodels and modifications ($10s or $100s of thousands). This requires conferring with Facilities and your Dean's Office to ensure your project is consistent with college and institutional plans and goals.
  + There is an annual due date for these in the fall semester, however some projects can be considered ‘off cycle’. The dean must personally approve the submission of large facilities requests. Your associate dean can help you with this. Generally, these are used for large projects (e.g., classroom renovations) that address issues involving serving students, ADA obstructions, etc.

What they do: The Idaho State University Libraries serve the university community by providing collections and services in support of the university's teaching and research missions. As the largest state-supported library in eastern Idaho, the Libraries also play a role in the development of university cooperative programs and in the provision of library services to the citizens of Idaho.

The first point of contact for questions about the library and its resources should be the [department liaison](https://isu.libguides.com/collectiondevelopment)

What to know: Each department chair names someone within their department to serve as a designated liaison to the library. This individual coordinates with the department and the library on available resources, updates, and other information. The University Library Committee (ULC) is responsible for clarifying the roles and responsibilities of the liaisons at the department level.

It is recommended that faculty pre-plan the resources that students need to access each semester and coordinate with the library through their liaison so that the library is aware of the requested resources and they are then able to work to get access to those resources.

* Be aware that some resources may be harder or impossible to obtain - early coordination with the library can prevent later roadblocks if a resource cannot be obtained

Library funds are centralized then allocated across the departments. While some departments opt to put their funds toward journals, others choose to put them toward books or other media. Be mindful of where the funds are designated. Some departments also give the library permission to use a portion of the funds obtained through course fees to fund library resources for their department - this may be an option to consider when planning for resource allocation within your department.

What it is: The Department of Public Safety operates on the Pocatello, Idaho Falls, and Meridian campuses and is responsible for providing [safety and security services](https://www.isu.edu/publicsafety/safety-and-security/rave-guardian/) for the ISU community. It includes patrol and dispatch units, emergency management, [Clery compliance](https://isu.edu/clery/asr), and parking and transportation services.

For 24/7 assistance, questions, or concerns, contact:

The Dispatch Center

208-282-2515

pubsafe@isu.edu

What to know: The department’s patrol unit consists of armed security officers who work diligently with the ISU community and surrounding partner agencies to ensure a prompt and coordinated response. Public Safety officers patrol the campus by foot, bicycle, motorcycle, and vehicle. The department’s core duty is providing a safe and secure environment and providing crime prevention through the deterrence of crime by:

● Performing regular and random patrols of the facilities to watch for potential safety hazards and criminal incidents

● Checking to ensure buildings are secured

● Providing safety escort services to students, faculty, and staff across campus to ensure that they can traverse campus without fear of personal harm

● Conducting security surveys for campus departments by request and may suggest improving the physical security of buildings, offices, and parking lots by installing security cameras and door access card readers

● Assisting campus units with planning effective campus events

● Assisting any individual or group in planning, presenting, and coordinating programs of interest or concern

● Documenting and referring issues to the University staff responsible for the area or facility.

What to know: The [Registrar’s Office](https://www.isu.edu/registrar/) at Idaho State University (ISU) plays a critical role in ensuring the smooth operation of academic processes that are central to the success of students and faculty alike. As a department chair, you will interact with the Registrar’s Office in various capacities. Below is an overview of key functions, responsibilities, and best practices to help you effectively collaborate with this office.

If you have any questions, please contact: Registrar’s Office 208-282-2661 registrar@isu.edu

What they do:

Course Scheduling

* Coordinate with the Registrar’s Office to develop and finalize your department’s course schedules each semester.
* Ensure accurate course details, including meeting times, locations, prerequisites, and instructor assignments.

Student Records Management

* The Registrar’s Office is responsible for maintaining official student records, including transcripts, grades, and enrollment data.
* Facilitate timely submission of grade rosters and other required documentation to ensure compliance with university policies.

Enrollment and Registration

* Monitor student enrollment trends in your department and work with the Registrar’s Office to address capacity issues or waitlist concerns.
* Collaborate on implementing add/drop deadlines and registration policies.

Curriculum and Catalog Management

* Submit curriculum changes, new course proposals, and updates to program requirements for inclusion in the official university catalog.
* Ensure that course and program information remains current and accurately reflects departmental offerings.

Academic Policies and Procedures

* Stay informed about ISU’s academic policies, deadlines, and regulations as outlined by the Registrar’s Office.
* Serve as a resource for faculty and students in navigating processes such as withdrawal, grade appeals, and graduation requirements.

Your Responsibilities as Department Chair

Communication

* Act as the primary liaison between your department and the Registrar’s Office. Share important updates with faculty and staff to maintain transparency.

Timeliness

* Meet deadlines for submitting schedules, grades, and curriculum changes to avoid disruptions.

Accuracy

* Verify the accuracy of all information submitted to the Registrar’s Office to prevent errors in records and scheduling.

Advocacy

* Represent your department’s needs and concerns, such as requests for additional classroom space or schedule adjustments.

Best Practices for Collaboration

Build Relationships

* Establish a strong working relationship with key contacts in the Registrar’s Office. This can streamline communication and problem-solving.

Utilize Tools

* Familiarize yourself with ISU’s online systems, such as MyISU and Banner, to access scheduling tools, enrollment data, and other resources.

Plan Ahead

* Start preparing schedules and reviewing policies well in advance of deadlines to allow for adjustments and approvals.

Provide Training

* Ensure that faculty and staff in your department are trained on processes involving the Registrar’s Office, such as grade submissions and registration overrides.

Address Issues Promptly

* Report discrepancies or concerns to the Registrar’s Office as soon as they arise to minimize their impact on students and faculty.

By fostering a productive partnership with the Registrar’s Office, you can support your department’s mission and enhance the academic experience for ISU students and faculty.

What to know: [Registration](https://www.isu.edu/registrar/registration-information/) at Idaho State University (ISU) is the process through which students enroll in courses for an upcoming semester. It typically involves selecting classes, meeting with an academic advisor if needed, and using ISU’s online system (MyISU) to add courses to their schedule. Students must ensure they meet any prerequisites for their chosen courses and register within designated time frames to secure their spots. Additionally, they may need to address financial, residency, or other administrative requirements before completing the process.

If you have any questions, please contact the Registrar’s Office 208-282-2661 reginfo@isu.edu

[Class Overrides](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/PrintArticle?ID=153159):

* Includes prerequisites, corequisites, total override (includes both prerequisite and corequisite) and instructor approvals (this is set up at the section level).
* Faculty are responsible for providing course overrides for the classes they offer if they choose to enroll a student who does not meet the course entry requirements.
* Only the primary instructor can provide overrides to students in MyISU.
* The department chair can do overrides in Banner using SFASRPO. A report of all overrides granted is available to all deans and department chairs in Argos.

Requisite Requirements:

* Prerequisite and corequisite requirements do not refer to any academic standing, but instead refer to when after the term is over and graded, a student no longer meets what is necessary to be enrolled in a particular course.
* During registration for a future term, if a student is currently registered for the pre-co/requisite course, they may register for the "next" course. After the term ends, if they get an insufficient grade, they are dropped from the course in the coming term.
  + For instance, if a student is registered for MATH 1143 in fall term, they are allowed to register for MATH 1160 for spring. If they get a D+ or lower in MATH 1143, they are not sufficiently prepared to move on to MATH 1160 and they are immediately dropped after the term rolls.

Emailing Registration Questions:

* If you are sending emails to [reginfo@isu.edu](mailto:reginfo@isu.edu) please include a student ID number, the CRN number for the class(es) in question, and the error message the student is receiving.
* Also send an email to [reginfo@isu.edu](mailto:reginfo@isu.edu) if you encounter ongoing issues with specific courses or populations of students being unable to register. This enables them to address the issue and streamline the registration process for students.

Change of Program/Major:

* For undergraduate students, change of programs (i.e., degree, major, minor, concentration or catalog year) must go through the [Change of Major Request](https://www.isu.edu/cal/student-resources/major-declarationchange-instructions/) process through academic advising.
* Change of programs for graduate students is managed by the Graduate School.

Credit Overrides:

* Requests for credit increases (above 18 for undergraduate students) go through the Dean’s Office of the student’s major for approval.
* Requests for credit increases (above 16 for graduate students) go through the Graduate School for approval.

What it is: [Degree Works](https://www.isu.edu/registrar/degree-works/) is an electronic degree audit system that tracks courses from a students’ transcript and organizes them so an advisor and the student can quickly and easily identify complete and outstanding degree requirements by category.

It tracks all Degree Requirements listed in the ISU catalog, for example:

* General University Requirements
* General Education Objective Requirements
* Major, Minor or Concentration Requirements
* Program Electives
* General Electives
* Remedial Coursework
* In-Progress Coursework
* Courses not counted toward the degree or certificate

Each College has their own Advising Coordinator- reach out to your College for contact information.

For assistance with Degree Works, contact: dgwinfo@isu.edu Ann Davidson 282-2823 Sarah Mead 282-5273

What to know:

* Faculty and staff members currently assigned an advising role in Banner also have access to view those they advise in Degree Works.
* Degree Works is accessible through MyISU, the [Degree Works Quick Guide](https://www.isu.edu/media/libraries/registrar/Final-Draft-DW-Quick-Guide.pdf) is helpful.
* The programs of study listed in Degree Works are based on the catalog. Please be aware that any program changes must be routed through Undergraduate Curriculum Council (UCC) or Graduate Council (GC) to be included in Degree Works.
  + If a department has made significant program changes, please provide a course phase out plan or identify permanent course substitutions for prior catalog years for inclusion in the degree audit system.
* Undergraduate program exceptions should be forwarded to the Office of the Registrar for inclusion on the student’s degree audit record.
* Graduate program exceptions should be forwarded to the Graduate School.
* There is a public notes tab available in Degree Works, as well.
  + Please be aware that any notes made here are visible to the student and any individual who has access to the student’s degree audit record.

What it is: Petitions are an essential process for addressing student concerns, requests for exceptions, or unique academic situations. The process differs for undergraduate and graduate students, so it is important to become familiar with the difference to best assist students, faculty, and staff who may have questions. Common petitions include:

* Petition for readmission following dismissal
* Substitution of departmental requirements
* Substitution of the General Education requirements
* Withdrawal after withdrawal deadline
* Correction of errors or inaccuracies on the student’s official transcript

If you have questions about petitions, please contact: Registrar’s Office 208-282-2661 registrar@isu.edu

Current petition forms are located in MyISU

What to know:

[Undergraduate](https://coursecat.isu.edu/undergraduate/academicinformation/petitionpolicies/) petitions may be submitted to the appropriate college dean or committee for consideration of problems of curricula or admission that are not covered by stated procedures.

University Requirements:

* University requirements are under the purview of Academic Affairs.
* These types of program exceptions must be routed for approval to various parties with the last signature being the academic vice president.

Department Requirements:

* Department requirements are under the purview of the department.
* All department approved changes must be sent to the Office of the Registrar to be recorded on the student’s degree audit.

[Graduate](https://coursecat.isu.edu/graduate/generalinfoandpolicies/petitions/) petitions are under the purview of the Graduate School. A graduate student may petition the Dean of the Graduate School for exceptions to the rules and procedures stated in the Graduate Catalog or for consideration of problems not covered by the stated procedures. Petition forms for graduate students are available only from the Graduate School; undergraduate petition forms will not be accepted.

What they are: [University Policies](https://www.isu.edu/policy/) are formal, documented rules and guidelines that govern the operations and activities of an academic institution.

If you have questions relating to University Policies, contact:

Mel Anderson, Director of Policy

[policies@isu.edu](mailto:policies@isu.edu)

(208) 282-5585

For questions relating to Academic Affairs Policies, contact:

Laura Ahola-Young

[lauraaholayoung@isu.edu](mailto:lauraaholayoung@isu.edu)

208-282-5713

As a new department chair at Idaho State University, understanding and knowing where to find university policies is essential for effectively managing your responsibilities. These policies serve as a critical framework that governs academic, administrative, and operational decisions, ensuring consistency, compliance, and fairness across the institution.

Familiarity with these policies allows you to confidently navigate situations involving faculty appointments, tenure and promotion processes, budgeting, and student concerns while upholding the university's standards and values. Without this knowledge, you may risk missteps that could result in procedural errors or legal implications, undermining your leadership effectiveness and departmental stability.

[All ISU Policies](https://www.isu.edu/policy/) are housed on the ISU website, which is broken into sections by policy type. There is also the ability to search for specific policies if you are not sure which section a policy may be housed under.

What it is: [Professional Workplace Free from Abusive Conduct](https://www.isu.edu/media/libraries/isu-policies-and-procedures/human-resources/Professional-Workplace-Free-from-Abusive-Conduct-ISUPP-3000.pdf) is the university policy that outlines the responsibility of all University employees’ shared responsibility to build and maintain a workplace that is objectively respectful, professional, and free from abusive conduct.

If you have any questions regarding this policy, contact:

Karey Steed

208-282-2796

[kareysteed@isu.edu](mailto:kareysteed@isu.edu)

Katie Thomas

208-282-1924

[katiethomas@isu.edu](mailto:katiethomas@isu.edu)

Laura Ahola-Young

208-282-5713

[lauraaholayoung@isu.edu](mailto:lauraaholayoung@isu.edu)

What to know: In Spring 2024, HR developed this new policy to address conduct for all staff and faculty on campus. Please review the policy and become familiar with its guidelines. Below, please find procedures and letter templates developed by Human Resources that were created to guide the process for remediation and disciplinary actions. For a template that you can edit, please contact the individuals above.

[Faculty Letter of Expectations](https://isu.box.com/s/nente3pgze1t7ldskusmv7u4ye0gncew)

[Faculty Performance Improvement Plan](https://isu.box.com/s/sdkgotduoonox2p61t8xfhlp9zqawbox)

[Faculty Warning Letter](https://isu.box.com/s/w3ihmwe40jbkjh6qfye7i79s2atx355h)

[Faculty Performance Management Best Practices Presentation](https://docs.google.com/document/d/1tJSNo-fZZMxUxIkW3mczCHo5hNGEQsALZ5SFZxkmerI/edit?usp=comment_email_document&ts=67afa227&usp_dm=false&tab=t.0)

All HR Forms can be found here: [HR Forms](https://www.isu.edu/hr/forms/)

Please see the list below to find out who to contact in HR for specific questions

General HR Services

[hr@isu.edu](mailto:hr@isu.edu)

208-282-2517

* New hire paperwork (W-4, I-9, etc)
* Employee/Spouse/Dependent Tuition Reduction forms
* HR process/paperwork questions
* General questions
* Remote Work Application & Safety Checklist/ Remote Work Agreement forms
* Student, Temp, and Adjunct background checks
* HR Information Systems (HRIS)

Ray Ludwig, Director of HR Operations

[rayludwig@isu.edu](mailto:rayludwig@isu.edu)

208-282-2518

or

Abhilaasya Chennuri, HRIS Analyst

[abhilaasyachennur@isu.edu](mailto:abhilaasyachennur@isu.edu)

208-282-4897

* Employee reporting from Banner
* Banner Access Setup
* Employee data
* EPAF Security
* Time approver proxy setup
* Personnel Action Processing

Katie Baca, Program Information Coordinator

208-282-4420

or

Tracy Mull, Personnel Technician for Data Processing

[epaf@isu.edu](mailto:epaf@isu.edu)

208-282-3724

* EPAFs
* PRs
* Personnel info in Banner

HR Policy Questions

Katie Thomas, Assistant VP for HR

[katiethomas@isu.edu](mailto:katiethomas@isu.edu)

208-373-1924

* General questions about the application of ISU HR, DHR, and/or State Board of Education policies

What it is: The primary function of [Payroll](https://www.isu.edu/payroll/) is to ensure timely and accurate payment to Idaho State University employees. Payroll at Idaho State University is on a bi-weekly pay schedule with payments made to employees every other Friday.

Please see below to find out who to contact in HR for payroll questions:

Janice Romero, Benefits Coordinator/Interim Payroll Manager

208-282-3106

Renea Midthun, Payroll Technician

208-282-1353

[payroll@isu.edu](mailto:payroll@isu.edu)

* Time review/approvals
* Timesheet or paycheck questions/issues
* Payroll processing
* Payroll taxes and other withholdings
* Post-tax payroll deductions (Meal Plan, Campus Rec, Parking etc.)
* Time approver (T-ORG) questions
* Labor redistributions (Payroll JV)

What to know: The university requires the use of direct deposit.

* Each pay period the employee’s paycheck will be deposited directly into their checking or savings account.
* There are two ways employees can add/update their direct deposit information. Employees can either add/update their information directly in MyISU using the Payroll Direct Deposit Guide or they can update it in-person with HR.
* Any changes to direct deposit information must be made by the timecard due date on the pay date/payroll calendar to be effective for the desired pay date.
* [Contract and Payroll Dates for 2025](https://www.isu.edu/media/libraries/finance-and-business-affairs/payroll/contract-dates/Contract-Dates-FY25.pdf)

What it is: Accurate employee time entry is crucial for department chairs at Idaho State University to ensure compliance with university policies, state labor laws, and grant funding requirements. Timely and precise reporting enables effective budget management, payroll accuracy, and accountability, fostering transparency and equitable resource allocation. Additionally, it supports data-driven decision-making, allowing department chairs to assess workload distribution, project planning, and staffing needs effectively.

Janice Romero, Benefits Coordinator/Interim Payroll Manager

208-282-3106

Renea Midthun, Payroll Technician

208-282-1353

[payroll@isu.edu](mailto:payroll@isu.edu)

What to know: Approving time entries for your employees based on their employment type can be confusing if you are unfamiliar with the process. Following these [instructions to approve time](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/ArticleDet?ID=153033) can help you get comfortable with approving your employees’ time. Classified Staff need to have their overtime reviewed carefully, so be aware of the [overtime guidelines](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/ArticleDet?ID=153306) as well.

The [Time Entry Knowledge Base](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/?CategoryID=25159) can help you navigate most scenarios surrounding time that you will come across.

What it is: A salary adjustment is a change in an employee’s pay rate, typically made to reflect one or more factors related to their position. It can involve an increase, decrease, or restructuring of pay, depending on circumstances.

Angie Dangerfield, Director of Compensation Programs

208-282-4291

Denise Scott, HR Business Partner for Talent Acquisition

208-282-3830

[hr@isu.edu](mailto:hr@isu.edu)

What to know: Salary adjustment proposals should be submitted using the [Salary Adjustment Form](https://www.isu.edu/media/human-resources/documents/training/manager/Salary-Adjustment-Request-Form-2017-v-4-0-Enterable.pdf) within an employee’s current position/classification addressing the areas of meritorious service, internal or external market equity, job growth, and/or retention. If the proposal is supported by the respective management team, the HR Office will review internal equity and external market factors while also reviewing applicable ISU and State Policy.

All proposals are contingent upon the availability of funds.

Requests to modify the classification of a position should be done using the [Position Description Questionnaire](https://docs.google.com/document/d/1N5u3y5bFDu6wyhci0qallYKPq13emx3A/edit). If this position is grant funded, the availability of funding should be verified with Sponsored Programs prior to submission.

One-time bonuses (see [ISUPP 3150](https://www.isu.edu/media/libraries/isu-policies-and-procedures/human-resources/Compensation-of-Employees-ISUPP-3150.pdf)) can be awarded to faculty and staff for exceptional contributions. This will only be approved by the dean under exceptional circumstances, and you’ll need to allocate the funds to accomplish it. Please discuss this with the associate dean prior to initiating the paperwork.

What it is: [The Electronic Personnel Action Form (EPAF)](https://www.isu.edu/hr/epaf/) is used for non-benefited employees (part- time, student, CPI, graduate students, etc).

[EPAF Frequently Asked Questions](https://www.isu.edu/media/human-resources/documents/training/resources/EPAF-Frequently-Asked-Questions-and-Information.pdf) and Information provide you with quick access to EPAF related FAQs.

Ray Ludwig, Director of HR Operations

[rayludwig@isu.edu](mailto:rayludwig@isu.edu)

208-282-2518

or

Abhilaasya Chennuri, HRIS Analyst

[abhilaasyachennur@isu.edu](mailto:abhilaasyachennur@isu.edu)

208-282-4897

or

Katie Baca, Program Information Coordinator

208-282-4420

or

Tracy Mull, Personnel Technician for Data Processing

208-282-3724

[epaf@isu.edu](mailto:epaf@isu.edu)

What to know:

Access Setup: To be an EPAF Originator, you need to request EPAF Originator access via a Banner Access Request (BAR) and mention the Organizational codes (Org codes) for which you need the access. Please contact your University Business Officer (UBO) to get the information about the Org codes. Getting access to the Organizational codes helps you to submit an error-free EPAF.

Student workers are terminated June 30th automatically - so EPAFs have to be redone when students return in August.

What it is: Opportunity Aligned Resourcing (OAR) allows Deans to be empowered to make personnel recommendations using consistent criteria across the institution to ensure resource allocations are aligned with University goals and opportunities, rather than historical budget allocations. Data to inform these decisions is now widely available through the university’s Budget Model Data Set, Program Analytics Dashboard, and benchmarking data, amongst other resources. Personnel resource decisions will be made through collaborative analysis and dialogue, with a clear and efficient workflow.

Department hires are unique opportunities to pursue the [departmental 3-5 year strategic vision](https://www.isu.edu/media/libraries/finance-and-business-affairs/budget/Department_Program-3-5-Year-Strategic-Vision-Template.pdf), as conceptualized by the department in coordination with college leadership. The following questions should address the alignment between the requested hire and that vision as articulated in the department’s strategic vision.

The following documents will help you through this process:

* [Academic Affairs Workflow and Process](https://www.isu.edu/media/libraries/academic-affairs/AA-OAR-Workflow-and-Process-12-11-24.pdf)
* [Strategic Vision Planning Slides](https://www.isu.edu/media/libraries/academic-affairs/Strategic-Vision-Planning-Slides.pptx)

As you work through this new process, if you have any ideas for process improvements, please share them with the contacts listed below.

Cali Bell, Executive Assistant for Academic Affairs

[bellcali@isu.edu](mailto:bellcali@isu.edu)

208-282-2171

Or

Adam Bradford, Interim Provost and Vice President for Academic Affairs

[adambradford@isu.edu](mailto:adambradford@isu.edu)

[Academic Affairs Workflow and Process Document](https://www.isu.edu/media/libraries/academic-affairs/AA-OAR-Workflow-and-Process-12-11-24.pdf)

*Criteria for Staff positions:* DOCUSIGN Link [here](https://powerforms.docusign.net/9238e9b0-3e61-4e0d-a750-76e5ec1b5b60?env=na3&acct=66a5457a-3611-4e02-bba3-585a739812ef&accountId=66a5457a-3611-4e02-bba3-585a739812ef).

If you would like to see a preview of the questions you will be required to answer, please review [here](https://docs.google.com/document/d/1BYuRq0ZgDZEdnHqPYYzUZyPJEs9JapVqiTycZA7jLis/edit?tab=t.0).

If you have questions or concerns, please contact:

Cali Bell, Executive Assistant for Academic Affairs

[bellcali@isu.edu](mailto:bellcali@isu.edu)

208-282-2171

[OAR AA Website](https://www.isu.edu/academicaffairs/chair--director-resources/oar---opportunity-aligned-resourcing/)

[HR OAR Website](https://www.isu.edu/budget/oar/oarpersonnel/)

[Academic Affairs Workflow and Process Document](https://www.isu.edu/media/libraries/academic-affairs/AA-OAR-Workflow-and-Process-12-11-24.pdf)

*Criteria for Faculty positions*: DOCUSIGN Link [here](https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=e9d654af-6b81-400c-b725-ea37b399626e&env=na3&acct=66a5457a-3611-4e02-bba3-585a739812ef&v=2).  *(This is a new link.)*

If you would like to see a preview of questions you will be required to answer, please review [here](https://docs.google.com/document/d/1nNJjCyae1w55CYfsBoyFXHawQebmzUfm/edit?usp=sharing&ouid=114719108979048572216&rtpof=true&sd=true).

If you have questions or concerns, please contact:

Cali Bell, Executive Assistant for Academic Affairs

[bellcali@isu.edu](mailto:bellcali@isu.edu)

208-282-2171

[OAR AA Website](https://www.isu.edu/academicaffairs/chair--director-resources/oar---opportunity-aligned-resourcing/)

[HR OAR website](https://www.isu.edu/budget/oar/oarpersonnel/)

Average timeline: Assuming a typical fall semester start.

* Spring (18 months prior to start):
  + Build consensus in the department in support of a hiring concept.
  + Get approval from the dean for this hiring concept – see below.
  + Assemble search committee and get dean approval– see #2 below.
  + Write job description – see #3 below.
* Summer: Submit TMS Position Request to HR for approvals.
* Summer: Assemble search committee which the dean must approve.
* Fall (9-12 months before start): advertise.
* December, January: Review applicants using rubric, narrow list for phone/zoom interviews (semifinalists). The dean must approve the list of semifinalists.
* Mid-January-early February: Zoom screening interviews.
* Late February: On campus interviews (finalists). The dean must approve this list.
* No later than March: Finalize negotiation with favored candidate. The dean must be involved in the negotiation process but does not need to actively negotiate.
* Summer: Work with the Dean's Office for the on-boarding process. Ensure you have in place everything you promised your new colleague (office & lab ready for occupancy, etc).

What it is: The CPI (Career Professional Internship) Program is a paid internship initiative designed to provide students with hands-on, real-world experience in their chosen field of study or internships that align with their career goals. It serves as a resume-building and professional learning opportunity.

Emily Jahsman

[emilyjahsman@isu.edu](mailto:emilyjahsman@isu.edu)

208-282-3548

or

Ambri Saighman

[ambrisaighman@isu.edu](mailto:ambrisaighman@isu.edu)

208-282-5714

or

Virginia Barnett (for off-campus)

208-282-5264

[virginiabarnett@isu.edu](mailto:virginiabarnett@isu.edu)

What to know: The CPI program emphasizes resume-building and professional learning opportunities.

* Admin assistants are responsible for tracking student hours
* Department chairs are responsible for approving these hours for payroll and should set clear limits on the number of hours students can work

To support department chairs and administrative assistants, 1:1 training sessions are available and can be scheduled via Zoom. Chairs should also work closely with their college’s executive assistant to understand how CPI budgets are managed within their college and confirm their department’s specific CPI budget allocation. Pay policies and procedures are detailed online and can be accessed via the provided [CPI Program Policies Page](https://www.isu.edu/media/libraries/career-center/pdf/CPI-Program-Policies-FY25.pdf).

Off-campus sites require additional paperwork, including completing the off-campus application, which can be found on the [Off-Campus Page](https://www.isu.edu/career/cpi-program/cpi-off-campus-employers/). International students must meet with their International Programs Advisor (IPO) to participate in the CPI program.

Each year around April, allocation request forms are sent to department heads and chairs. These forms must be completed and submitted promptly. It is essential that students do not begin working until the CPI office has approved the hire and all necessary paperwork is completed.

* For off-campus roles, department chairs must ensure the required application is submitted and coordinate directly with Virginia for hiring procedures.

*While it is encouraged, posting CPI positions on Handshake is not mandatory.*

CPI roles are categorized based on their duration and purpose. Short-term roles, lasting one to two semesters, typically do not allow for remote work unless explicitly approved by the CPI office on a case-by-case basis. Long-term roles, such as administrative work or work-study positions, should be funded outside the CPI program or provide academic credit. The CPI program is not intended to support extended administrative tasks.

What it is: ISU uses a Talent Management System (TMS) supported by Cornerstone to manage various aspects of human resources and employee development, such as employee training, annual evaluations, and reporting.

For assistance and questions about the Talent Management System (TMS), contact:

Ray Ludwig

[rayludwig@isu.edu](mailto:rayludwig@isu.edu)

208-282-2518

[Evaluations](https://www.isu.edu/hr/evaluations/):

* Most evaluations go through the TMS. *There are many parts of this evaluation system that can be ignored* (e.g., describing clinical work for non-clinical faculty) for any given evaluation. Work with your associate dean or chair colleagues to figure out how to best deploy this system.
* TMS also maintains a record of past evaluations from you (or your predecessor) and from the Dean's Office. Read these before embarking on a new evaluation – you’ll see requests for improvement, praises for exceptional contributions, etc, and be able to visualize a career trajectory. This is important information for assessing how the person is currently performing.

Language in TMS and Email that goes out to Chairs:

NOTE: According to Idaho State Board of Education policy II.G.4.a, “Each year the chair of a department must submit to the dean of the chair’s college an evaluation of each faculty member in the department.” ISU Academic Affairs procedure indicates “The evaluation period is for the previous calendar year (i.e., spring, summer, and fall terms)...”

Faculty who are undergoing either a 3-Year, a 5-Year Periodic Performance Review, or the Tenure and/or Promotion process are not required to submit an annual evaluation for that year. The documentation for these review processes will stand as the annual evaluation evidence. However, in all cases, an annual evaluation ranking must be submitted in TMS.

This is the regular Annual Faculty Evaluation. Once you complete your part and submit, it will automatically advance to the next person in the review process. To post or view attachments, click on the "Options" button, top right, then select "Attachments." TMS has a limit of three attachments. If you need to change a document, you may delete it by clicking the light gray X at the top left of the document (in the Options button,). You can then post your corrected document.

Faculty Member Instructions:

Please save your MSWord Annual Faculty Evaluation as a PDF, then post that using the "Options" button, then select "Attachments.” After attaching the file, click on the “Get Started” button. On the next page, you may provide the Self-Rating you marked in “Faculty Member’s Evaluation of His/Her Overall Performance” and make any additional comments. Then click Submit.

After your department chair/program director completes his/her portion of the evaluation, you will be notified by email, after which you have five working days to review it and respond if you wish, using the space provided in TMS. You will see this Overview page again—just click on “Get Started” and proceed.

Department Chair/Program Director Instructions:

Please provide a rating with appropriate comments and answer applicable questions in TMS. Click on the “Get Started” button and enter your comments in the appropriate fields and provide the faculty member’s rating, your recommendation, and your signature before you submit the evaluation.

If the faculty member needs to change something in her/his PDF at this point, you can return the evaluation by clicking the “Reopen Step” button below.

Dean Instructions:

Click on the “Get Started” button and enter appropriate comments in the fields and provide the faculty member’s rating before you submit the evaluation.

If the chair/program director needs to change something in her/his section of the evaluation, you can return the evaluation by clicking the “Reopen Step” button below.

Letter language to Chairs from HR:

Dear Department Chair/Program Director:

REVIEWEE.FIRST.NAME REVIEWEE.LAST.NAME has submitted the 2024 annual faculty evaluation. It is now ready for you to access the Talent Management System (TMS) to complete the Chair’s portion of the evaluation, including your overall rating (and rationale, if required). Please be sure to submit your evaluation by the date your Dean's Office has designated, and include time for the faculty member's 5 working days for review.

If you are missing someone whom you should be evaluating,

or if you have someone who should not be showing up in your list, please contact:

Ray Ludwig

[rayludwig@isu.edu](mailto:rayludwig@isu.edu)

208-282-2518

What they are: Special Reviews are formal evaluations conducted at various stages of a faculty member’s career to assess performance, recognize achievements, and make decisions about career progression. These reviews ensure that faculty contribute to the university’s mission through teaching, research, and service.

Faculty Tracking: Academic Affairs Project Coordinator, Michelle Collier, is the current contact for any questions related to faculty tracking for special reviews. Academic Affairs also maintains the policy regarding [faculty ranks](https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/Academic-Rank-and-Other-Appointments-ISUPP-4050.pdf) for tenured and non-tenure track.

Michelle Collier

[michellecollier@isu.edu](mailto:michellecollier@isu.edu)

(208) 282-6311

What to know: Michelle maintains the faculty records in Banner and tracks the key dates and deadlines related to faculty for the following areas:

* [Promotion and Tenure (including Stop the Clock)](https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/Promotion-and-Tenure-ISUPP-4020.pdf)
* 3rd Year Review for both Tenure and Non-Tenure Track Faculty
* [PPR/5 Year Review for Tenure Track Faculty](https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/PPR_ISUPP-4010.pdf)
* Sabbaticals
* [Emeritus Status](https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/Emeritus-Status-ISUPP-4060.pdf)

More in-depth information regarding each area can be found on the subsequent pages of the guidebook under each review’s designated section.

What it is: [Promotion and Tenure](https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/Promotion-and-Tenure-ISUPP-4020.pdf) review is a comprehensive evaluation of a faculty member’s performance in teaching, research, and service to determine eligibility for promotion in rank (e.g., Assistant to Associate Professor) and/or the granting of tenure, which provides job security and acknowledges long-term contributions. Faculty are eligible for tenure after the completion of 3 (three) full years of academic employment with review taking place no earlier than during their fourth year of employment and must be evaluated no later than the faculty member's sixth full academic year of employment (excepting those with an approved [Stop the Clock](https://www.isu.edu/media/libraries/academic-affairs/academic-policies/ISUPP-4020-Section-D.pdf) extension).

For questions regarding [P&T processes, forms](https://www.isu.edu/academicaffairs/faculty-affairs/promotion-tenure--stop-the-clock/), and deadlines, contact:

Michelle Collier

[michellecollier@isu.edu](mailto:michellecollier@isu.edu)

(208) 282-6311

What to know: Each chair should check with their college for their internal deadline to turn in applications for promotion and/or tenure. Each college will submit their applications, as a whole, to Academic Affairs by the submission deadline at the end of January-this is typically done through the Dean’s Management Assistant. Some tips and recommended practices can be found on the Tenure Track Faculty page of the guidebook.

Michelle Collier will collect the applications for Academic Affairs and double check them for completeness. They will then be passed onto the Vice Provost for Faculty Affairs to evaluate and present them to the Provost. Once these are officially approved/denied by the Provost, a formal memo will be submitted to the Office of the President for approval.

Once the President approves the decisions, Academic Affairs will then send out letters to each faculty member, you as their department chair and the college dean will be included on the email.

What it is: Tenure Track Faculty reviews take place throughout their service and advancement in the academic ranks. These include 1st year review, 3rd year review, Promotion and Tenure (P&T), and Periodic Performance Review (PPR) - also known as 5-year review.

There are guiding procedures and policies for each review process:

* + Academic Affairs website:

Faculty Affairs [T & P info, application, forms, Stop the Clock](https://www.isu.edu/academicaffairs/faculty-affairs/promotion-tenure--stop-the-clock/)

* + [Academic Rank ISUPP 4050](https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/Academic-Rank-and-Other-Appointments-ISUPP-4050.pdf)
  + [Tenure and Promotion ISUPP](https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/Promotion-and-Tenure-ISUPP-4020.pdf)
  + [PPR- Periodic Performance Review](https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/PPR_ISUPP-4010.pdf)

What to know: Have a copy of, and become familiar with, the P&T guidelines for your college and department. Make sure that faculty in your department also have access to these documents.

* First Year Review: The 1st year review is a regular annual review that may be accompanied by a notice of non-renewal that will not allow the faculty member to return the following year (for a terminal contract year). Obviously, this is very rare. Otherwise, the 1st year review is not especially informative as the faculty member has not been around long enough to have had many reviewable activities. It is useful in providing the new faculty member with a view of what aspects of their job is valuable to the department.
* Second Year Review: *While not technically a “special review,” the 2nd year review is a regular annual review that is performed early enough in the academic year to allow delivery of a notice of non-renewal that will not allow the faculty member to return the following year (for a terminal contract year).*
* Third Year Review: The 3rd year review is an important opportunity to refocus a faculty member’s efforts while there is still time to have a positive impact on P&T. These are probably the most important evaluations you write. The report is shared with the 3rd-year faculty member but not attached to the TMS annual review – by omitting the report from the official record, the committee will be free to offer productive, constructive advice without worry that it will negatively impact the faculty member in the current year or form the sole basis of P&T expectations.
* Promotion & Tenure: Promotion & Tenure to associate professor is done in fourth or fifth year after the starting semester. Promotion to full professor can be done after the fifth year following promotion to associate professor. This is a stressful time for faculty members.

Here are some tips and recommended practices:

* + The P&T review is highly regulated – following the process is extremely important because grievances about P&T outcomes are allowed only if the procedures were not followed (grievances regarding the decision are not allowed).
  + Since P&T policies and procedures evolve over time, review the current documents the summer before, ensure your department’s policies are updated regularly, and attend the annual P&T seminar with your new faculty members.
  + Always request 5-6 external letters in May in support of faculty members standing for P&T in fall; external reviewers will nearly always agree to write a letter in May when you tell them it’s not due until August.
    - If you ask in August, most potential reviewers will decline (as they are swamped with starting the semester at their own institution).
  + Ask the person standing for P&T to assemble materials by the end of the summer before the semester they stand for P&T, and schedule their department seminar for fairly early in the fall semester.
    - This gives ample time for the committee to do their job.
  + Make sure the P&T committee chairperson is experienced and highly organized, and ask them to maintain an open line of communication with the P&T candidate starting the summer before the semester they stand for P&T.
  + The P&T process begins in a faculty member’s first year on the job

Non-Tenure Track Faculty

* For the most part, non-tenure track faculty are evaluated on teaching and service.
* You’ll use the same P&T committee for non-tenure track faculty promotions.
* Non-Tenure Track Faculty can go up for promotion *after* completing a minimum of three (3) full years of service to Idaho State University.

General Advice:

* Upon an existing line becoming vacant that line reverts to the college, it does not remain in the department. However, with proper justification, most lines are returned to the department in which they originated.
* The first component of managing people is ensuring that your department has the positions. You obviously wouldn't hire a trombone player in a STEM department, even if the department always maintained that line. So the question you and your colleagues must answer is, What is the best use of a given line? You must carefully ensure that your department has the right seats before embarking on the work to find people to sit in those seats.
* The dean will ask numerous questions about why you want to fill a vacant line with a particular subject matter expertise. It is best to have a conversation with the dean about the future direction of your department and the unmet needs that a new hire would meet.
* Focus on specifically what you need to make meaningful progress in your department’s core focus (mission, goals, etc) – e.g., a lower-division teaching rock star, someone great with undergrad researchers, someone with a compelling record of community engagement, etc.
* Departments should consider the impact of a potential hire on the unit's instructional coverage, program enhancement, diversity, research activity, and community engagement.
* Hiring involves a tremendous amount of paperwork and bureaucracy, with the dean's Office, Human Resources and Equity & Inclusion all requiring sign-off on various stages. Don’t simply submit forms and assume these are being examined and processed. You must know the order in which approvals are obtained for each form, let them know the forms are *en route*, and call the approver (by phone) to ask about approval status. This will save you days (and sometimes weeks!) of delays, frustration, and complications. Your associate dean knows who to call and how to find lost paperwork – work with them!
* The dean’s office has templates, guidelines, and reimbursement instructions – be sure to coordinate with them.

What it is: ISU offers [sabbatical leave](https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/Faculty-Sabbatical-Leave-ISUPP-4030.pdf) to its faculty members as a means to promote professional development, research, and academic enrichment. Sabbatical leave is designed to provide eligible faculty with an extended period away from their regular duties to engage in scholarly activities that enhance their contributions to the university.

For questions regarding Sabbaticals, contact:

Michelle Collier

[michellecollier@isu.edu](mailto:michellecollier@isu.edu)

(208) 282-6311

What to know: Members of the tenured or clinical faculty must have completed a minimum of six years of full-time service before becoming eligible for a sabbatical. Faculty may be granted a sabbatical leave for one semester with full salary compensation or they may opt for a full academic year (two semesters) of leave at one-half salary. Recipients are expected to return to ISU for at least 1 academic year and file a substantive report of sabbatical activities to their Dean and the Provost.

Each college determines their own procedures for reviewing sabbatical applications and has their own specific guidelines for sabbatical eligibility.

Eligible faculty members must submit a detailed sabbatical proposal outlining the purpose, objectives, and anticipated outcomes of the leave. The proposal should demonstrate how the sabbatical will contribute to the individual’s professional growth and benefit the university. The proposal is reviewed by the faculty member’s department, which assesses the feasibility and potential impact of the proposed activities. Following departmental recommendation and endorsement, the proposal is forwarded to Academic Affairs for the Provost’s review and approval. Once all recommendations have been made applications are forwarded to the President for final approval. Academic Affairs will then notify the faculty member of the President’s decision.

What it is: [Emeritus Status](https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/Emeritus-Status-ISUPP-4060.pdf) is an honorary designation awarded to retired faculty members in recognition of their dedicated service and significant contributions to the institution. This status allows retirees to maintain a formal association with the university, granting them certain privileges and acknowledging their professional achievements. Academic Affairs houses the official list for Emeritus Faculty

For questions regarding Emeritus Status processes, forms, and deadlines, contact:

Laura Ahola-Young

[lauraaholayoung@isu.edu](mailto:lauraaholayoung@isu.edu)

208-282-5713

or

Michelle Collier

[michellecollier@isu.edu](mailto:michellecollier@isu.edu)

(208) 282-6311

What to know: To be considered for emeritus status, a faculty member must meet one of the following criteria:

* Length of Service: Completion of at least 15 years of dedicated service to Idaho State University.
* Distinguished Contributions: Demonstrated substantial contributions to their field of specialization, exceptional scholarship, competence, or creative accomplishments of recognized outstanding quality.

The procedure for awarding emeritus status involves several levels of recommendation and approval. The process can be initiated by the retiring faculty member or their colleagues. The affiliated department chair (that’s you!) reviews the candidate’s qualifications and forwards their recommendation to the Dean who evaluates and endorses the recommendation which then goes to Faculty Senate for review and provides its recommendation, followed by the Provost’s assessment of the recommendation and then it is sent to the President who considers all prior recommendations and makes the final decision.

General Advice and Information:

* Each College will have their own internal deadline for Emeritus nominations.
* All Emerita/Emeritus recommendations are due to the Office of Academic Affairs near the end of January to ensure recognition at May commencement.
* Include a current curriculum vita (CV) and letters of recommendation from the department Chair and Dean.
* Include the faculty members’ month and year of hire in your letter of recommendation.

What it is: The Federal [Work Study Program](https://www.isu.edu/financialaid/types-of-aid/student-employment-work-study/work-study-faq/) provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to the student's course of study.

For questions related to the Work Study Program, contact

The Financial Aid Office

[finaidem@isu.edu](mailto:finaidem@isu.edu)

208-282-2756

What to know: Around April each year, allocation request forms are sent to the department heads/chairs. Financial Aid maintains a list of department heads/chairs as well as department contacts (often, these are not the same individuals).

When the allocation request form is distributed, Financial Aid sends an email to the department contacts informing them that the allocation request form has been distributed and to work with their department head/chair to complete and submit the form. The allocation request form is how departments request a work study allocation for the upcoming academic year. It is also an opportunity to communicate any staffing changes, if department head/chairs have changed or department contacts have changed. This form is distributed in late Spring in hopes of allowing departments to complete and return the form before individuals may leave campus for Summer.

In late Summer, allocations will be distributed to department heads/chairs. A communication is also sent to department contacts letting them know that the allocations have been distributed to department heads/chairs. Most other work study communications go to the department contacts.

What it is: The Family and Medical Leave Act (FMLA) is a federal law in the United States that allows eligible employees to take up to 12 weeks of unpaid, job-protected leave within a 12-month period for certain family and medical reasons. It also ensures that employees' group health insurance coverage continues under the same terms as if they were working. ISU’s [FMLA Policy](https://www.isu.edu/media/libraries/isu-policies-and-procedures/human-resources/Family-and-Medical-Leave-Policy-ISUPP-3010.pdf) outlines some information that is helpful to know regarding this leave but it is also advised that employees consult with HR regarding specific questions they may have.

For questions about a potential situation being FMLA eligible, contact:

Human Resources

[fmla@isu.edu](mailto:fmla@isu.edu)

For performance or attendance concerns while an employee is using FMLA, contact:

Dani Gribas

208-282-3081

[gribdani@isu.edu](mailto:gribdani@isu.edu)

What to know:

* Eligibility Requirements: Employees are eligible for FMLA leave if they have worked for the employer for at least 12 months, and have 1,250 hours of service in the past year.
* Leave Entitlement: Eligible employees can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for qualifying reasons.
* FMLA Communication: Supervisors may inquire about scheduling, workload, and FMLA leave start and end dates. Supervisors should never inquire about any details or information about the employee’s medical condition.
* Supervisory Responsibilities at a glance: Supervisors must recognize potential FMLA situations, maintain confidentiality, avoid retaliation, and direct employees to HR for guidance on leave processes.

What it is: Training and Development refers to programs and initiatives aimed at enhancing the skills, knowledge, and competencies of employees to improve their performance, job satisfaction, and career growth, while also supporting the university's strategic goals.

Karey Steed, Assistant HR Director for Employee Relations and Development

208-282-2796

or

Clay Smith, Training Coordinator

208-282-2519

[training@isu.edu](mailto:training@isu.edu)

What to know: ISU provides a number of training and development opportunities to faculty and staff. Notable resources include:

* Respectful Workplace Training
* Leadership Development
* Manager Training
* Online, on-demand TMS training
* Employee Recognition week
* Ombuds Coordination
* Strengths Training Facilitation
* DHR Cybersecurity Training
* New Employee Orientation
* Be A Bengal Recognition program
* Strengths Training Coordination

What it is: [The Graduate School](https://www.isu.edu/graduate/) oversees graduate education across a wide range of disciplines. It supports advanced academic and professional training, offering master's, doctoral, and specialist degree programs, as well as graduate certificates. The school focuses on fostering research, scholarship, and creative activity while preparing students for leadership roles in their respective fields. It provides services such as admissions guidance, academic support, funding opportunities, and professional development resources to enhance the graduate student experience.

For questions or concerns, contact: The Graduate School Team [gradschool@isu.edu](mailto:gradschool@isu.edu)

If a student requires additional support, they can contact the Graduate Dean

What to know: The Graduate School is located on the 4th floor of the Museum building and is responsible for a wide range of processes as it relates to graduate students and applicants, including:

* Applications and Admissions (via CollegeNet)
* Transfer of credits
* Graduation
* DegreeWorks plans and exceptions
* Committees
* Appeals and Dismissal
* Academic Dishonesty
* Student Training and Professional Development
* Student Funding (summer, travel, etc)
* [Oral Examination Scheduling](https://docs.google.com/forms/d/e/1FAIpQLSdoYc79uP2zQb5uVdNt_3F8XVuDE7OblVCD2dLwK9A6FJtyqg/viewform)

Organization and Meetings: All colleges have a designated program manager - contact the Graduate School for further information on who your program manager is.

If someone wants to make changes to a course, program, or degree within the graduate school (hiatus, start, closing, etc) the Graduate School should be the first point of contact to begin the review process.

Each semester, graduate program directors meet to discuss admissions and recruitment, student support and success, program development, policies and procedures, and assessments and outcomes.

Each year, Administrative Assistants meet to discuss processes, common issues, and provide a collaborative experience aimed at supporting students, staff, and faculty.

[Graduate Teaching Assistantships](https://www.isu.edu/graduate/funding-and-support/assistantships/) (GTAs) are graduate students who are employed to assist with teaching-related duties as part of their academic training. They are typically assigned to support faculty in delivering undergraduate courses, which may involve tasks such as:

* Leading discussion or lab sections
* Grading assignments, quizzes, or exams
* Preparing course materials
* Providing student support through office hours or tutoring

These positions are designed to support the graduate student’s professional development while contributing to the university’s educational mission. Specific [responsibilities](https://www.isu.edu/media/libraries/graduate-school/Graduate-Assistant-Handbook-2022-(2).pdf) and [benefits](https://www.isu.edu/media/libraries/finance-and-business-affairs/budget/Graduate-Assistants-DA-Fellows-2024-2025.pdf) may vary depending on the department or program.

Allocations for GTAs come out at the end of Fall and the Grad Dean sends recommendations to the College Deans who may speak with the Graduate Dean to change allocations. Once the Deans receive the final allocations they are sent to you as the Department Chair. There is also a [request form](https://docs.google.com/forms/d/e/1FAIpQLSc6QobioS1vv4LWkh3WHjLuti5JopniWrjaOqjpLclzac_I6A/viewform) for additional GTAs after allocations have been made. EPAFs need to be completed for each GTA - *Administrative Assistants typically handle this in conjunction with your UBO*

Budget Operations: Operational and GTA budgets come from appropriated funds from the state. The Graduate School also has a local account generated from [student application fees](https://coursecat.isu.edu/graduate/expenses/#Enrollment_Fees) and they have additional funding to bring in prospective students to visit campus.

Graduate Faculty Status: As a department chair, it is your responsibility to nominate faculty members for graduate faculty status. This designation enables them to serve on graduate advisory committees and teach graduate-level courses. The nomination process varies depending on the type of graduate faculty status being sought:

Full Graduate Faculty Status:

* + Faculty with this status can serve as the chair of graduate advisory committees.
  + Most departmental faculty members will typically be nominated for this level of status.

Allied Graduate Faculty Status:

* + This status is intended for lecturers and non-ISU individuals.
  + Allied graduate faculty members can serve on graduate committees but are not permitted to chair these committees.

The Graduate Council oversees the graduate faculty nomination process and maintains the necessary forms and materials. Please refer to [ISUPP 4100](https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/Graduate-Faculty-ISUPP-4100.pdf) Graduate Faculty for guidance on the nomination process.

For questions or additional support, consult the Graduate Council or review the latest [nomination procedures](https://www.isu.edu/media/libraries/graduate-school/Faculty-Nomination-Process-April-2021.pdf) and forms to ensure compliance and efficiency in the process.

What it is: ISU offers several programs and initiatives to promote faculty development, supporting teaching, research, service, and professional growth. ISU provides and promotes faculty development through:

Awards and Recognition:

* Distinguished Faculty Awards highlight outstanding faculty contributions through teaching, research, and service, fostering a culture of excellence
* Public recognition and incentives encourage continued professional growth

Professional Development Workshops and Programs:

* Instructional Technology Resource Center (ITRC) provides workshops, 1:1 consultations, and training on integrating technology into teaching
* Center for Learning and Instructional Excellence (CLIx) offers resources and workshops focusing on pedagogy, course design, student engagement, and inclusive teaching practices

Mentorship Opportunities:

* ISU encourages mentorship programs where experienced faculty guide newer colleagues in navigating teaching, research, and service responsibilities
* Peer observation and feedback are often promoted as a collaborative way to enhance teaching practices.

Leadership Development:

* Opportunities to participate in committees and special projects help faculty develop leadership skills
* Learning how to delegate tasks can help others develop and hone leadership skills and practices
* Nominating faculty for graduate faculty status allows those approved to teach graduate-level courses and serve on graduate advisory committees

What it is: Idaho State University (ISU) annually honors exceptional faculty members through its Distinguished Faculty Awards, recognizing excellence in teaching, research, and service. These awards highlight faculty who have made significant contributions to their fields, the university, and the broader community.

Academic Affairs maintains the nomination process and forms, please contact:

Michelle Collier

[michellecollier@isu.edu](mailto:michellecollier@isu.edu)

208-282-6311

or

Lisa Scholes

[lisascholes2@isu.edu](mailto:lisascholes2@isu.edu)

208-282-2035

What to know: All nominees must be in their third or subsequent year of full-time service at ISU and have prospects and interest to continue as faculty during the following academic year.

* **Distinguished Teacher Award**: This award honors faculty who demonstrate excellence in teaching by inspiring curiosity, fostering supportive learning environments, and engaging students in meaningful ways that promote deep understanding. Nominations need to be submitted by at least two separate groups (students, faculty, staff, or alumni) to be considered.
* **Distinguished Researcher Award**: This award recognizes faculty members who have made significant contributions in research that benefit both the university and society. It honors those whose research demonstrates innovation, scholarly impact, and advances knowledge in their field. Nominees must meet established selection criteria which can be found on the [Academic Affairs website](https://www.isu.edu/academicaffairs/faculty-affairs/faculty-awards/).
* **Distinguished Service Award**: This award is given to a faculty member based on significant contributions in service to the university and society. This can include activities such as leadership in university committees, active involvement in community outreach, mentorship of colleagues and students, and initiatives that enhance campus life or strengthen university programs.

Nominations for these awards are welcomed from ISU faculty, staff, students, and alumni. The nomination process typically opens in the fall, with deadlines in January for awards given in the following academic year. For instance, nominations for the 2025-2026 awards are due by January 15, 2025.

These awards not only recognize individual achievements but also underscore ISU's commitment to excellence in education, research, and community service.

More in-depth award descriptions and nomination information [can be found here](https://www.isu.edu/academicaffairs/faculty-affairs/faculty-awards/); ISUPP [4070 Faculty Awards](https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/Faculty-Awards-ISUPP-4070.pdf) is the guiding policy.

As with the faculty awards, there are many student awards on campus – [you can find a partial list here](https://www.isu.edu/bennyawards/).

What it is: Located in the lower level of the Eli M. Oboler Library, the Instructional Technology Resource Center (ITRC) is there to help Idaho State University faculty leverage technology to achieve effective learning-centered instruction. By collaborating with other University support services, the ITRC offers faculty one location to find the best approaches to teaching and learning. As a team, they provide faculty with a complete technology resource for all levels of instruction. Because they are aware of the challenges instructors face in terms of time and comfort with technology, their staff can aid you with the instructional design process for preparing and delivering technology-enhanced course materials.

If you have questions, concerns, or need assistance, contact:

The ITRC Staff

208-282-5880

[itrc@isu.edu](mailto:itrc@isu.edu)

What to know: The ITRC aims to enhance the educational experience by ensuring faculty and students have the resources and knowledge needed to use instructional technologies effectively. The ITRC provides services such as:

* **Instructional Design Support**: Assistance in developing online and hybrid courses using modern teaching methods.
* **Technology Training**: Workshops, one-on-one consultations, and training on educational technologies.
* **Multimedia Development**: Help with creating videos, graphics, and other multimedia for educational purposes.
* **Moodle/Canvas Support**: Assistance with ISU's learning management system, Moodle/Canvas, including troubleshooting and course setup.
* **Innovative Tools**: Access to tools and technologies like lecture capture systems, virtual reality, and software for content creation.

What it is: The Center for Learning and Instructional Excellence at Idaho State University fosters a culture of student success and teaching excellence by promoting evidence-based and innovative instructional practices that are responsive to identified student needs, providing collaborative and structured support for faculty development, and aligning teaching methods with institutional goals. Through these efforts, CLIx aims to enhance student success and create equitable opportunities for learning across our diverse academic community.

For questions or assistance, contact:

Doug McGee, PhD

[douglasmcgee@isu.edu](mailto:douglasmcgee@isu.edu)

208-282-2493

What to know: The Center for Learning and Instructional Excellence focuses on providing a wide scope of services to assist students and faculty, including:

* Workshops and Symposia
* Structured Teaching Certification Programs
* Peer Observation Programs
* Expanded Recognition for Faculty
* Enhancing Student Learning Outcomes

What it is: The New Faculty Mentoring Program is designed for new faculty (faculty within their first three semesters at ISU) to come together as a cohort and participate in discussions, workshops, training, and informal gatherings that will provide them with opportunities to connect with their peers, gain valuable insights, and get additional support in their new role.

For questions about the mentoring program, contact:

Laura Ahola-Young

[lauraaholayoung@isu.edu](mailto:lauraaholayoung@isu.edu)

208-282-5713

What to know: All mentoring events are scheduled from 10:00am - 12:00pm on their specific dates. Please watch your email for updates or announcements.

Why it matters: Delegation is crucial for a department chair because it allows for more efficient management of tasks, fosters team collaboration, and empowers faculty and staff. By distributing responsibilities, you can focus on strategic planning, decision-making, and advancing departmental goals. Delegation also helps develop leadership skills within the team, promotes accountability, and prevents burnout by ensuring no single person is overwhelmed. Ultimately, it enhances productivity and creates a more resilient, engaged department.

You will be asked to nominate your faculty for committees, councils and other opportunities in the Dean's Office and above. Do so. This provides the opportunity for your people to learn how things work elsewhere on campus – these contacts are valuable. It also allows your department to exert influence and generate goodwill.

Consider these assignments as part of the workload of your faculty members. So, if two “workload units” equate to two committee assignments, then one of these might be devoted to a college or university council. However, do consider that some of these assignments require very little effort and may not really be a workload burden. Consult with your associate dean for guidance.

What it is: [Academic Program Review (APR)](https://www.isu.edu/assessment/academic-program-review/) is a process designed to evaluate the quality, effectiveness, and sustainability of academic programs. The review is conducted periodically to ensure that programs align with the university’s mission, meet accreditation requirements, and support student success.

If you have questions related to Academic Program Review, contact:

Doug McGee

208-282-2493

[douglasmcgee@isu.edu](mailto:douglasmcgee@isu.edu)

What to know: If your department does not host specialized accreditation programs, you will need to prepare annual reports (APR-A) as well as a 7-year review (APR-7).

The APR-A focuses on program-level student learning outcomes (SLOs), an analysis of the tools/measures that provide evidence of learning (e.g., exams, capstone projects, papers, etc.), and an action plan to address any identified deficiencies in learning.

The APR-7 is a self-study that revolves around your strategic plan (with details regarding progress on goals), program assessment, and data that you get from Institutional Research (e.g., retention rates, student demographics, time to completion, etc.). Your associate dean will provide support, instructions, and a timeline for completion.

For programs with specialized accreditation:

* If the program submits annual reports that include program-level student learning outcomes to an external accreditor, the annual report can substitute for the APR-A.
* If the program does not submit annual reports or submits reports that lack program-level learning outcomes, the APR-A must still be completed.

What it is: Program Assessment is a continuous process aimed at evaluating and improving student learning within academic programs. It ensures that programs are meeting their learning objectives and contributing to ISU’s overall mission of academic excellence.

If you have questions related to Program Assessment, contact:

Doug McGee

208-282-2493

[douglasmcgee@isu.edu](mailto:douglasmcgee@isu.edu)

What to know: [The ISU Office of Assessment](https://www.isu.edu/assessment/) will help you create and maintain assessments of your programs. These involve setting program goals and student learning outcomes, mapping course learning outcomes to program learning outcomes, and determining if your programs are achieving these benchmarks. This assessment plan will become an important part of programmatic evaluations.

Program assessment is arduous but important. If it’s already been completed for your program (and parts of it surely have), then your undergraduate (or graduate, depending on the program) education committee should be assigned to review and revise, as needed. If it hasn’t yet been completed (or if it was in the distant past), then talk with your associate dean about assigning this task to a faculty member in exchange for a teaching release.

What it is: [The Faculty Senate](https://www.isu.edu/facultysenate/) represents the University Faculty in the initiation, consideration, recommendation, and implementation of policy within the purpose and powers of the University Faculty. Various councils report directly to the Faculty Senate and support them through drafting, reviewing and revising policies, addressing issues, overseeing faculty welfare, maintaining academic standards, and other important responsibilities.

Lisa K. Hunt, Administrative Assistant for the Faculty Senate and Councils

(208) 282-3214

[lisahunt@isu.edu](mailto:lisahunt@isu.edu)

[facsen@isu.edu](mailto:facsen@isu.edu)

What to know: Links to council, the faculty ombuds program, and the faculty constitution are available below.

* [Faculty Professional Policy Council (FPPC)](https://www.isu.edu/fppc/)
* [Research Council (RC)](https://www.isu.edu/research/research-council/)
* [Academic Integrity Council (AIC)](https://www.isu.edu/aic/)
* [Academic Standards Council (ASC)](https://www.isu.edu/asc/)
* [Faculty Ombuds](https://www.isu.edu/facultysenate/faculty-ombuds/)
* [Faculty Constitution](https://www.isu.edu/media/libraries/faculty-senate/ISU-Faculty-Constitution.pdf)
* [Standing Appeals Panel](https://www.isu.edu/facultysenate/standing-appeals-panel/)

Faculty Senate meets in the Shirley Sargent Boardroom, 3rd floor of the PondSUB on alternating Mondays. The Executive Committee meets in the Student Union Boardroom, 2nd floor of the PondSUB on the opposite Mondays.

What they are: Acronyms are used across ISU to streamline communication, improve efficiency, and foster a shared understanding across the campus community. Acronyms help simplify complex names of departments, programs, and initiatives, making them easier to remember and reference. Be aware that sometimes the same acronyms are used for different purposes across the university, so it is important to ensure that those you communicate with know the context of what you are referring to when using acronyms across campus.

Below is a list of acronyms that you may come across here at ISU. While the list is not exhaustive, it is a helpful starting point.

AAB - Athletics Advisory Board

AAUP - American Association of University Professors

ACE - American Council for Education

ADA - Americans with Disability Act

AIC - Academic Integrity Council

APLU - Association of Public and Land-Grant Universities

ASC - Academic Standards Committee

ASISU - Associated Students of Idaho State University

BAR - Banner Access Request Form (for HR, Student and Finance data access)

BARF - Budget Adjustment Request Form

BLS - Bureau of Labor Statistics

BSHS - Bachelor of Science in Health Professions

BPSC - Biomedical and Pharmaceutical Sciences

BSU - Boise State University

CAL - College of Arts and Letters

CAAP - Council on Academic Affairs and Programs (part of SBOE)

CEC - College Executive Committee

CEC - Cultural Events Committee

CITI - Collaborative Institutional Training Initiative

CIP - Classification of Instructional Programs

CMP - Communications, Media and Persuasion Department

CoB - College of Business

CoT - College of Technology

CofI - College of Idaho

CON - College of Nursing

COP - College of Pharmacy

COSE - College of Science and Engineering

CRCS - College of Rehabilitation and Communication Sciences

CWI - College of Western Idaho

DHR - State Division of Human Resources

EEO/AA - Equal Employment Opportunity and Affirmative Action

EIC - Eastern Idaho College

ERF - Employee Requisition Form

EIT - Electronic and Information Technology Accessibility Committee

EPAF - Electronic Personnel Action Form

F&A - Facilities & Administrative costs

FTE - full time equivalent

FERPA - Family Education Rights and Privacy Act

FLSA - Fair Labor Standards Act

FMLA - Family Medical Leave Act

FPPC - Faculty Professional Policies Committee

GFR - Graduate Faculty Representative

GPA - Grade Point Average

GERC - General Education Requirements Committee

GMEC - Graduate Medical Education Committee

GRE - Graduate Records Examinations

HERC - Higher Education Research Council

HIPAA - Health Insurance Portability and Accountability Act

HR - Human Resources

HSC - Human Subjects Committee

IDEP - Idaho Dental Education Program

IDAPA - Idaho Administrative Procedures Act

IACUC - Institutional Animal Care & Use Committee

IEAC - Institutional Effectiveness & Assessment Council

IBC - Institutional Biosafety Committee

IOR - International Ombuds Association

IR - Institutional Research

IRB - Institutional Review Board

IRH - Institute of Rural Health

IRSA - Instruction, Research, and Student Affairs (part of SBOE)

ISU - Idaho State University

ISUPP - Idaho State University Policies and Procedures

ITRC - Instructional Technology Resource Center

JFAC - Joint Finance and Appropriations Committee

JV - Journal Voucher

KDHS or DHS - Kasiska Division of Health Sciences

LS - Life Sciences

LCSC - Lewis Clark State College

MMAC - Marketing Materials Approval Committee

MLS - Medical Laboratory Science

NARF - New Account Request Form

NAS - Native American Services

NCAA - National Collegiate Athletic Association

NCES - National Center for Educational Statistics

NCHS - National Center for Health Statistics

NIC - North Idaho College

NIH - National Institutes of Health

NSF - National Science Foundation

OAR - Opportunity Aligned Resourcing

OBF - Outcomes Based Funding

OGC - Office of the General Counsel

OGI - State Office of Group Insurance

OIR - Office of Institutional Research (sometimes referred to as IR)

OR - Office for Research

OSPS - Office of Sponsored Programs and Support

PARTS - Personnel Action Request Form for Temporary and Student Workers

PA - Physical Assistant

PCN - Position Control Number

PDQ - Position Description Questionnaire

PI - Principal/Project Investigator

PR - Personnel Recommendation Form

PSUB or SUB - Pond Student Union Building

Qualtrics - Qualtrics is the name of a vendor that specializes in survey software

RCR - Responsible Conduct of Research

RC - Research Council

ROC - Research Outreach & Compliance

SAB - Student Activities Board

SARA or NC-SARA - State Authorization Reciprocity Agreement

SBOE - (Idaho) State Board of Education

SLP - Speech Language Pathology

SLI - Sign Language Interpreting

STEM - Science, Technology, Engineering, and Math

TMS - Talent Management System

TUAB - Tribal University Advisory Board

TVAP - Treasure Valley Anatomy and Physiology Laboratories

UARC - University Assessment Review Committee

UBIT - Unrelated Business Income Tax Form

UBO - University Business Officer

UCC - University Curriculum Committee

WCAG - Web Content Accessibility Guidelines

WRGP - Western Regional Graduate Programs

WUE - Western Undergraduate Exchange

WICHE - Western Interstate Commission for Higher Education

WWAMI - Washington/Wyoming/Alaska/Montana/Idaho Regional Medical Education Program

There are many deadlines for things across the University and this section covers those associated with the Office of Academic Affairs specifically. Check with your college for a list of deadlines set by your college.

|  |  |
| --- | --- |
| 2024-2025 Deadline Schedule - Academic Affairs | |
| The following are the 2024-2025 deadlines for receiving various documents in the Office of Academic Affairs. Each dean or designated administrator will be responsible for setting their own internal deadlines to ensure completion of the projects below. Many of these deadlines are externally driven; please do not hesitate to contact Academic Affairs if you anticipate a problem meeting these target dates. | |
| Date | Event/Task |
| No Due Date | Affiliate Faculty Nomination Forms- are accepted throughout the year (new nominations will require current CV.) The form and additional information are available [here](https://www.isu.edu/academicaffairs/faculty-affairs/) (under Resources) |
| August & September | |
| Aug 12 - Sept 6 | Course Schedule Planning Phase for Spring 2025 |
| August 12, 2024 | Faculty back on campus |
| August 13, 2024 | Fall New Graduate Student Orientation (Meridian Campus) |
|  | New Faculty Orientation |
| August 15, 2024 | All Department Chair/Program Director Budget Meeting (10:00 - 12:00, Black Box Theater - Stephens Performing Arts Center) |
| August 17, 2024 | Fall New Graduate Student Orientation (Pocatello Campus/Online) |
| August 19, 2024 | Fall Classes Begin |
| August 30, 2024 | Sabbatical Reports are due to Academic Affairs (Please submit them to provost@isu.edu) |
|  | Academic Affairs will notify colleges of tenured faculty required to complete a Five-Year Periodic Performance Review (5YrPPR) during the 2024/2025 Academic Year |
| September 6, 2024 | Course Schedule Deadline - All Schedules for Spring 2025 due |
| September 13, 2024 | Each College will notify all faculty members who are up for [PPR](https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/PPR_ISUPP-4010.pdf) |
| September 20, 2024 | Submit Letter of Notification Requests to [Cindy Hill](mailto:hillcynt@isu.edu) and [Catherine Read](mailto:uccmail@isu.edu) for program changes that need SBOE approval but do not require a full proposal (for the 2025/2026 catalog) |
| September 27, 2024 | All Department Chair/Program Director Meeting (1:00 - 3:00) |
| Sept 23 - Oct 18 | Course Schedule Planning Phase for Summer 2025 |
| October & November | |
| October 1, 2024 | 2024/2025 Undergraduate and Graduate Catalogs available to departments for editing. Due dates are 1/31/25 for department approvals; 2/14/25 for Dean approvals. Online catalogs should be available by 3/21/25 and PDF catalogs by 7/1/25. |
|  | Colleges submit an initial list of those Spring semester students who are following online programs with online program fees to the [Office of the Registrar](mailto:reginfo@isu.edu). More info [here](https://isu.box.com/s/oqapwdmfduq2qpvsn82gczccnbku4wto) |
|  | Nominations open for [Distinguished Faculty Awards](https://www.isu.edu/academicaffairs/faculty-affairs/faculty-awards/) |
| October 14-15, 2024 | NWCCU Mid-Cycle Peer Review Site Visit |
| October 16, 2024 | Graduate Council priority submission deadline for 2025/2026 catalog submissions. Details [here](https://www.isu.edu/graduate/faculty-resources/graduate-council-/) |
| October 18, 2024 | Course Schedule Deadline - All Schedules for Summer 2025 due |
|  | UCC Undergraduate Catalog Change Proposals are due for the 2025/2026 catalog. Coordinate with your UCC rep(s) in [submitting proposals to UCC](https://www.isu.edu/ucc/). Submissions need to have gone through the entire process and be approved by November 21. |
| October 20, 2024 | [Submit separate proposals/assessment plans](https://www.isu.edu/gerc/propose-a-new-gen-ed-course/) for new Ged Ed courses to GERC |
| November 1, 2024 | [Annual General Education Course Assessment Reports](https://www.isu.edu/gerc/gen-ed-assessment-plans-and-reports/assessment-reporting/) due, via General Education Assessment Reporting for use by Depts |
|  | Special Course Fee Authorization form for subsequent academic year is due to Academic Affairs. Please submit using the [Docusign Form](https://www.isu.edu/academicaffairs/chair--director-resources/special-course-fees/) for Special Course Fees. |
|  | [Program Review](https://www.isu.edu/assessment/academic-program-review/) Annual Report is due |
|  | College lists of sabbatical requests are due to Academic Affairs. Each college and department will determine when sabbatical requests are due in their respective offices. |
| November 14, 2024 | Graduate Catalog Proposals Final Approval Date |
| November 15, 2024 | [Evaluations](https://www.isu.edu/academicaffairs/faculty-affairs/annual-evaluations/) for all second-year faculty are due via TMS to Academic Affairs. Notice of non-appointment of second year faculty are due to Academic Affairs by December 1 and to faculty by December 15 in accordance with [State Board Policy](https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/policies-regarding-faculty-institutional-faculty-only-ii-g/). |
| January & February | |
| January 6, 2025 | Colleges submit an initial list of those Summer semester students who are following online programs with online program fees to the [Office of the Registrar](mailto:reginfo@isu.edu). More info [here](https://isu.box.com/s/oqapwdmfduq2qpvsn82gczccnbku4wto). |
| Jan 13 - Feb 7 | Course Schedule Planning Phase for Fall 2025 |
| January 17, 2025 | Departments with Objective 5 & 6 courses will each appoint a faculty representative to their respective Objective Review Committee, which is convened and chaired by a GERC member |
|  | Submit Departmental 5-year Gen Ed Objective Review Reports for Objective 5 & 6 to GERC. Details [here](https://www.isu.edu/gerc/course--program-assessment-process/). |
| January 24, 2025 | [All recommendations](https://www.isu.edu/academicaffairs/faculty-affairs/promotion-tenure--stop-the-clock/) for promotion and/or tenure (along with supporting materials) are due to Academic Affairs |
|  | All Emerita/Emeritus recommendations are due to Academic Affairs to ensure recognition at May commencement. Include current vita, letters of recommendation, and hire date. |
| January 31, 2025 | All departmental edits for the 2025/2026 Undergraduate and Graduate Catalogs submitted by departments. Dean approvals need to be completed by 2/14/25. |
| February 7, 2025 | All college edits to the Three-Year Plan are due to Academic Affairs using the Google Doc provided |
|  | Course Schedule Deadline - All Schedules for Fall 2025 due |
|  | ISU Promotion and Tenure Workshop (1:00 - 3:00) |
|  | [Evaluations](https://www.isu.edu/academicaffairs/faculty-affairs/annual-evaluations/) for first-year faculty are due via TMS to Academic Affairs. Notifications of non-reappointment of first-year faculty must be submitted to Academic Affairs by February 14. All notifications of non-renewal for first-year faculty are due to faculty by March 1 in accordance with [State Board Policy](https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/policies-regarding-faculty-institutional-faculty-only-ii-g/). |
| February 14, 2025 | All Chair/Program Director Meeting (1:00 - 3:00) |
|  | All college edits/approvals for the 2025/2026 Undergraduate and Graduate Catalogs must be completed |
| March & April | |
| March TBD | [Budget presentations](https://www.isu.edu/budget/) for FY 2025/2026 (dates to be determined) |
| March 1, 2025 | Colleges submit an initial list of those Fall semester students who are following online programs with online program fees to the [Office of the Registrar](mailto:reginfo@isu.edu). More info [here](https://isu.box.com/s/oqapwdmfduq2qpvsn82gczccnbku4wto). |
| March 7, 2025 | [Program Health and Sustainability Continuous Improvement Update](https://www.isu.edu/academicaffairs/institutional-effectiveness-and-initiatives/program-healthprogram-prioritization/) for programs in the fifth quartile are due |
| March 21, 2025 | Evaluations for all department chairs and all full-time faculty (third-year and beyond) are due via TMS in Academic Affairs. |
|  | Third-Year Reviews for tenure-track faculty are due via TMS along with the annual evaluation ranking |
|  | Five-Year Periodic Performance Review (5YrPPR) recommendations for tenured faculty are due via TMS along with the annual evaluation ranking |
|  | 2025/2026 Online Undergraduate and Graduate catalog available |
| April 2, 2025 | General Education Objective Review Committee Reports for Objectives 5 & 6 are due to GERC |
|  | Academic Affairs provides PPR Completion Acknowledgement to each college |
| April 4, 2025 | Submit Program (State) Proposals and Letter of Notification requests for the 2026/2027 Undergraduate Catalog that require SBOE and NWCCU approval to [Cindy Hill](mailto:hillcynt@isu.edu) and [Catherine Read](mailto:uccmail@isu.edu). Submit corresponding Graduate Catalog proposals that require SBOE and NWCCU approval to the Graduate Council. |
| Early April | College Elections |
| Summer | |
| June 6, 2025 | Notification of non-reappointment of faculty who are in their third or higher year must be submitted to Academic Affairs. Deans must notify the faculty member of the non-renewal by July 15 in accordance with [State Board Policy](https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/policies-regarding-faculty-institutional-faculty-only-ii-g/). |
| July 18, 2025 | At the end of each academic year, the University Business Officer shall prepare a report that describes the income secured from special course fees, the expenditures for which those fees were spent, the balance of fees remaining at the end of the year, plans for that balance (e.g., accruing find for a major purchase) in a alignment with Budget Administration policies. The Annual [Special Course Fee Report](https://www.isu.edu/academicaffairs/chair--director-resources/special-course-fees/) will be provided to the college Dean and the Provost and Vice President for Academic Affairs. This report shall be reviewed and signed by the Dean to ascertain that the amount of fees colleged is justified and that the expenditures of funds are for acceptable purposes. This report is subject to review by the internal audit office. |

What it is: Student Affairs at ISU is dedicated to creating environments that support student success by fostering a community that encourages lifelong discovery, learning, and well-being. Student Affairs encompasses a wide range of departments and services designed to holistically support students throughout their university experience.

If you need assistance, contact:

Matt Dailey, Assistant Vice President and Dean of Students

[mattdaily@isu.edu](mailto:mattdaily@isu.edu) or [deanofstudents@isu.edu](mailto:deanofstudents@isu.edu)

(208) 282-4220

What to know: Some of the departments and services that support Student Affairs include:

* Academic Advising
* The Career Center
* Counseling and Mental Health Center
* Disability Services
* Student Leadership & Engagement Center
* [Bengal Meal Share](https://www.isu.edu/deanofstudents/resources/dean-of-students-resources/#d.en.267008)
* [Emergency Funding](https://www.isu.edu/deanofstudents/resources/dean-of-students-resources/#d.en.267013) for Students
* [Medical Withdrawals](https://www.isu.edu/deanofstudents/resources/medical-withdrawals/)
* [Other Resources](https://www.isu.edu/deanofstudents/resources/) and Services

There are many [resources available for faculty](https://www.isu.edu/deanofstudents/faculty-and-staff/) and students to enhance student retention and success, provide engagement opportunities, and address crises or challenges. The website includes resources for Academic Dishonesty (including a student notification form) and information regarding [student conduct](https://www.isu.edu/deanofstudents/student-conduct/#d.en.259109). Faculty and Chairs can also submit a concern about a student using the [concern form](https://www.isu.edu/deanofstudents/report/).

What it is: [ISU Navigate](https://www.isu.edu/navigate/) links administrators, advisors, faculty, and students through a single platform, providing predictive analytics to facilitate communication and ensure early intervention in support of student persistence and success. This powerful interactive tool will help us identify support gaps and reach out proactively on behalf of students before they reach a critical impasse in their academic journey.

For assistance, questions, or concerns, contact:

[navigate@isu.edu](mailto:navigate@isu.edu)

Or submit a request [here](https://docs.google.com/forms/d/19uDvqNwwq0QpfW5wuBlh2qJ07pw4F7MhqlmwLLV5b_U/viewform?edit_requested=true)

What to know: Navigate is a student success management platform developed by [EAB](https://eab.com/resources/topics/student-success-and-experience/) to help educational institutions proactively connect with students.

* Faculty/Department Chairs: When students experience unexpected challenges, please refer students to various ISU campus partners and areas of support. The Navigate tool is a built-in information sharing system that can assist staff to support you students.
* Examples could include: poor academic performance, lack of engagement within the classroom setting, lack of class attendance, and so forth.

The Dean of Students Office and Care Team Referrals

* The Dean of Students Office works to support students through the many opportunities and challenges that present themselves during the course of their academic careers. Our goal is to partner with faculty and staff in achieving this. By working together, we can connect students to appropriate resources in a timely fashion and enhance our individual and collective toolkits. Together, we can help ISU students achieve all to which they aspire during their time at Idaho State University.
* The Concern, Assistance, Resources, and Education (CARE) Team is a collaborative group of campus experts that provides behavioral assessments and recommends intervention strategies for students, staff, and faculty with serious needs and concerns.
* Similar to the Navigate tool, Faculty and staff can submit a Care Team Referral with any type of student concern. These concerns can be academic concerns, as well as student well-being concerns. All reports that are received are reviewed by the Dean of Students Office to offer both care and support.

What it is: Succession planning is a strategic process designed to ensure the smooth and effective transition of leadership within a department. For department chairs, this involves identifying and preparing potential future leaders who can step into key roles - including yours - when needed. Succession planning not only safeguards the continuity of departmental operations but also nurtures leadership talent, fostering long-term stability and growth.

What to know: It is advised that as a department chair you should plan for the eventual day when you will pass the torch to the next department chair. Without a plan, departments can experience disruptions, loss of institutional knowledge, and delays in key initiatives. By proactively planning for passing the torch, department chairs can:

* Ensure continuity and help maintain the department’s vision and momentum during this time of change
* Develop talent by creating opportunities for faculty to grow their leadership skills
* Create a transition plan and develop a clear process for the transition by documenting role descriptions, support structures, and responsibilities

As a department chair, your role in succession planning is pivotal. By fostering a culture of leadership development and open dialogue, you can encourage faculty to envision themselves in future leadership positions. Engage in regular conversations with faculty about career aspirations and provide guidance on the skills and experiences necessary for leadership roles.

Undergraduate Catalog

[The Undergraduate Curriculum Council](https://www.isu.edu/ucc/) (UCC) considers proposals to make changes in your undergraduate curriculum – basically, anything that changes the undergraduate catalog must be approved by UCC.

These proposals are generally due in late September for changes in the next academic year catalog. Changes require approval by the dean, a vote of the faculty in your department, other sign-offs (e.g., library and IT), and lots of justification. Work with your UCC representative to ensure passage.

When changing course numbers or content, please consider equivalencies carefully. If a new course is equivalent to an old course, either course will fulfill the same graduation requirements. Dual credit cannot be earned for courses defined as equivalent. If a new course is similar to an old course, but not made equivalent, the courses will not fulfill the same graduation requirements and the student will be able to earn credit for both courses.

Please carefully consider the effects of course changes on existing cohorts of students. If you need to allow exceptions to major requirements for existing cohorts of students, please document these exceptions and we will work with you to reflect those exceptions in the student’s degree audit. If you do not contact us, these exceptions will need to be handled for each student on an individual basis through the petition process.

All changes to general information, including the department overview and faculty list, do not require approval from the Undergraduate Curriculum Council. These changes, however, will only be made effective on an academic year cycle. Please contact the Undergraduate Catalog Editor at ugcat@isu.edu for more information on the process for making non-curricular changes.

Graduate Catalog

[The Graduate Council](https://www.isu.edu/graduate/faculty-resources/graduate-council-/) (GC) considers proposals to change your department’s graduate curriculum (as above, anything that changes the graduate catalog).

The proposals are generally due by December 1 to be included in the next academic year catalog. As above, changes require lots of approvals and it pays to work with your GC representative.

* You need to nominate your faculty for graduate faculty status. This allows them to serve on graduate advisory committees and teach graduate-level courses. Most of your people will be nominated for full grad faculty status (allowing them to serve as chair of graduate advisory committees). Lecturers and non-ISU people will likely be nominated for allied graduate faculty status, which allows them to serve on graduate committees but not chair these committees.
* The [Graduate Council](https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=49a8a148-f404-4cdc-8b3a-73735675c3f9&env=na3&acct=10c8cd17-d972-4926-b965-ac6ab457e40d&v=2) maintains graduate faculty forms and nomination materials.
* ISUPP [4100 Graduate Faculty](https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/Graduate-Faculty-ISUPP-4100.pdf) is the guiding policy

What to know: With the assistance of the Office of the Registrar, the program chairs typically serve as the primary contact for creating and maintaining the list of course offerings for their department each term. Any course cancellations, class limit increases/decreases, day/time changes, instructor changes, and classroom assignment requests should be communicated to University Scheduling immediately.

You may contact the University Scheduling Coordinator for more information

[schedule@isu.edu](mailto:schedule@isu.edu)

Academic departments are responsible for determining course offerings and ensuring that the [schedule information](https://www.isu.edu/registrar/facultystaff-resources/course-scheduling/) is accurate and submitted by the deadlines provided by the Scheduling Coordinator every term.

Each department has a designated scheduler. All department schedulers are required to attend a CourseLeaf CLSS training prior to being given access to make schedule edits. All schedule modifications must be submitted by the designated scheduler via CourseLeaf CLSS. In the event the designated scheduler is unavailable, the dean or department chair can email the requested modification to [schedule@isu.edu](mailto:schedule@isu.edu).

Departments should strive to schedule classes within the session dates defined by the University. Courses that do not start/end within these defined session dates will be scheduled as a non-standard session. Students will not be able to drop the course without contacting [reginfo@isu.edu](mailto:reginfo@isu.edu).

Faculty must use the classroom assigned to the section. If there is an issue with the room assigned, please contact the Scheduling Coordinator who will attempt to resolve the issue.

Cross listed courses (held in the same room on the same day/time) must be indicated in CourseLeaf CLSS. Please coordinate cross listed sections with other departments.

If you wish to cancel a section that has significant enrollment, we may ask the dean of your college to approve the cancellation. This determination is based on the number of students enrolled, the type of course, impact on students ability to progress in their program, and the ability of students to find similar section offerings.

What to know: The Office of the Registrar is the primary scheduler for all University classrooms and computer labs. These rooms can only be used by ISU academic courses, ISU departments, ISU student organizations, and ISU hosted events. Community usage of these spaces is not currently allowed. Requests for rooms will not be processed until all academic course scheduling for that term has been finalized.

*NOTE: Food and beverages (other than bottled water) are strictly prohibited in all academic spaces and the technology and furniture must not be modified.*

To request a classroom or computer lab, please email the University Scheduling Coordinator ([schedule@isu.edu](mailto:schedule@isu.edu)) with the following information:

* Contact Person
* Email address
* Phone #
* Department / Organization
* Event Title or Subject/Course#/Section#
* Description of event
* Number attending
* Start date of event
* End date of event
* Day(s) of week
* Start time (AM/PM)
* End time (AM/PM)
* Specific Building/Room, Room Type (Classroom or Computer Lab), Specific Technology

Please allow two to three business days to process your request. Once availability has been verified, you will receive an email confirmation of the completed reservation.

If you have questions about making a classroom reservation, please contact University Scheduling at [schedule@isu.edu](mailto:schedule@isu.edu).

What they are: Special course fees are additional charges that are imposed on students for specific courses or programs. These fees can cover extra costs associated with certain classes, such as materials, equipment, lab usage, field trips, or specialized instruction. The fees aim to ensure that students have access to the necessary tools and experiences to succeed in their studies while allowing ISU to manage the costs associated with these specialized offerings.

What to know: As a program chair, you will be responsible for completing, reviewing, and submitting special course fee authorizations for your department. The instructions, forms, and code lists can be found [here](https://www.isu.edu/academicaffairs/chair--director-resources/special-course-fees/).

Special course fees must be submitted to and approved by Academic Affairs. Please refer to their [website](https://www.isu.edu/academicaffairs/chair--director-resources/special-course-fees/) for procedure and deadline information. It is the department’s responsibility to review their special course fees for accuracy each term.

What it is: The General Education Requirements Committee (GERC) is a subcommittee of the Undergraduate Curriculum Council (UCC). The GERC reports directly to UCC and its purpose is: to consider all courses and policies that relate to the University’s general education requirements; to evaluate, on a regular basis, the University’s general education courses for appropriateness, rigor, and assessment; and to make general education curricular recommendations based on these evaluations to the UCC.

The General Education Objectives are to be reviewed on a staged 5-year cycle (meaning that not all of the Objectives need be evaluated at once).The [ISU GERC site](https://www.isu.edu/gerc/) describes the range of GenEd courses and GERC staff can be helpful in updating your offerings.

Assessment Plan in a New Course

An assessment plan is essential in creating a new course. It helps establish a clear, consistent, and sustainable approach to assess student learning and evaluate course effectiveness and quality. By outlining assessment methods, timing, benchmarks for student learning, and closing the loop, the plan ensures alignment with course objectives, supporting a structured pathway for students to achieve desirable outcomes. A thoughtfully designed assessment plan also enables instructors to track student progress, provide timely feedback, and make informed adjustments in teaching strategies, curricular materials, and assessments. This not only enhances student learning experience but also contributes to the course’s continuous improvement, ensuring it remains relevant and responsive to student needs and the goals of the GERC program (program goals).

What they are: Articulation Agreements are formally approved agreements between educational institutions for the transfer of course credit taken in one institution to another. They are completed at the institutional level by Academic Affairs between ISU and a two or four-year institution. The agreements constitute a broad framework for more specific transfer planning that will define the articulation of baccalaureate degree program requirements to the particular program

course level.

For questions regarding articulations and transfer agreements, contact:

Janna Graham

[grahjann@isu.edu](mailto:grahjann@isu.edu)

208-282-3014

or

Michelle Collier

[michellecollier@isu.edu](mailto:michellecollier@isu.edu)

(208) 282-6311

What to know: As a department chair, you may be involved in the review process for these agreements and may be required to sign off on the agreements during the approval process. You can learn more about the official process [here](https://drive.google.com/file/d/1CHb3wGEe1Fn32rhuRBiQcfmN1-7w9c5i/view).

Transfer Articulation

The Office of the Registrar does an initial lower division [course evaluation](https://www.isu.edu/registrar/transfer-students/) for all incoming transfer students. Course equivalencies are determined based on course content and may be reviewed by the department. All upper division course equivalencies are made by the major department area. If you wish to change a course equivalency, please email [tceinfo@isu.edu](mailto:tceinfo@isu.edu) stating the course, the school and rationale for the change or update. All course equivalencies are updated on a term basis.

Types of credit accepted via test score at ISU are AP, IB, CLEP, ACT/SAT (ENGL 1101, 1102). Coursework that transfers to ISU does not count in the official ISU GPA.

Students transferring to ISU with an Associate of Science, Associate of Arts or Associate of Arts and Science degree earned from a regionally accredited institution will be considered to have met ISU’s general education requirements.

Credits are transferred to Idaho State University at the level earned at the institution of origin. Transferred lower division (1000 – 2000 level) credit may NOT count as upper division (3000 - 4000) credit regardless of the appropriate course content equivalencies.

What it is: The [Idaho State University Foundation](https://www.isu.edu/foundation/) is a separate, nonprofit organization that was established to support the financial health and strategic goals of the university. It manages private donations, endowments, and fundraising campaigns to enhance educational programs, research initiatives, scholarships, faculty support, and campus development. The foundation acts as a bridge between the university and its donors, ensuring that contributions are managed responsibly and align with the institution’s mission. The employees that support the foundation are a part of University Advancement.

If you have general questions, please feel free to contact your development officer or:

[isufound@isu.edu](mailto:isufound@isu.edu)

208-282-3470

You will then be connected with the appropriate contact

What to know: It is important to know the difference between a grant and a charitable gift to determine how the funding will flow into the university. Grants will work through the Office of Research and Charitable Gifts will work through the foundation and University Advancement. A collaboratively developed questionnaire from both offices is underway to guide you in selecting the most effective starting point, helping to prevent delays and ensure a smooth and timely progression.

1. Grant:
   1. A grant is a financial award provided by government agencies, private foundations, or corporations to support specific research projects, programs., or initiatives.
   2. Grants are often competitive, require formal applications and have reporting obligations.
   3. Funds must be used for the stated purpose, with strict compliance and accountability measures.
2. Charitable gift:
   1. A charitable gift is a voluntary, non-reciprocal donation given by individuals, corporations, or foundations to support the university’s mission.
   2. Gifts can be unrestricted, allowing the university to allocate funds where needed most, or restricted to specific purposes such as faculty support, scholarships, or facility improvements.
   3. Unlike grants, charitable gifts do not require deliverables or reports.

When a donor or community partner expresses interest in funding a program or project, promptly contact your assigned Development Officer. Each college and division has a dedicated officer - if you’re unsure who yours is, your dean or vice president can provide an introduction. Development Officers are instrumental in assessing the feasibility of securing donor support for your project and guiding you in approaching donors and partners in a manner that aligns with university priorities.

Keep in mind that cultivating donor relationships can take several years. Therefore, it is essential to involve your Development Officer early in your project planning to maximize funding opportunities and ensure long-term success.

Key areas your Development Officer/University Advancement will help you and your team:

1. Align projects with donor interests: Tailor funding proposals to align with donor passions and university priorities. Understanding donor motivations increases the likelihood of securing funding.
2. Cultivate long-term relationships: Regular communication, updates on progress, and showing appreciation strengthen relations and encourage ongoing support.
3. Leverage Alumni Networks: Alumni often have a strong connection to their department. Networking opportunities and meetings in their current cities can engage alumni in giving back.
4. Highlight Impact: Clearly demonstrated how contributions will make a difference, using data, success stories, and future goals to build compelling cases.
5. Naming Opportunities: Providing recognition through named scholarships, programs, or spaces can incentivize significant donations. Development Officers have the policy information available to ensure those opportunities are appropriate and impactful.
6. Compliance: Understand gift acceptance policies and legal guidelines to ensure ethical and compliant fundraising.

What it is: The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 designed to protect the privacy of student education records. FERPA grants certain rights to students and their families regarding the access, amendment, and control over the disclosure of educational information. It applies to all educational institutions that receive funds from the U.S. Department of Education.

If you have any questions about FERPA, contact

Aubrie Nield

[aubrienield@isu.edu](mailto:aubrienield@isu.edu)

208-282-3234

What to know: FERPA provides the following provisions:

* Access to Records - Students have the right to inspect and review their educational records
* Amendment Requests - Students can request corrections to records they believe are inaccurate or misleading
* Consent to Disclose - Schools must obtain written consent from students before disclosing personally identifiable information from their records, except in specific circumstances outlined by FERPA
* Directory Information - Schools may disclose certain information categorized as “directory information” (such as name, address, phone number, and major) without consent, unless the student opts out
* Annual Notification - Schools must inform students annually of their FERPA rights

Department chairs play a critical role in ensuring FERPA compliance within their departments. Chairs often oversee student records, manage faculty who interact with these records, and handle sensitive student information. It is important to understand FERPA regulations and ensure faculty and staff are properly trained.

What to know: [Deadlines](https://www.isu.edu/registrar/facultystaff-resources/grading/) for grading by session will be emailed to faculty and staff each term. Please provide training to new faculty on [how to grade](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/ArticleDet?ID=153082) in MyISU and remind faculty and staff of grading deadlines.

Instructors are required to report all grades in lower-division courses at midterm, including A, B, C, D, F, S, U, NP (not passing), X, NB (no basis to grade) to help improve student retention. Instructors are encouraged to report midterm grades for upper-division courses as well. Midterm grades are not recorded on the student’s transcript and are not used in grade point average computations. They are used for advisor intervention, and other student support functions.

[Final Grading](https://www.isu.edu/registrar/facultystaff-resources/grading/) must be complete, accurate, and on time. The grading deadline is the Tuesday after the end of the full semester session, no later than 5 pm, unless otherwise noted. Not grading on time creates adverse effects on students, Financial Aid, Veterans Benefits, NCAA Student Athlete Eligibility, scholarships, academic standing and transcript(s) ordering, to name a few. FINAL grades are permanent and grading must be done in MyISU. Note: student numbers found in Moodle are not the same as student numbers on your class roster.

Grades can be viewed in MyISU after the end-of-term roll to the transcript after the full semester has ended. Grades for the E8, E6, E4, etc., sessions will not be visible on a transcript until after the full semester session ends and the grade roll for all sessions is completed.

An X grade is different from an F. X means the student stopped attending, never participated in the course, or never attended. F means that the student participated, submitted work, took exams, but failed to master course material.

Submitting an X grade requires a 2nd step of entering the last date of attendance.

Submitting an I grade requires a 2nd step of selecting length of time for completion and final grade if not completed.

To submit a late grade, faculty must fill out a [Grade Change](https://www.isu.edu/registrar/grade-change/#d.en.14465) form. Missing grades require a Grade Change form with instructor, department chair, dean, and if a graduate level course, the graduate dean signatures.

No additional work may be considered in calculating a grade once grading has closed unless an incomplete was awarded for the grade and a course completion contract is in place.

Any grade changes for acceptable instructor error must be submitted immediately after the grading period. Administrative assistants have the Undergraduate Grade Change form or you may request it from the Office of the Registrar. It is not available online. Graduate grade changes can be found on the Graduate School website.

What it is: Graduation is the process of being awarded a degree after completion of credit hours and other degree requirements, whereas the commencement ceremony is the congratulatory ceremony in which students are publicly and formally recognized - some students may be unaware of the difference between the two.

For academic questions, contact:

The Registrar’s Office

[graduation@isu.edu](mailto:graduation@isu.edu)

208-282-4874

For commencement ceremony questions, contact:

MarCom

[isugrads@isu.edu](mailto:isugrads@isu.edu)

208-282-4798

For cap and gown questions, contact:

The University Bookstore

208-282-3237

What to know: Students must [apply for graduation](https://www.isu.edu/graduation/apply/) through their MyISU account. Idaho State University posts degrees three times a year at the conclusion of the Fall, Spring and Summer semesters.

Chairs should expect an email from the graduation office asking Chairs to review students each semester and approve them. The best practice is to pull up Degreeworks as soon as you get the email for each student to make sure nothing was missed and follow up on any incompletes. Then if there is an incomplete to be managed, there is a little time before you need to approve them. If there are any issues, reach out to their advisor to make sure we didn't miss a substitution or transfer credit. At this time (unless their catalog year will expire), students can postpone/update their graduation date if they need more time once they have paid the $20 application fee.

What it is: The [Early College Program](https://www.isu.edu/ecp/) offers academic enrichment opportunities for qualified high school students. Dual credit courses allow high school students the ability to earn college credit, along with high school credit while continuing their other courses and activities. Earning college credit while in high school can accelerate a student's degree completion and help students adapt early to the rigor of college-level study.

For questions about the Early College Program, contact:

Chelsie Rauh

[chelsierauh@isu.edu](mailto:chelsierauh@isu.edu)

208-282-6067

Google Voice - 208-244-0936

The Early College Program is accredited through the National Alliance of Concurrent Enrollment Partnerships (NACEP). They are one of three institutions in the United States that have two endorsements; Concurrent Enrollment Program (CEP) where students take courses at their high school by approved adjunct faculty and the College Provided Faculty (CPF) model where students take courses from ISU faculty. These sections are designated as “Z” and “E” sections respectively.

All high school instructors meet the department required adjunct criteria to teach these college courses. The department chair, sometimes in conjunction with other faculty, reviews an application sent from the ECP Director. Oversight of the course falls on a department assigned faculty liaison. This liaison mentors new instructors, completes orientations, annual professional development and site conducts visits as needed. Both high school instructors and faculty liaisons receive stipends for their duties.