

# President's Council Agenda

**Monday, October 31, 2016**

	<b>Agenda Item</b>	<b>Attachment</b>	<b>Presenter</b>
<b>Action</b>	Policy #11.8 - Student Fee Committee Policy (2nd review)	<a href="#">Attachment #1</a>	Jared Tippets
	Policy #6.20 - Human Subjects Review (IRB) (2nd review)	<a href="#">Attachment #2</a>	Brad Cook
	Policy #8.2.5 - Holidays (1st review)	<a href="#">Attachment #3</a>	Marv Dodge
<b>Information</b>	CUPA Salary Comparison/Salary Equity Study Summary	<a href="#">Attachment #4/5</a>	Marv Dodge/David McGuire
	Staff Travel Reimbursement (per diem and mileage)		Barb Rodriguez
	Federal Labor and Salary Act (FLSA)		Barb Rodriguez
	Revised SUUSA Constitution	<a href="#">Attachment #6</a>	Tyler Cornia
	Ombuds Position		Bruce Howard
	Faculty/Staff Salaries		Bruce Howard

## Upcoming Events

- Nov. 21** Next President's Council Meeting
- Dec. 1** Board of Trustees @ 10 a.m.  
President's Holiday Gala @ 6 p.m. (Great Hall)
- Dec. 7** Faculty/Staff Holiday Open House 4-6 p.m.



**SUBJECT: Student Fee Review Committee**

I. PURPOSE AND PHILOSOPHY:

This policy establishes the process of annual review and recommendations from student representatives to the University administration on student fee allocations, including changes in existing fees and the addition of new student fees. It provides for coordination with appropriate University officers in the recommendation development process.

The main purpose of the University Student Fee Review Committee is to review student fees and to formalize the involvement of students and selected University representatives in the student fee recommendation process. ~~by: (a) reviewing the revenue and expenditure accounts of departments funded in whole or in part by student fee dollars, (b) providing the University administration with valuable input regarding student priorities and benefits from student fees, (c) facilitating campus awareness of student fees and student priorities specific to these fees, and (d) providing students with direct input into decisions regarding the allocation of student fees.~~ The following criteria will be used by the Committee in determining the distribution of fee monies. (Fees are not expected to meet all criteria):

1. benefits students
2. benefits the overall university community
3. enhances the image of SUU
4. aids the academic interests and/or needs of students
5. supports educational, social, recreational, or cultural needs of students
6. enhances student health or welfare
7. creates opportunities for students to develop new skills, competencies, or appreciations not available elsewhere in the university
- provides quality services necessary on campus

Course fees and program fees are not included in the scope of the Student Fee Review process.

II. REFERENCES:

- a. Utah Code 53B-7-101 (Combined Requests for Appropriations – Committee Fixes Tuition, Fees and Charges).
- b. Utah Committee of Regents R510, Tuition and Fees (R510-5 General Fees Other Than Tuition).
- c. SUU Policy 5.4 Board of Trustees Bylaws.

III. POLICY:

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**SUBJECT: Student Fee Review Committee**

- a. ~~Committee Composition~~The Student Fee Review Committee
- i. ~~The Committee members shall be:~~Committee Composition:
1. The two Co-Chairs of the Committee are:
    - a. The SUUSA Student Body President, who serves in a limited voting capacity. The Student Body President only votes in cases where the committee is tied on a vote.
    - b. The Vice President for Student Affairs (or designee), who serves in a non-voting capacity.
  2. Other members of the Committee:
    - a. Director, Student Involvement and Leadership (DSIL), in a non-voting capacity.
  - ~~1.~~ One designee from the Financial Services area to serve as a financial advisor, in a non-voting capacity.
    - b. b.
  2. ~~SUUSA Student Body President, Chair of the Committee.~~
  3. ~~Vice President for Student Services, in a non-voting capacity.~~
  - ~~4.~~ 1. Director, Student Involvement and Leadership (DSIL).
  - ~~5.~~ At least one designee from the Financial Services area who serves as a financial advisor in a non-voting capacity.
  3. SUUSA Graduate Senator
  - ~~6.~~ 4. Two (2) SUUSA Senators selected by the Committee co-Chairs in consultation with the DSIL.
  - ~~7.~~ 5. SUUSA Involvement Vice President of Clubs & Organizations Vice President.
  - ~~8.~~ 6. A designated representative from the Residence Hall Association (RHA), recommended by RHA.
  - ~~9.~~ 7. A designated representative from the United Greek Council (UGC), recommended by UGC.
  - ~~8.~~ A student athlete from the Student-Athlete Advisory Committee (SAAC), recommended by SAAC.
  - ~~9.~~ An international student at-large, recommended by the Office of International Affairs.
  - ~~10.~~ An at-large student affiliated with the Center for Diversity & Inclusion (CDI), recommended by the CDI.
  - ~~11.~~ A non-traditional student at-large, recommended by Non-traditional Student Services office.
  10. —
  11. Two students at large, one of whom should be non-traditional in age, appointed by the Chair of the Committee.
- ii. The Committee must be formed annually by the last Friday in October.

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**SUBJECT: Student Fee Review Committee**

- ~~ii.iii.~~ The four (4) elected SUUSA student officers shall serve on the committee for their term of office. Two (2) students at large will be appointed each year. University administrators will serve while they hold their respective administrative positions. The designated student leaders shall serve for a period of one year. All Committee members are expected to attend all scheduled meetings with the exception of those members unable to attend due to illness or other campus obligation. Any other exceptions must be cleared by the co-Chairs. Members of the Committee who are unresponsive, uncommitted, uncooperative, etc. may be removed and replaced by a two-thirds (2/3) vote of the Committee.
- ~~iii.i.~~ A Committee recommendation must pass by a three fourths (3/4) majority of the quorum. A quorum consists of at least five (5) voting Committee members.
- b. Fee Review ~~Procedures~~ Process
- ~~The Committee review process will allow for appropriate - communication with requesting entities and among Committee - members when determining fee recommendations. In evaluating fee allocations, the Committee will consider, among other items:~~
- ~~the fiduciary accountability of the program or service, to~~
  - ~~include a fiscal audit by Committee members;~~
  - ~~whether there is a compelling student need;~~
  - ~~value added (the direct benefit to the students)~~
- i. The Vice President for Student ~~Services~~ Affairs will send a ~~\_\_\_\_\_ Fee Review/Rrequest Fform annually~~ \_\_\_\_\_ Fee Review/Request Form annually to all ~~areas currently receiving a student fee receiving departments~~ areas currently receiving a student fee by the last Friday of October. The completed form is due back to the Committee by the last Friday of November. ~~All areas receiving a fee are required to return tThe Fee Review/Request Form every year unless exempt from review as outlined in this policy, review form is submitted whether or not the area is requesting a fee increase.~~
- ii. There will be public campus notification of the annual fee review process. If any areas/departments find it appropriate to request a student fee, they may obtain a Fee Review/Request Fform online or from the ~~These forms are available in the office of the Vice President for Student Services~~ Affairs. ~~If a new fee is being requested, the University area or department which would administer the fee will complete~~ The Fee Rreview/Rrequest Fforms must be submitted by the last Friday in the month of November.

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**SUBJECT: Student Fee Review Committee**

- ii. All fees are approved for one (1) year periods, except as noted below. Fees can be, and often are, approved multiple years in a row, as long as the fee is still benefitting students and is accomplishing the intended outcome as outlined in the original Fee Review/Request Form.
1. Exceptions to the one-year term include:
- a. Building fees or other fees initiated to fund improvements to student facilities and services through bonded indebtedness or other legally binding debt instruments.
- b. Fees established at the time of construction for 65% of the ongoing operating and maintenance costs of the building, facility, or project.
- iii. Each fee (except those exempted in 3.B.ii.1), whether a new fee or a continuing request, will be reviewed annually by the Committee. The Committee will review each fee and make a recommendation based on the most appropriate course of action. The Committee will review all fees in one (or in some cases all three) of the following ways, depending upon how much information is needed in order to make an informed recommendation:
1. First, all Committee members will review the submitted Fee Review/Request Form. If there are no further questions, an informed recommendation will be made.
2. If further information is needed to make an informed recommendation, a series of interviews, office visits, and other communications between representatives of the Committee and the requesting area will be conducted. If there are no further questions, an informed recommendation will be made.
3. If further information is still needed to make an informed recommendation after option 1 and 2, the Committee may request a formal presentation by the requesting area at a Fee Committee meeting.
- iv. The Committee has the option to recommend either increasing or decreasing a fee amount, unless the fee is exempted from adjustment as outlined in 3.B.ii.1. Additionally, debt covenants include provision to automatically increase fees by the amount necessary to meet debt service payments in the event a shortfall in funding occurs.
1. If the Committee is considering decreasing a fee amount, the Committee will allow for the area receiving those fees to present to the Committee to justify the need for the current fee prior to the final vote on reducing or removing their fee.

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**SUBJECT: Student Fee Review Committee**

v. A Committee recommendation must pass by a ~~three-fourth~~two-thirds (3/4)2/3 majority of the quorum. A quorum consists of at least five (75) voting Committee members.

1. Committee members are expected to form an opinion and vote on each motion and fee. Votes of “abstention” will not be recognized and the votes will either pass or fail based on a 2/3 majority of the remaining voters.

iii. Each fee will be reviewed at least once in a two (2) year cycle. In any given year, in addition to those fees subject to review based on this policy, the Committee can mandate additional review(s) for any reason or no reason at all.

iv. If a new fee is proposed and approved, the allocation will be subject to review the subsequent year and then every two (2) years thereafter as outlined in III. B. 1.

v. If a program or service requests a fee increase and that increase is approved, it will be subject to review the subsequent year and then every two (2) years thereafter as outlined in III. B. 1.

~~vi.i. The Committee review process will allow for appropriate communication with requesting entities and among Committee members when determining fee recommendations. In evaluating fee allocations, the Committee will consider, among other items:~~

- ~~1. the fiduciary accountability of the program or service, to include a fiscal audit by Committee members;~~
- ~~2. whether there is a compelling student need;~~
- ~~3. value added (the direct benefit to the students).~~

~~vii. Any program or service requesting a new fee or a fee increase will have an opportunity to present to the Committee.~~

~~viii. If the Committee determines that an allocated fee is no longer serving its original proposed purpose, the Committee must vote to eliminate the fee. The fee is not eligible for allocation to an alternate need. The only option available when a Committee deems the fee unnecessary/inappropriate is termination of the fee.~~

ix. vi. If a new fee request exceeds \$10 a semester, or if an area with an existing fee requests an increase in excess of \$10 a semester a student fee request, whether in the form of a new fee or an existing fee increase, is substantial (as defined by the committee membership) or supports an initiative the Committee believes should be reviewed by the larger student body, the Committee may elect to organize a student referendum survey to allow for the entire student population to weigh in on the request.

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**SUBJECT: Student Fee Review Committee**

1. If a ~~referendum survey is held~~ administered, it must be completed at least four (4) weeks prior to the conclusion of the state's legislative session; ~~by mid-February.~~ Therefore, a decision to move forward with a ~~survey referendum~~ must be made by ~~mid-January 31~~ to allow adequate time to educate students on the issue.
  2. The decision to put forth a student ~~referendum survey~~ will be made by a majority vote of the Student Fee Committee. ~~In the case of a tie, the vote of the Director of Student Involvement and Leadership will be voided.~~
  3. The ~~referendum survey~~ will be organized by Committee members and the Office of Student Involvement and Leadership. If necessary, the Office of Institutional Research and the Office of Marketing Communications may and University Relations will be enlisted to assist with the effort. ~~A Committee recommendation must pass by a three-fourths (3/4) majority of the quorum. A quorum consists of at least five (5) voting Committee members.~~
- ~~\*vii. The Fee Committee must complete their review of all fees by the last day of February. After the Committee completes its yearly fee-review process, a it will make recommendations letter, regarding general student fees, will be sent to the SUU President's Council before Spring Break. Final fee recommendations from the President's Council are forwarded to the SUU Board of Trustees and then to the State Board of Regents for their respective review and approval.~~
- viii. In order for a fee to go into effect, it must be approved by the President's Council, SUU Board of Trustees, and the State Board of Regents. Once all these levels of approval have been met, the requesting areas will be notified of acceptance, adjustment, or denial of their request.
- ix. Fees go into effect the beginning of the next fiscal year, typically starting on July 1.
- ~~xi. The President's Council student fee recommendations forwarded to the SUU Board of Trustees will simultaneously be sent to all Committee members.~~
- a. Fee Compliance
- i. The use of student fees will be in compliance with applicable federal, state and university rules, regulations, laws, policies and procedures.

b. Changes to the Policy

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**SUBJECT: Student Fee Review Committee**

~~The Committee can recommend changes to the policy to make the process function more efficiently. The policy will be reviewed annually.~~

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d. Records

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i. All Fee Request/Review Forms, recommendation letters from the Committee to the President's Council, and Committee meeting minutes will be maintained by the Vice President for Student Affairs office.

IV. RESTRICTIONS

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a. Student fees should not generally be used for program or services that can be supported by state or auxiliary funds.

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b. Normal practice is to deny funding requests for capital expenditures.

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c. Funding will not normally be provided for direct instructional costs.

d. Funding will not normally be allocated to any student clubs and organizations. Related student clubs and organizations may receive funding under SUUSA's criteria for recognized student clubs and organizations.

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**SUBJECT: INSTITUTIONAL REVIEW BOARD FOR RESEARCH ON HUMAN PARTICIPANTS**

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I. INTRODUCTION:

Southern Utah University (SUU) supports Institutional Review Boards (IRBs) for research on human participants. It has established policies and procedures to protect the rights, well-being, and personal privacy of individuals, and to assure a favorable climate for the conduct of scientific inquiry at SUU. Investigators who receive IRB approval for their research are protected from unwarranted legal action and are protected from personal liability.

Policies, definitions and guidelines, where applicable, are taken or modified from The Code of Federal Regulations (CFR) Title 45 (Public Welfare), Part 46 (Protection of Human Subjects Subparts A,B,C,D,E):

<http://www.hhs.gov/ohrp/policy/ohrpreulations.pdf> and

<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html> and are referred to throughout this policy. Some policies related to human subjects research are included in the above ~~sited~~-cited sources, but do not appear in this policy, for the sake of parsimony. If not included in this policy, the SUU IRB adheres to Health and Human Services written policies for decisions and guidance, if warranted.

The IRB is guided by the ethical principles regarding research involving humans as participants as set forth in the "Belmont Report" (Ethical Principles and Guidelines for the Protection of Human Subjects of Research, by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, 1979). The IRB acknowledge three basic principles which are particularly relevant to the ethics of research involving human participants: the principles of respect for persons, beneficence (including minimization of harms and maximization of benefits), and justice. The IRB acknowledges and accepts responsibilities for protecting the rights and welfare of human research participants.

The following policies and procedures apply to all research involving human participants, as defined in Section ~~H-III-C~~ of this policy. All human subjects research performed by Southern Utah University faculty, students, or staff under University auspices, whether carried out solely with University resources or with assistance of outside funds, are required to adhere to procedures in this policy. Research is considered to be under University auspices if it involves one or more of the following:

- A. The research is sponsored by the University





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- B. The research is conducted by, or under the direction of, any employee or agent of the University in connection with his or her employment with the institution, including the use of institutional letterhead.
- C. The research is conducted by, or under the direction of, any employee or agent of the University using any property or facility of the institution.
- D. The research involves the use of this institution's non-public information to identify or contact human research participants or prospective participants.

The (IRB) recognizes three categories of reviewable human subjects research:

1. Exempt, as defined in Section II.A of this policy;
2. Expedited, as defined in Section II.B of this policy;
3. Full-Board Reviews, as defined in Section II.C of this policy.

No investigator may *solely* decide whether *the* research *to be conducted* needs to be submitted to the IRB *for review*. Investigators must complete the Request for IRB Exemption form, and submit this to the chairperson of *the* IRB. The chairperson will notify the investigator in writing of *the* decision to approve or deny the request.

## II. TYPES OF HUMAN PARTICIPANTS RESEARCH

The Southern Utah University IRB recognizes multiple categories of human subjects research. Specifically, categories of Exempt, Expedited and Full-Board Reviews are recognized by the IRB, and thus, subject to the review processes described in Section IV of this policy.

### A. Exempt Status

The SUU IRB, guided by the CFR (Title 45, Part 46.101), recognizes 8 types of human participants research which may qualify as Exempt. The following activities, though research, do not require *full* submission to the IRB for approval but do require documentation and IRB approval as described in Section IV of this policy:

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.



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2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under item 2 of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
5. Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.
7. Research required by students in a course, for completion of the course requirements, where only non-sensitive information is collected from



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participants, or all foreseeable risk are minimized or eliminated (see IRB Approval of Student Research document on the following website: - <http://suu.edu/academics/provost/grants/irb-animal-care.html>).

8. Research for Internal Agency Use: Research done by or at the request of an internal agency for their own use, and which is not intended to contribute to generalizable knowledge (i.e. knowledge shared by professionals in a given field which is designed to contribute to that field).

The IRB retains final judgment as to whether a particular activity is exempt or whether it requires another category status (i.e., Expedited Review or Full-Board Review).

B. Expedited Status

SUU guided by the CFR (Title 45, Part 46.110) recognizes that some types human participants research need not be reviewed by *all* members of the IRB. These types of research may qualify as Expedited. The following criteria may qualify a research proposal to be categorized as having Expedited Status. Required documentation and proposal processes are described in Section IV of this policy:

Expedited review procedures can be approved for certain kinds of research involving (1) no more than minimal risk, and (2) ~~no inclusion of vulnerable populations (as defined in Section III of this policy) as participants, or~~ for minor changes in approved research.

Under an expedited review procedure, the review may be carried out by the IRB chairperson or by one or more experienced reviewers designated by the chairperson from among members of the IRB. In reviewing the research, the reviewers may exercise all of the authorities of the IRB except that the reviewers may not reject the research proposal. A research activity may be rejected only after review in accordance with the non-expedited procedure as described in Section IV of this policy.

C. Full-Board Review Status

If the proposed research does not qualify for Exempt Status or Expedited Status, it shall hereafter be referred to as a Full-Board Review. Procedures for Full Board Reviews are described in Section IV of this policy.

III. DEFINITIONS:



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Institutional Review Board (IRB): IRB means an institutional review board established in accord with, and for the purposes expressed in this policy. An Institutional Review Board's (IRB's) function is to review proposed research to insure that participants' rights are protected and that the risk of harm to participants and researchers is minimized.

Research is defined as a systematic investigation, whether carried out by faculty, staff, or students, designed to develop or contribute to generalizable knowledge (i.e. knowledge shared by professionals in a given field which is designed to contribute to that field). Included in the definition are student research projects (e.g. theses, dissertations, group research projects), regardless of whether they will be submitted for presentation and/or publication in a professional venue. Activities that meet this definition constitute research for the purposes of this policy, whether or not they are supported under a program that is considered research for other purposes. In-class demonstrations of research using students enrolled in the class as participants are not considered research and as such are not regulated by policy 6.20. The course instructor is nevertheless obligated to be familiar with this policy and to adhere to its principles to respect the rights and welfare of the students involved.

A human participant is defined as a living individual about whom an investigator (professional or student) conducting research obtains 1) data through intervention or interaction with the individual, or 2) identifiable private information.

An intervention includes any manipulation of the subject, the subject's environment or stimuli to which the subject is exposed.

An interaction includes any communication with a subject, whether orally or in writing, whether in person (e.g. face-to-face) or not (e.g. via mail, email, telephone)

Identifiable private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation is taking place. Also included is information provided for specific purposes by an individual, which the individual can reasonably expect will not be made public (for example, a medical record). Private information must be individually identifiable (i.e. the identity of the participant is or may readily be ascertained by the investigator or associated with the information) in order for obtaining the information to constitute research involving human participants.

Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily



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encountered in daily life or during the performance of routine physical or psychological examinations or tests.

Harm may take any of the following forms: physical, psychological, social, legal, or economical. The investment of time required from the participant is also considered harm, though it may be minimal if the time requirement is negligible.

Vulnerable Populations include but are not limited to individuals who cannot give legal consent (e.g. minors), physically handicapped individuals, prisoners, pregnant women, non-English speakers, students (if the investigator is also someone who is responsible for assigning grades to the participants), and individuals with impaired cognitive functions.

Signed Informed Consent must be sought under circumstances where there is more than minimal risk and/or vulnerable populations are tested. For research which poses no more than minimal risk and which does not test a vulnerable population, unsigned informed consent is generally required. Informed consent is used to minimize risks and the possibility of coercion or undue influence. Information must be presented in language understandable to the participant or the participant's legally authorized representative. Signed informed consent must be documented with a written form approved by the IRB and signed by the participant or the participant's legally authorized representative.

Legally Authorized Representative means an individual, judicial or other body authorized under applicable law to consent on behalf of the prospective participant to the participant's participation in the procedures(s) involved in the research.

Exempt Status is given to proposals which pose no more than minimal risk, ~~test only participants who belong to the SUU campus community and who are not considered vulnerable, and where there is no intent to publish/present the results off campus and meet the other criteria identified in CFR, Title 45, Part 46.101 (b).~~ Only ~~an~~ the IRB can assign a protocol exempt status. Protocols with this status are not subject to continuing reviews, audits, or project closure requirements, as long as no material changes are made to the protocol. ~~Initial review and status determination of these proposals are made by a college IRB.~~

Expedited Status is given to proposals which pose no more than minimal risk, ~~test participants who do not belong to the SUU campus community and who do not constitute a vulnerable population. Whether the results of these studies are published/presented off campus is not a consideration.~~ Protocols which pose no more



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~~than minimal risk, test only participants who belong to the SUU campus community and who are not considered vulnerable, and where there is an intent to publish/present the results off campus are given expedited status as well, and meet the other criteria identified in CFR, Title 45, Part 46.110. Only an the IRB can assign a protocol expedited status. Proposals assigned this status are reviewed by a college IRB.~~

~~Full Board Review Status is given to a proposal if more than minimal risk is involved or a vulnerable population(s) is tested. Only an the IRB can assign a protocol full board review status. Proposals assigned this status are initially assessed by a college IRB but are reviewed by the University IRB.~~

~~Office of Sponsored Projects (OSP) Sponsored Programs, Agreements, Research, and Contracts (SPARC) is charged with assisting faculty and other university personnel to achieve funding for research and other scholarly activity and to provide oversight on issues of federal, state and university compliance, laws and regulations.~~

~~Office for Human Research Protections (OHRP) is a federal office charged with ensuring compliance with the Code of Federal Regulations, 45 CFR 46, for federally funded research.~~

~~Human Research Protections Program (HRPP) is an SUU sponsored program charged with protecting the rights and welfare of human research participants, as well as training, administering, and overseeing SUU's institutional review boards.~~

IV. POLICIES AND PROCEDURES:

- A. The IRB uses the Code of Federal Regulations, 45 CFR 46, Protection of Human Subjects (Effective July 14, 2009). The following policies and procedures serve to operationalize and summarize relevant aspects of the Code.
- B. IRB Membership:
  - 1. The IRB will consist of at least eight members, with varying backgrounds to promote complete and adequate review of research activities commonly conducted by SUU. The IRB shall be sufficiently qualified through the experience and expertise of its members, and the diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding



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the rights and welfare of human participants. In addition to possessing the professional competence necessary to review specific research activities, the IRB shall be able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice. The IRB shall therefore include persons knowledgeable in these areas. If the IRB regularly reviews research that involves a vulnerable category of participants, such as children, prisoners, pregnant women, handicapped or mentally disabled persons, consideration shall be given to the inclusion of one or more individuals who are knowledgeable about and experienced in working with these participants.

2. Every nondiscriminatory effort should be made to ensure that the IRB does not consist entirely of men or entirely of women, and that no selection is made to the IRB on the basis of gender. The IRB shall not consist entirely of members of one profession or academic discipline.
3. The IRB shall include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas.
4. The IRB shall include at least one member who is not otherwise affiliated with SUU and who is not part of the immediate family of a person who is affiliated with the institution.
5. No IRB member shall participate in the IRB's initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.
6. The IRB may, at its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB.

C. IRB Training

1. With the exception of members from the community, each member of ~~an~~ the IRB will complete the computer based training program sponsored by NIH (<http://phrp.nihtraining.com/users/login.php>) prior



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to conducting any IRB business- Proof of completion certificates will be kept on file with SUU's ~~OSRG~~IRB.

2. IRB members will receive continued training at the beginning of their meetings on an as needed basis. This training will be provided by SUU's Director of the HRPP.

D. Southern Utah University's IRB

1. The University will establish and maintain one University IRB with at least one member from each individual college. The number of committee members per college on the University IRB will be justified by the volume of proposals that each ~~receives~~college submits.
2. Membership for the University IRB will adhere to the requirements described in Section IV.B of this document
3. Typically, IRB members will review protocols for all research activities which involve human research participants submitted by faculty, staff, or students from their own college after being assigned to a review by the IRB chairperson. In the event that the IRB member determines that a protocol involves more than minimal risk ~~and/or involves one or more vulnerable populations~~, the protocol will be sent to the IRB chairperson for a Full-Board review. In addition to these reviews, the IRB will review protocols submitted by an investigator not affiliated with Southern Utah University (SUU) who wishes to conduct research on the campus of SUU.

E. Appointment of Members to the University IRB

1. The Institutional Official appoints members to the IRB at the beginning of each academic year. Members of the University IRB serve up to a three year term. IRB members can serve additional three year terms, if warranted.
2. Faculty who serve on the IRB shall not be required to serve on any other University level committee.

F. Review of Research Proposals



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1. Researchers seeking IRB approval must complete and submit an *IRB Proposal Submission* form to the IRB. All proposals must be received by the IRB chairperson electronically by the 7<sup>th</sup> day of the month during the fall and spring semesters to be considered for review in the same month. Proposals received after the 7<sup>th</sup> day of the month will be considered in the subsequent month. Within one week of its receipt, the chairperson of the IRB will disseminate the proposal submission form to one of the members of the IRB for an initial assessment of minimal risk and vulnerable population status. The member who conducts this initial review will typically be the board member associated with the college from whence the proposal originated. The IRB member assigned to the initial review will complete the *Initial Assessment of Minimal Risk and Vulnerable Population Status* form. This form must be submitted to the IRB chairperson within one week of receipt of proposal.
2. Proposals determined to involve more than minimal risk ~~and/or use of vulnerable population(s)~~ will be forwarded to the IRB chairperson and will be distributed to members of the IRB for a Full-Board Review.
3. Proposals determined to pose no more than minimal risk ~~AND which do not involve a vulnerable population(s)~~ will be assigned either *Exempt* or *Expedited* status by the initial reviewer. The initial reviewer will complete either the *Documentation of Exempt Review* or *Documentation of Expedited Review* form. The completed form must be returned to the IRB chairperson along with, and at the same time as the *Initial Assessment of Minimal Risk and Vulnerable Population Status* form.
  - i. The initial reviewer will consult the OHRP website for a current list of research categories permissible for expedited review.
  - ii. The initial reviewer will document which category(ies) permissible for expedited review apply.
4. IRB members who review protocols which receive exempt or expedited status will duly consider each of the following in their assessment of the protocol:



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- i. Minimization of risks and maximization of benefits
  - ii. Required elements for informed consent
  - iii. Method for obtaining informed consent
  - iv. Method of subject selection and recruitment
  - v. Privacy and confidentiality
5. In the event a protocol is approved by the initial reviewer, the IRB chairperson will notify the primary investigator (PI) or faculty/staff supervisor (if PI is a student) of this decision in writing.
6. In the event the protocol is NOT approved by the initial reviewer, the IRB chairperson, solely or along with other members of the IRB, will review the protocol. In the event that the protocol is rejected, the IRB chairperson will notify the primary investigator (PI) or faculty/staff supervisor (if PI is a student) of this decision in writing. Included in the documentation will be a description /explanation of the reason(s) for its non-approval. The PI will be given an opportunity to resubmit the protocol after making any and all revisions requested by the initial reviewer, or request an IRB Full-Board review of the protocol as is. Revised protocols are to be submitted to the IRB chairperson, who will forward them on to the initial reviewer for reconsideration. Submission of revised protocols can occur on a rolling basis during the fall and spring semesters. The reviewer will notify the chairperson of his/her decision (in writing and with adequate explanation if again the proposal is not accepted) within one week of receiving the resubmission.
7. IRBs will NOT conduct *ex post facto* reviews of protocols. Conducting human subjects research without prior IRB approval is in violation of SUU Policy 6.14, and infractions will result in written notification to the SUU Research Integrity Officer.

G. IRB Full-Board Review of Research

1. For proposals which have been assessed as more than minimal risk ~~or which involve the use of one or more vulnerable populations,~~ a Full-



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Board review will occur. The IRB member assigned to review the initial protocol submission will forward a copy of the completed *Initial Assessment of Minimal Risk and Vulnerable Population Status* form for said proposal.

2. Within one week of its receipt, the IRB chairperson will disseminate copies of these materials to each member of the IRB. The IRB will meet between the 15th and end of each month as needed during the fall and spring semesters to conduct Full-Board review(s).
3. IRB meetings require that a majority of its members be present including at least one non-scientist member (i.e., a quorum). IRB Full-Board reviews require that all members of the committee receive a copy of the proposal no less than one week prior to a scheduled meeting. Approval of the protocol is by a majority vote of this quorum. Should the quorum fail during a meeting, the IRB may not take further actions or votes unless the quorum can be restored.
4. All IRB meetings will be open to the PI and the general public in accordance with Utah state law. The PI and any other individual affiliated with a proposal being reviewed may not be present during voting on said proposal.
5. IRB members will duly consider each of the following in their assessment of a protocol:
  - i. Risk/benefit analysis
  - ii. Informed consent
  - iii. Selection of subjects
  - iv. Privacy and confidentiality
  - v. Monitoring and observation
  - vi. Additional safeguards
  - vii. Incentives for participation



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6. In the event a proposal is NOT approved through the IRB review, the PI or faculty/staff supervisor (if PI is a student) must be notified in writing of this decision. Included in the documentation will be a description/explanation of the reason(s) for its non-approval. The PI will be given an opportunity to respond in person or in writing at the next IRB meeting.
7. IRB members will document their reviews by completing the *Documentation of Full Board Review* form. This form will solicit protocol specific information in each of the categories listed in Section IV of this policy.
8. In the event that investigators not affiliated with Southern Utah University wish to conduct research on the SUU campus, those investigators must submit a copy of a) the IRB proposal they submitted to their own institution, and b) a copy of their IRB's approval letter. The chairperson of the IRB will forward these materials to each of the IRB members. Concerns will be reviewed at the next meeting, with the minutes of the meeting serving as the review. A letter of acknowledgement will then be sent to the PI and any SUU affiliates.

H. Continuing Reviews of Approved Research

1. Proposals assigned expedited or Full-Board review status and approved by the IRB will be subject to continuing review by the IRB.
2. The IRB will establish how often the research will be reviewed. All research which requires continuing review must be reviewed no less than once annually. The frequency with which a protocol will undergo continuing review will be proportionate to the level of risk involved in the research and the extent to which a PI or faculty/staff supervisor (if PI is a student) has a history of infractions to policy 6.20.
3. Continuing reviews must be substantive and meaningful. Within two weeks prior to the established deadline for a continuing review, the PI must complete and submit the *Continuing Review of Approved Research* form to the chairperson of the IRB.



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4. The *Continuing Review of Approved Research* form will consist of a protocol summary and a status report on the progress of the research. The form will solicit information on the following:
  - i. the number of subjects accrued;
  - ii. a summary of adverse events and any unanticipated problems involving risks to subjects or others and any withdrawal of subjects from the research or complaints about the research since the last IRB review;
  - iii. a summary of any relevant recent literature, interim findings, and amendments or modifications to the research since the last review;
  - iv. any relevant multi-center trial reports;
  - v. any other relevant information, especially information about risks associated with the research; and
  - vi. a copy of the current informed consent document and any newly proposed consent document.
5. The IRB member who originally approved the protocol will conduct the continuing review within two weeks of receiving the *Continuing Review of Approved Research* form. In the event the reviewer determines that the research should be discontinued or revised, the *Continuing Review of Approved Research* form will be disseminated to all members of the IRB and discussed at the next convened meeting, after receiving the review form.
6. If the research was initially approved through a Full- Board review, the chairperson will submit the review form to all members of the IRB. Assessment of the continuing review information will be conducted at the next IRB meeting, after receiving the review form.
7. IRB members/chairpersons who conduct continuing reviews will receive a copy of the initial protocol including any modification previously approved by the IRB. Upon request, members will have access to the complete IRB protocol file and relevant IRB minutes.



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8. Decisions based on assessment of the *Continuing Review of Approved Research* form will be conveyed in writing to the PI or faculty/staff supervisor (if PI is a student).

I. Request for an Extension of an Approved Protocol

1. IRB approval for a specific protocol (Expedited or Full-Board review status only) will in most cases terminate within one year of its approval date.
2. It is at the discretion of the IRB member who reviewed the protocol to establish the expiration date for the protocol's approval. Consideration will be given to the nature of the risks and benefits associated with the research.
3. Requests for an extension of the project's approval expiration date will require the PI to submit a completed *Approved Protocol Extension* form to the chairperson of the IRB that initially approved the protocol. This form should be submitted no later than four weeks prior to the project's expiration date to avoid any disruption in research activities.
4. If an extension is requested for a protocol approved by the IRB, the chairperson of the IRB will forward the request to all members of the committee, who will review and decide on the request at a meeting to be convened after all members have received the request.
5. Final decisions to grant or refuse a request for extension will be conveyed to the PI or faculty/staff supervisor (if PI is a student.) If the decision is made to not grant an extension, the reason(s) why will be detailed in writing.

J. Project Closure

1. All approved protocols with expedited or Full-Board review status require the PI or faculty/staff supervisor, if the PI is a student, to complete and submit a *Project Closure* form within 30 days of the project's completion. This form is to be submitted to the chairperson of the IRB.



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K. Random and Selected Audits of Approved Research

1. Once in the fall and once in the spring semester, one previously approved and on-going research protocol will be randomly selected by the IRB chairperson for a random audit.
2. Investigators with a history of infractions to policy 6.20 may be targeted for selected audits of approved and on-going research activities. The chairperson of the IRB will decide whether to require an audit, which he/she will conduct. Investigators with several infractions or severe infractions are more likely to be subjected to a selected audit.
3. An audit's purpose is to ensure that no material changes to the protocol have been made since the previous IRB review. The auditor will examine the PI's materials and apparatus, speak to one or more research assistants (if applicable), and review raw data records. Where participants' contact information is known, and the PI has a history of infractions to policy 6.20, the auditor will contact 1-5 participants to verify the PI's adherence to the approved research protocol. The auditor may also contact participants in the event that inconsistencies/infractions appear in the course of the audit.

L. Amendments to Previously Approved Protocols

1. Primary investigators who wish to amend and/or revise a previously approved protocol must complete and submit the *Proposed Changes to a Previously Approved Protocol* form to the chairperson of the IRB.
2. *Proposed Changes to a Previously Approved Protocol* form submitted to the IRB chairperson will be reviewed or forwarded to the IRB member who approved the research initially. The IRB member will be required to review and decide whether to approve the changes within one week of receiving the form. The reviewer will complete his/her section of the form and return it to the IRB chairperson (if not self), who will notify the PI in writing.
3. In the event an IRB member has concerns with regards to the proposed changes, the original *Proposal Submission* form and the *Proposed Changes to a Previously Approved Protocol* form will be disseminated



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to all members of the IRB. Concerns will be addressed at the next IRB meeting.

4. *Proposed Changes to a Previously Approved Protocol* form submitted to the IRB chairperson will be forwarded to all the members of the IRB. The IRB members will be required to review and decide whether to approve the changes within one week of receiving the form. The reviewer will complete the form and return it to the IRB chairperson. Should one or more IRB members have any concerns with respect to the proposed changes, these will be discussed at the next IRB meeting after the chairperson receives the *Proposed Changes to a Previously Approved Protocol* forms from the IRB members.
5. Proposed changes to a previously approved protocol may not be initiated prior to receiving IRB approval, except when necessary to eliminate apparent immediate hazards to the participant. Instructions to this effect will be clearly printed on the *Proposed Changes to a Previously Approved Protocol* form and the initial *Proposal Submission* form.

M. Reports of Unanticipated Problems, Risks, and Hazards to Participants

1. The investigator will notify the chairperson of any unforeseeable risks or hazards to participants, as soon as they become evident. Initial contact will be made wither in person or by phone. The investigator must complete and submit the *Incident Report* form to the IRB chairpersons-within two days of the incident.
2. The IRB chairperson, will report the incident immediately to ~~the~~ OSPSPARC, the director of HRPP, the Institutional Official, and the Provost. In cases where the research is supported by a federal grant, OSPSPARC will immediately notify OHRP and the Federal agency that awarded the grant. Initial contact will be made either in person or by phone. Copies of the *Incident Report* form filed by the investigator will be sent to the above mentioned people and offices immediately upon receipt of the form.
3. The IRB will meet as soon as possible to discuss the implications of the incident and what, if any, action(s) need to be taken. A representative from OSPSPARC, HRPP, the University Official, the



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Provost, and the University's legal consultant will be invited or requested to attend. Proposed actions from this meeting will not supersede those required by OHRP and/or the federal granting agency, to the extent required by law.

N. Notification of IRB Decisions and Actions

1. All IRB decisions pertaining to a protocol will be conveyed in writing (electronically) to the PI or faculty/staff supervisor (if PI is a student)
2. All IRB decisions and actions will be documented at their respective meetings. The minutes of these meetings will be e-mailed to each IRB members, ~~OSP~~OSPSPARC, the Director of the HRPP, and the Provost, as soon as they become available.

O. Nature and Retention of IRB Records

1. The chairperson of the IRB is responsible for keeping adequate records of its members, the minutes of IRB meetings, correspondence with researchers, and all completed IRB forms.
2. IRB records must be retained for at least 3 years, and records relating to research that is conducted must be retained for at least 3 years after completion of the research.
3. All records will be kept by the SUU Director of ~~the OSP~~OSPSPARC. Files must be accessible for inspection and copying by authorized representatives of the University and of the HHS, and by the public in accordance with Utah state law, at reasonable times and in a reasonable manner.
4. The minutes of IRB meetings will record the members who attended the meeting, actions taken at the meeting, the outcome of the vote on research protocols including the number of members voting for or against approval and abstaining, the basis for requiring any modifications or revisions in research procedures or the informed consent process or forms, documentation of any specific findings required by the federal regulations, and a written summary of the discussion of issues and their resolution.



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- P. Noncompliance with Policy 6.20
1. All faculty, students, and staff named individually or collectively (e.g. students enrolled in courses where human subjects research is conducted) in an approved research protocol must adhere strictly to policy 6.20.
  2. All reports of non-adherence to the policy will be investigated by the chairperson of the IRB who initially approved the protocol.
  3. The IRB chairperson will present the evidence to the IRB members. Should the IRB decide that a preponderance of the evidence support one or more infractions to policy 6.20, the IRB chairperson is authorized to take one or more of the following actions voted on by the IRB members (which one will depend on the severity and frequency of the infraction):
    - i. A letter describing the infraction(s) and cautionary statements may be sent to the PI or faculty/staff supervisor (if PI is a student).
    - ii. A letter describing the infraction(s) and IRB actions in response to the infractions(s) may be sent to the chairperson of the PI's or faculty/staff supervisor's (if PI is a student) department.
    - iii. A letter describing the infraction(s) and IRB actions in response to the infraction(s) may be sent to ~~the OSPSPARC,~~ the director of HRPP, and the Provost.
    - iv. A letter describing the infraction(s) and IRB actions in response to the infraction(s) may be sent to OHRP and/or the federal Agency which funded the project.
    - v. The PI or faculty/staff supervisor (if PI is a student) may be required to suspend or discontinue the research project for which IRB approval was granted.



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- vi. The PI or faculty/staff supervisor (if PI is a student) may be required to suspend or discontinue all research activities for which IRB approval has been granted.
- vii. The PI or faculty/staff supervisor (if PI is a student) may be prohibited from participating in any research activity while remaining at SUU.
- viii. A formal report to be sent to the Research Integrity Officer with a request to be considered as an act of research misconduct.

Q. Responsibilities and Rights of the Institution

- 1. The institution will encourage and promote constructive communication among the institutional officials, research administrators, department chairs, research investigators, clinical care staff, human participants, and all other relevant parties as a means of maintaining a high level of awareness regarding the safeguarding of the rights and welfare of the participants, recognizing the ethical codes of behavior operating within the various academic disciplines.
- 2. The institution will support the principle of free inquiry, and provide an atmosphere favorable for research and supportive of academic freedom.
- 3. The institution will exercise appropriate administrative overview carried out at least annually to assure that its practices and procedures designed for the protection of the rights and welfare of human subjects are being effectively applied.
  - i. The University will staff, maintain, and support the HRPP.
  - ii. HRPP is responsible for:

Communication & Education

- a. Promoting communication among the research administrators, department heads, investigators, clinical care staff, human subjects, and institutional officials, as



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a means of maintaining a high level of awareness regarding the ethical conduct of research, and safeguarding the rights and welfare of subjects.

- b. Maintaining access to the institution's Assurance, copies of pertinent Federal regulations, policies and guidelines related to the involvement of human participants in research, as well as institutional policies and procedures.
- c. Educating the members of its research community in order to establish and maintain a culture of compliance with Federal regulations and institutional policies relevant to the protection of human participants.

Record-keeping & Reporting

- a. Ensuring that IRB records are being maintained appropriately and that the records are accessible, upon request, to authorized Federal officials.
- b. Ensuring that the certification of IRB approval of proposed research to the appropriate Federal department or agency for federally supported research.

Monitoring & Oversight

- a. Ensuring that appropriate oversight mechanisms to ensure compliance with the determinations of the IRB have been implemented.
- b. Ensuring that all cooperating performance sites in Federally supported research have appropriate OHRP-approved assurances and provide Certifications of IRB review to the appropriate Federal authorities.
- c. Ensuring that performance sites cooperating in non-Federally supported research have, and can document, appropriate mechanisms to protect human participants.



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- d. Ensuring that cooperative IRB review arrangements are documented in writing in accordance with OHRP guidance.
  - e. Ensuring that all independent investigators, who rely on the institution's IRB, have documented, in accordance with OHRP guidance, their commitment to the institution's human participants protection requirements and to the IRB's determinations.
4. The institution will provide for meeting space and sufficient staff to support the IRBs' review and record-keeping duties.
  5. Research covered by this policy may be subject to further appropriate review by officials of the institution. However, those officials may not approve research if it has not been approved by ~~an~~ the IRB.

R. Responsibilities and Rights of the Investigator

1. The primary investigator (and supervisor if applicable) must complete the NIH sponsored training course, currently located at: <http://phrp.nihtraining.com/users/login.php>. The primary investigator or supervisor (if PI is a student) is responsible for ensuring that all other investigators involved with the project are appropriately and adequately trained in the protection of human research participants.
2. Proof of completion certificates will be kept on file with SUU's ~~OSPIRB~~. No protocol will be approved by ~~an~~ the IRB until all required certificates are on file with the IRB~~OSP~~.
3. The PI and faculty/staff supervisor (if PI is a student) must read and understand SUU Policy 6.20, and all instructions provided by the IRBs for securing and maintaining IRB approval.
4. Should investigators wish to appeal an IRB decision, they must first do so internally. That is, the appeal must be presented initially to the chairperson of the IRB the appeal was not resolved, the investigator may then appeal to the director of HRPP. Note that no individual or office at the University may approve a protocol which was not approved by the IRBs.

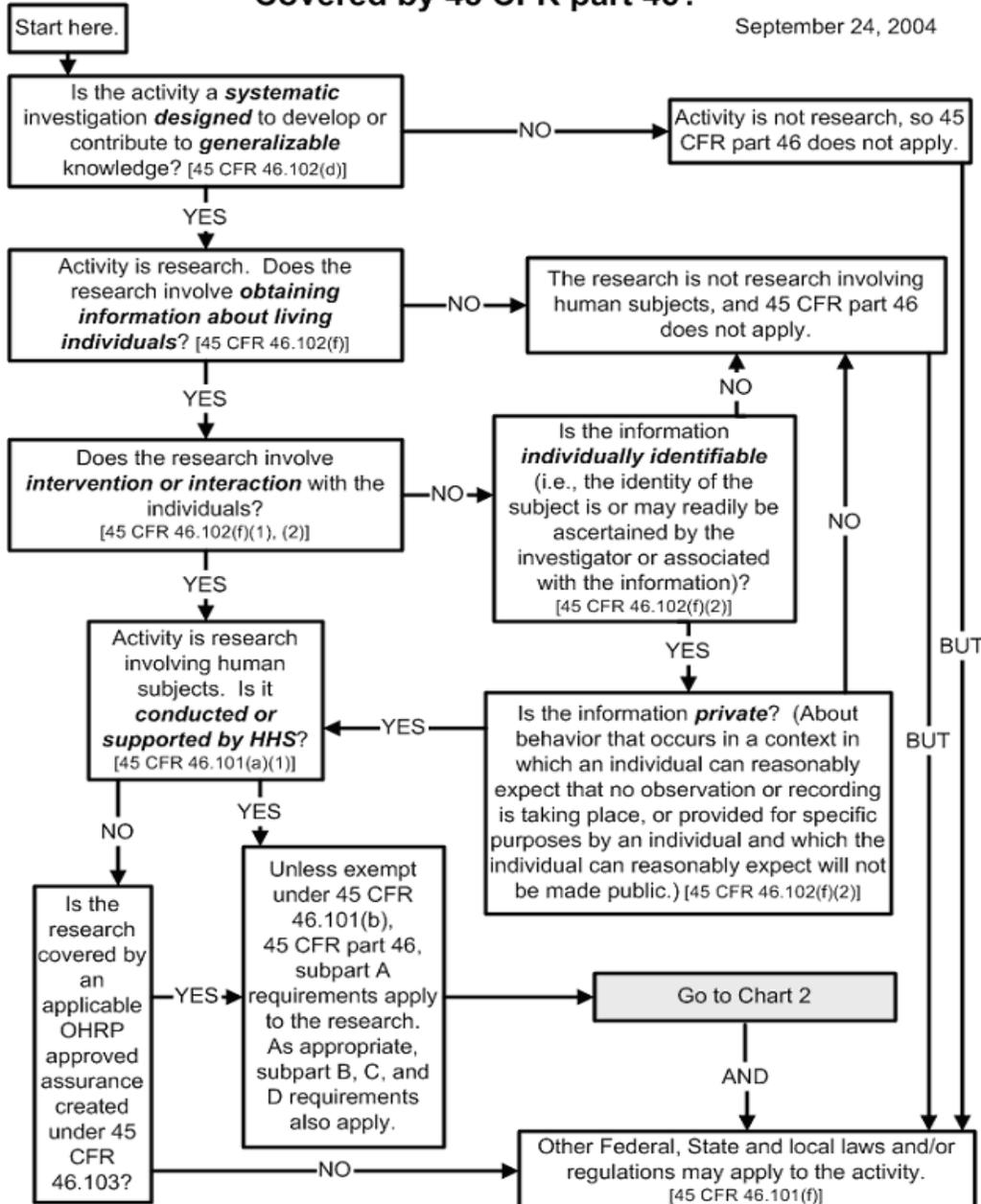


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V. Decision Charts

**Chart 1: Is an Activity Research Involving Human Subjects Covered by 45 CFR part 46?**

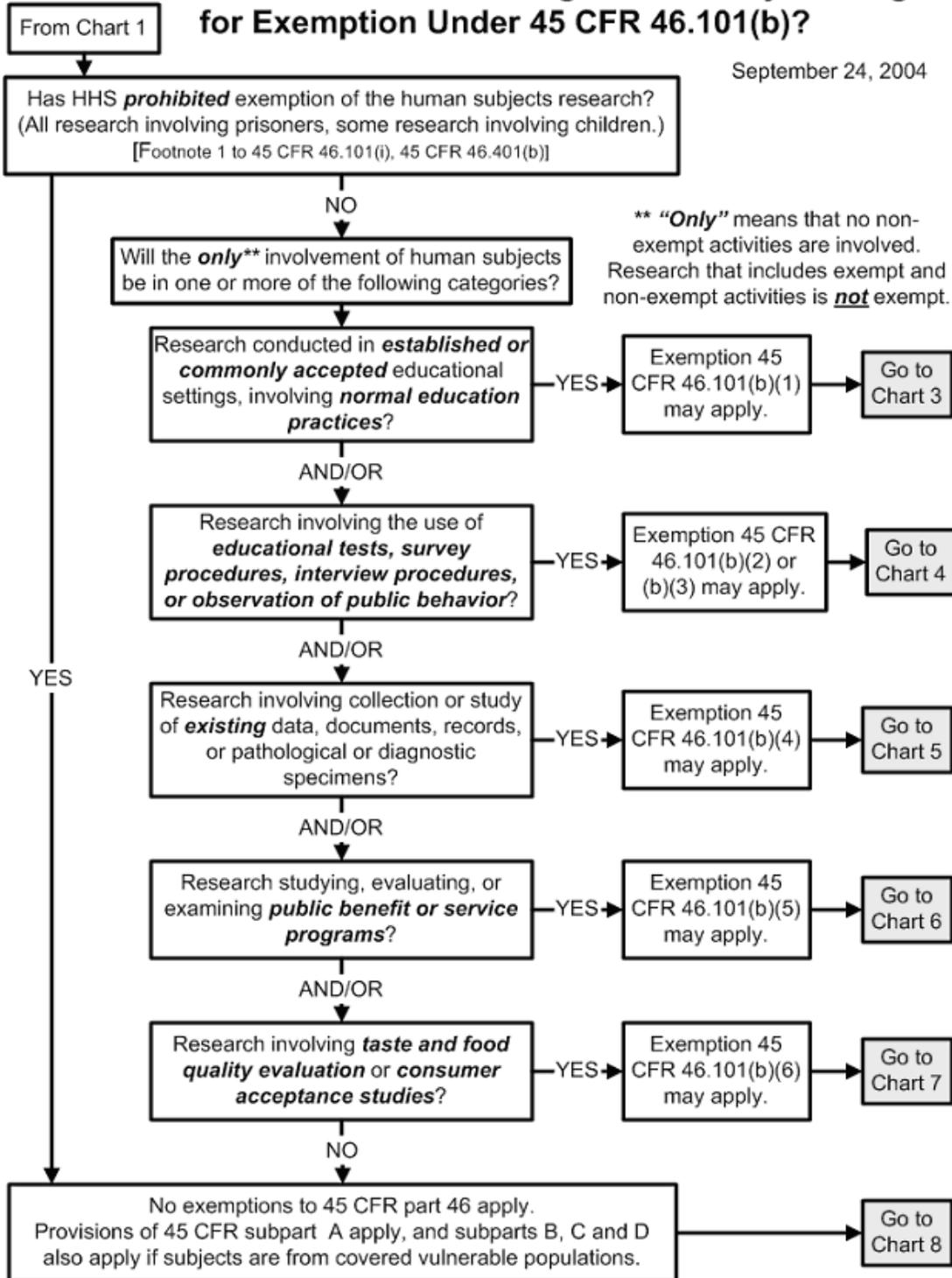
September 24, 2004





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Chart 2: Is the Research Involving Human Subjects Eligible for Exemption Under 45 CFR 46.101(b)?



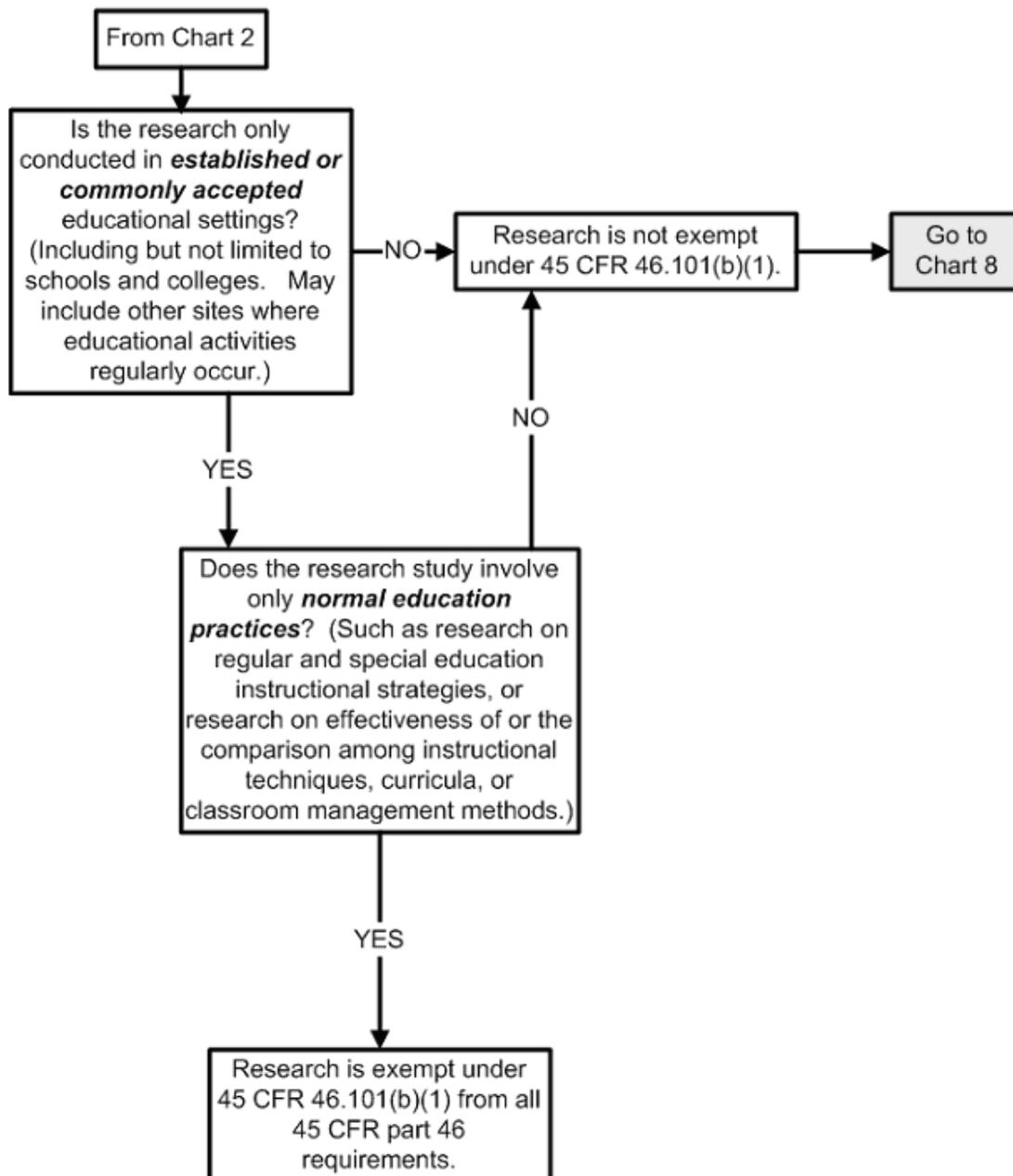


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**Chart 3: Does Exemption 45 CFR 46.101(b)(1)  
(for Educational Settings) Apply?**





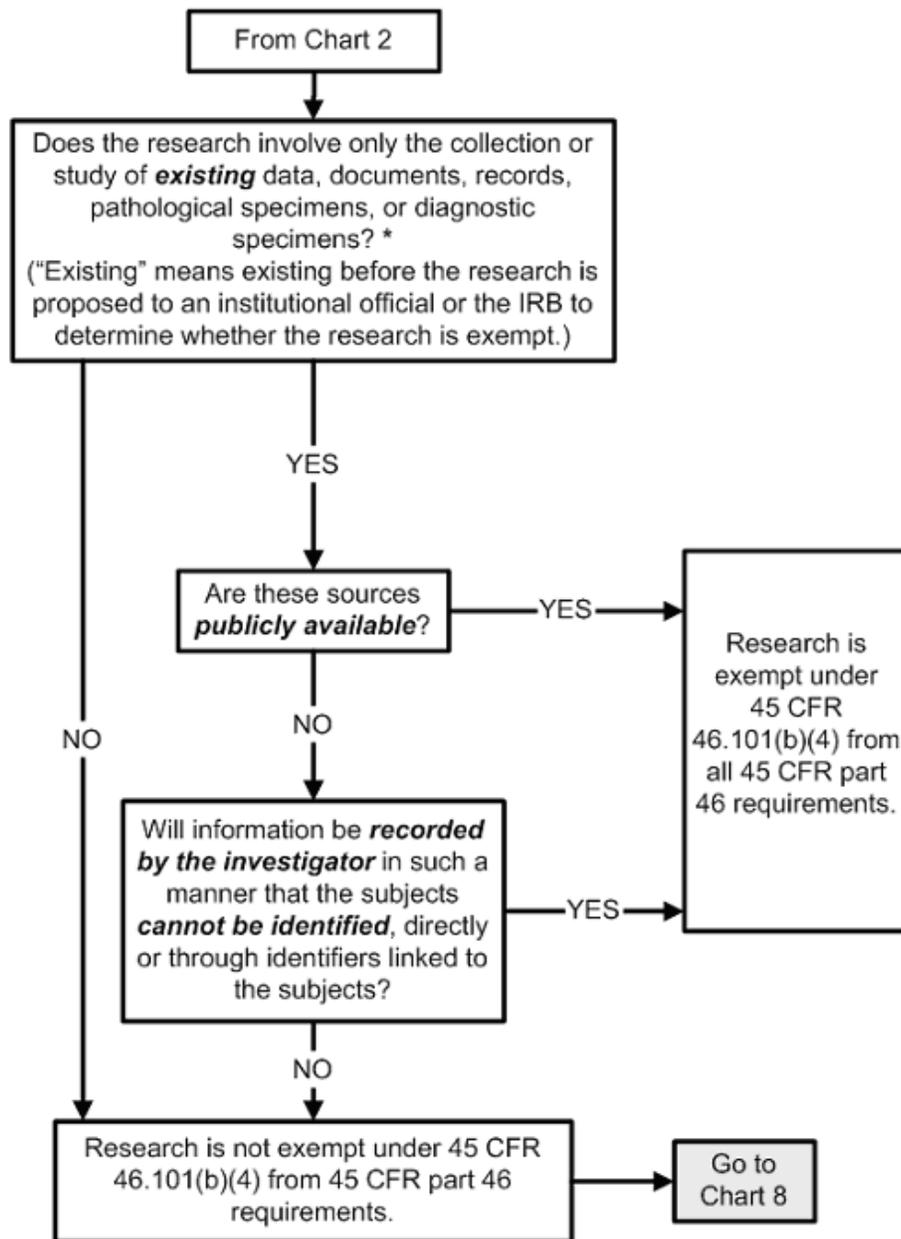


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**Chart 5: Does Exemption 45 CFR 46.101(b)(4)  
(for Existing Data Documents and Specimens) Apply?**

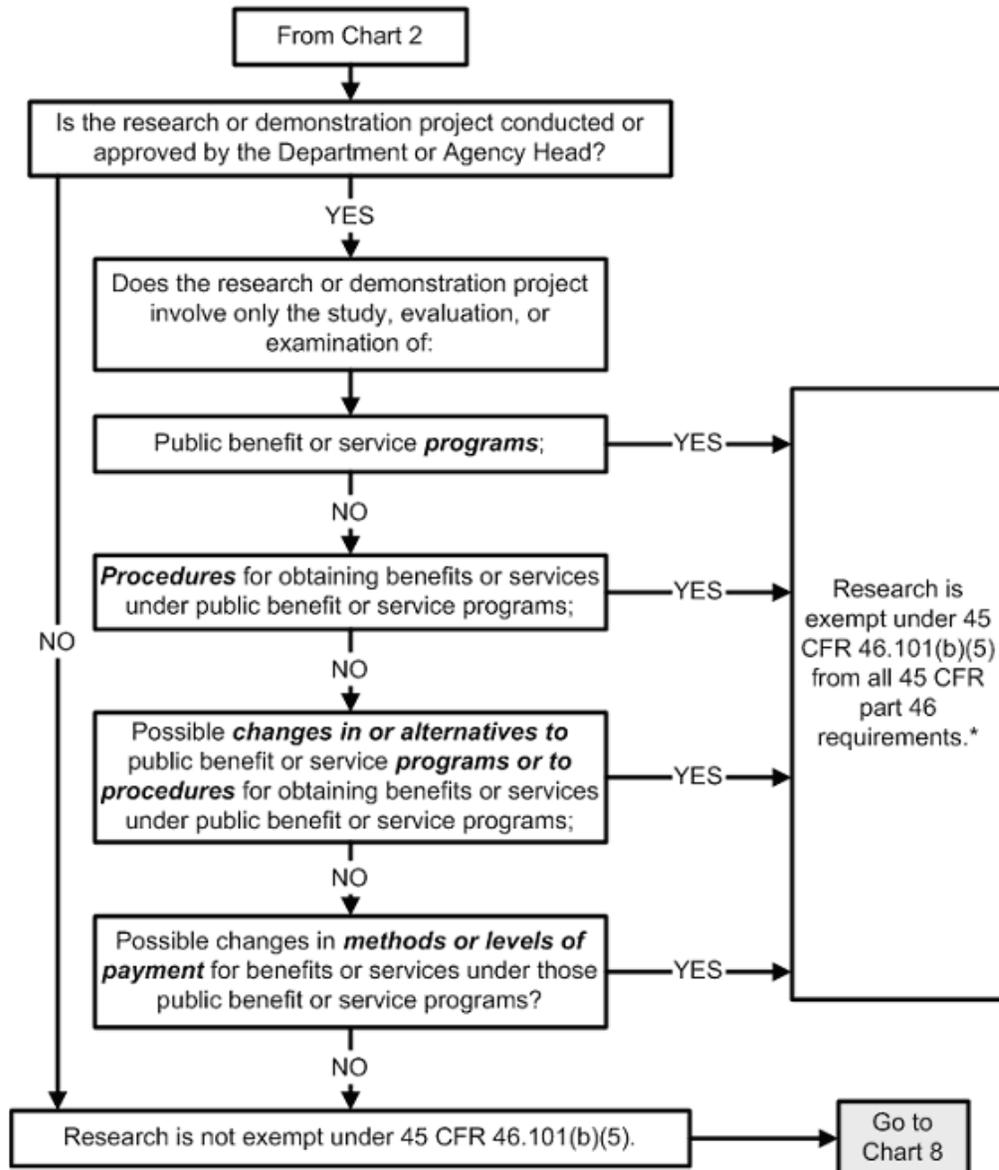


\* Note: See OHRP guidance on research use of stored data or tissues and on stem cells at <http://www.hhs.gov/ohrp/policy/index.html#tissues> and #stem, and on coded data or specimens at #coded for further information on those topics.



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**Chart 6: Does Exemption 45 CFR 46.101(b)(5)  
(for Public Benefit or Service Programs) Apply?**



\* Note: See OHRP guidance on exemptions at <http://www.hhs.gov/ohrp/policy/index.html#exempt> for further description of requirements for this exemption.

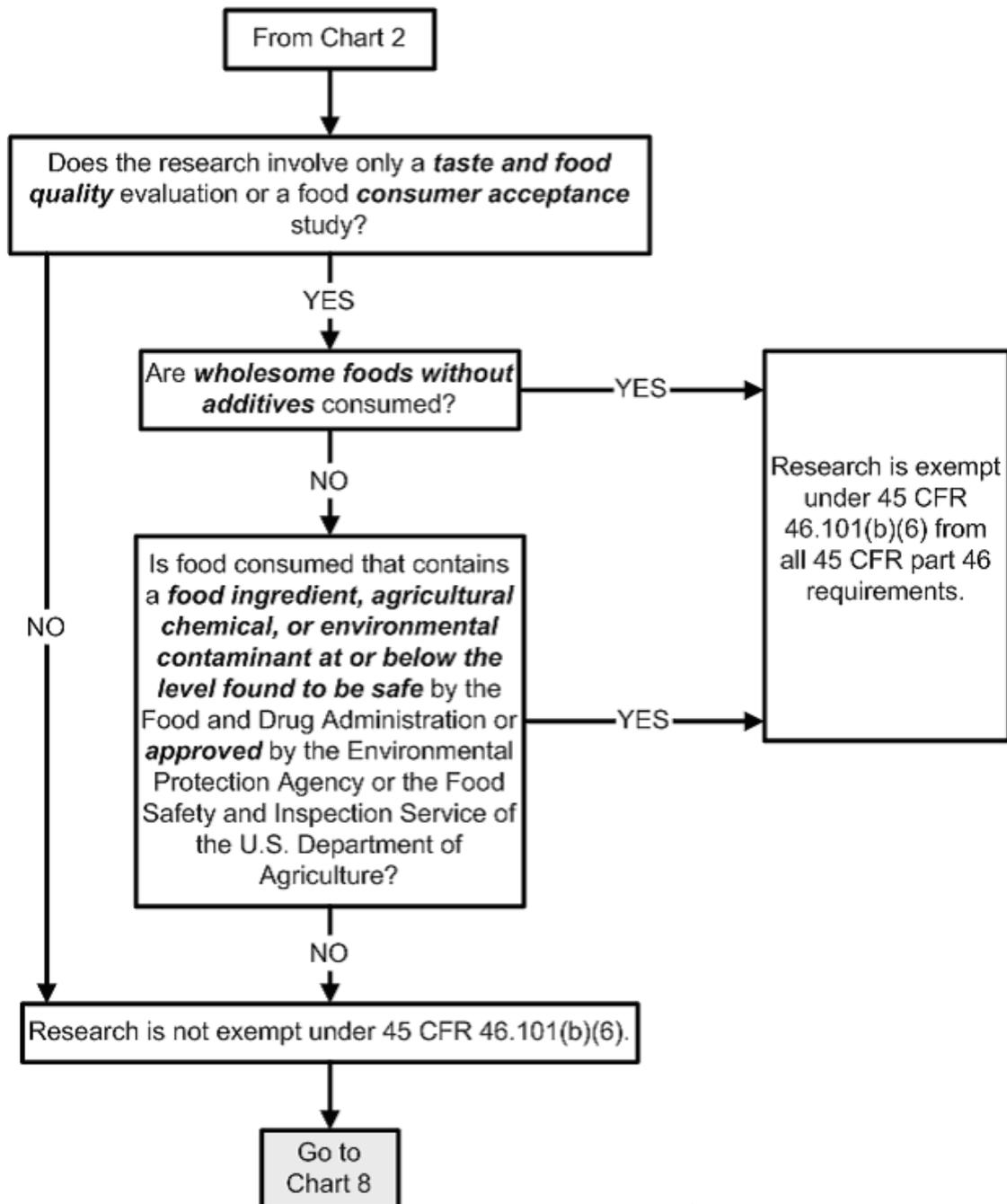


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**Chart 7: Does Exemption 45 CFR 46.101(b)(6)  
(for Food Taste and Acceptance Studies) Apply?**

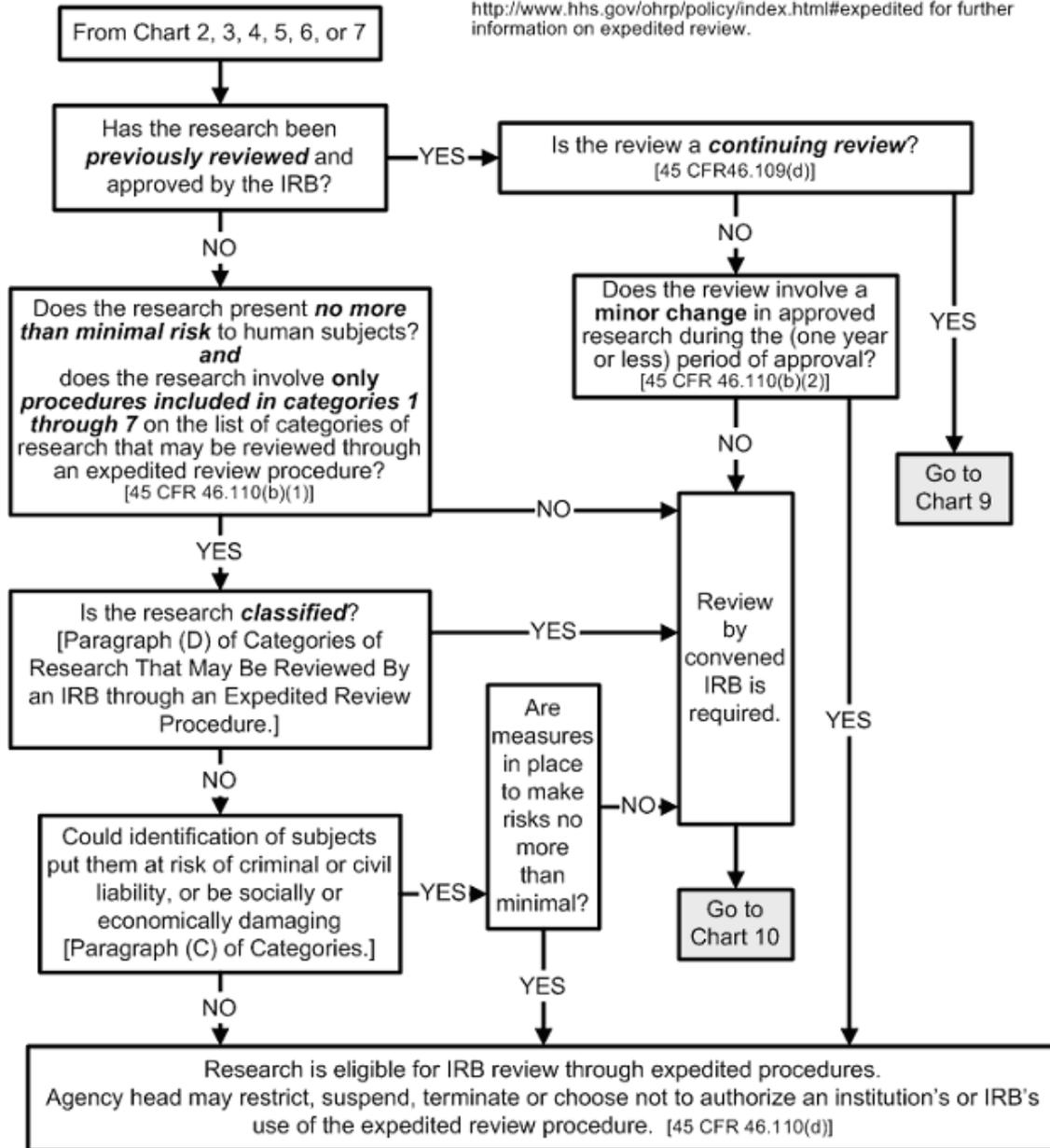




SUBJECT: INSTITUTIONAL REVIEW BOARD FOR RESEARCH ON HUMAN PARTICIPANTS

Chart 8: May the IRB Review Be Done by Expedited Procedures Under 45 CFR 46.110?\*

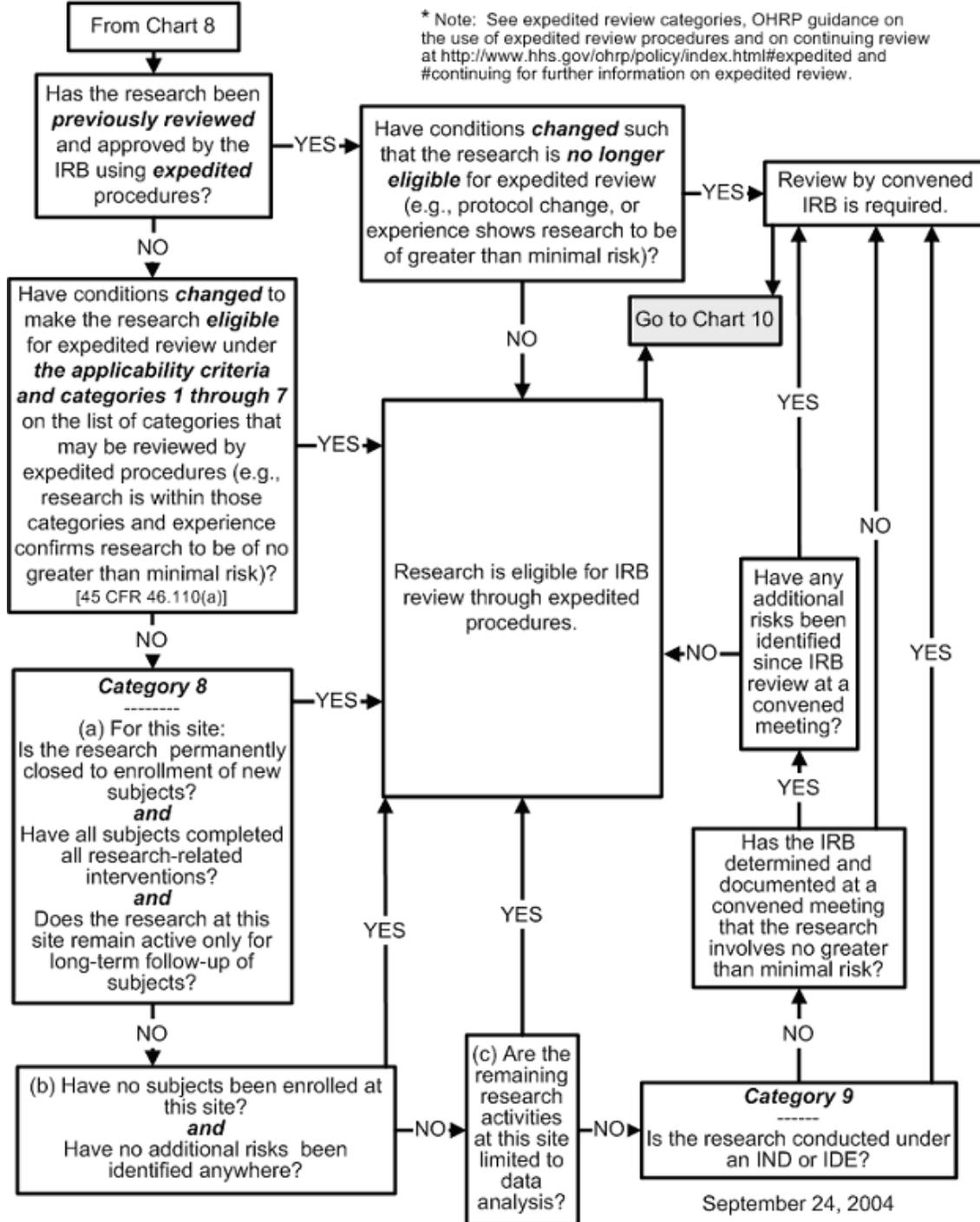
\* Note: See expedited review categories and OHRP guidance on the use of expedited review procedures at <http://www.hhs.gov/ohrp/policy/index.html#expedited> for further information on expedited review.





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**Chart 9: Can Continuing Review be Done by Expedited Procedures Under 45 CFR 46.110?**

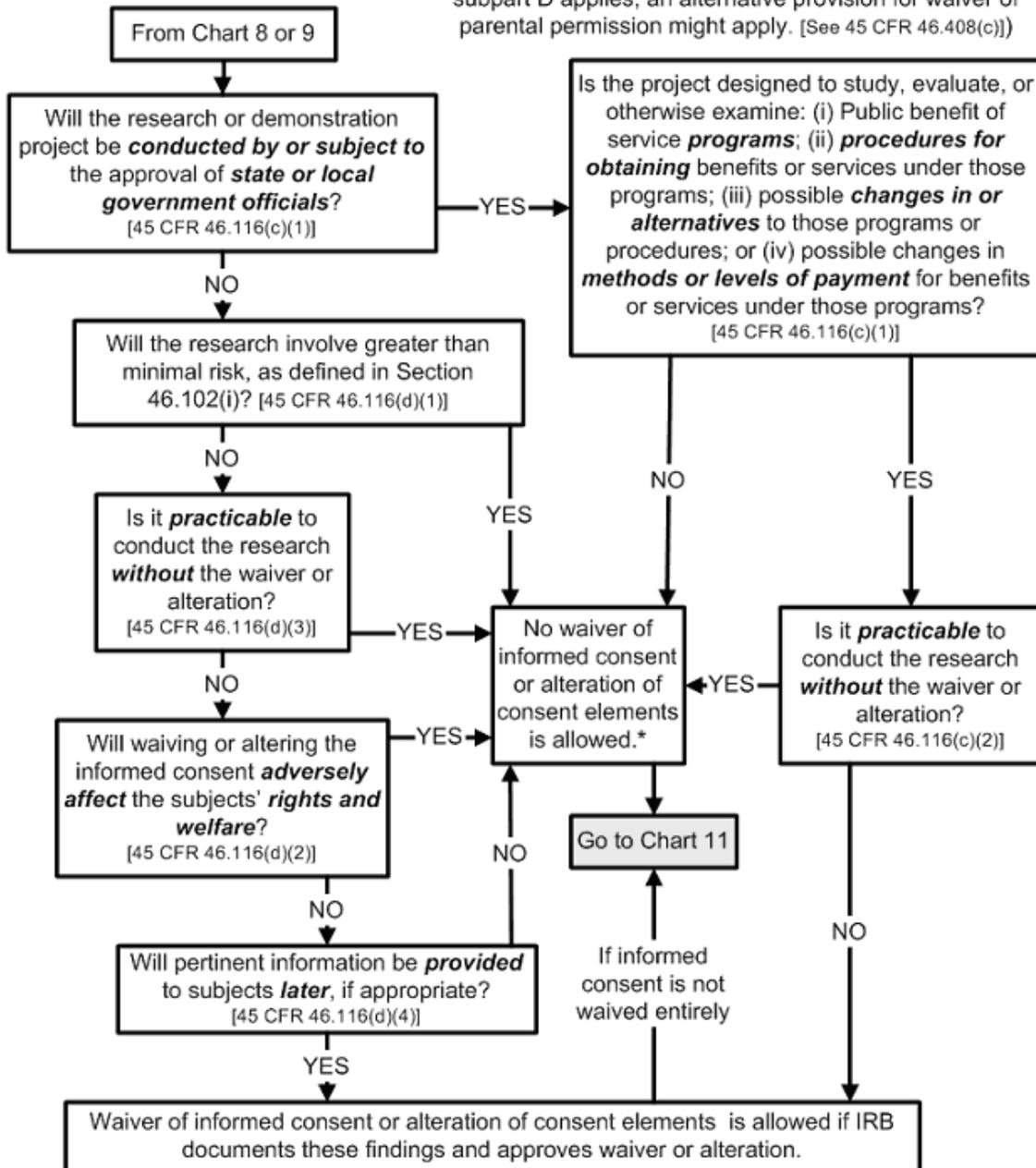




**SUBJECT: INSTITUTIONAL REVIEW BOARD FOR RESEARCH ON HUMAN PARTICIPANTS**

**Chart 10: Can Informed Consent Be Waived or Consent Elements Be Altered Under 45 CFR 46.116(c) or (d)?\*\***

\*\* (Note: If subjects include children to whom 45 CFR part 46, subpart D applies, an alternative provision for waiver of parental permission might apply. [See 45 CFR 46.408(c)])



\* Note: See OHRP guidance on informed consent requirements in emergency research at <http://www.hhs.gov/ohrp/policy/index.html#emergency> for further information on emergency research informed consent waiver.

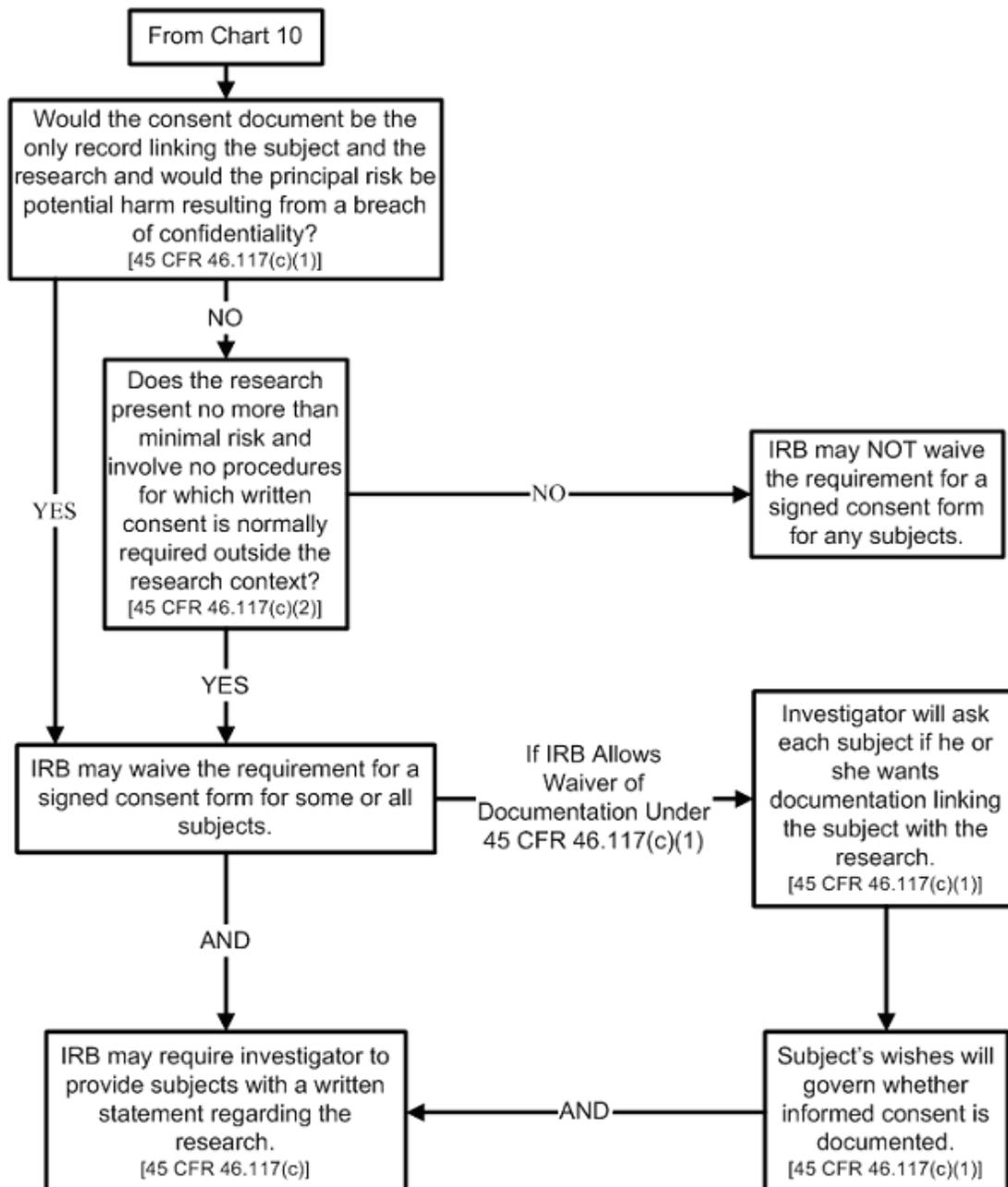


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**Chart 11: Can Documentation of Informed Consent Be Waived Under 45 CFR 46.117(c)?**





**SUBJECT: HOLIDAYS**

I. PURPOSE: To identify holidays for salaried employees under regular University appointment.

II. POLICY:

A. Each year, the President's ~~Council-Cabinet~~ determines the approved holidays of the University in accordance with Board of Regent policy R821, not to exceed twelve days. The following named days are usually considered as holidays \_\_\_\_\_for salaried employees under regular University appointment

1. New Year's Day (January 1)
2. Martin Luther King/Human Rights Day ~~Holiday~~ (Third Monday in January)
3. President's Day (Third Monday in February)
4. ~~Friday of Spring Break~~
5. Memorial Day (Last Monday in May)
6. Independence Day (July 4)
7. Pioneer Day (July 24)
8. Labor Day (First Monday in September)
9. ~~Monday of Fall Break~~
10. Thanksgiving Day (Fourth Thursday in November)
11. Day following Thanksgiving
12. Christmas Day (December 25)
13. ~~Personal Float Day (1)~~
14. Two additional Days (as declared by the President)

B. Rules governing the use of the staff personal float holiday

~~1. Use of the staff personal float holiday is at the discretion of the employee, provided that the employee notifies the supervisor within a reasonable time, but not less than five working days before the scheduled day off.~~

~~2. An employee ordinarily will be able to take a personal float holiday upon the date specified in the notice, unless the employee's supervisor determines that an emergency or other highly unusual circumstances require the employee to work on that date.~~

~~3. An employee may take only one personal float holiday during each fiscal year. Failure to use the personal float holiday in any fiscal year constitutes a waiver of the personal float holiday privilege for that year to the extent of such non use, and an unused holiday does~~

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**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 8.2.5**  
**Date Approved: 07/27/90**  
**Date Amended: 12/02/10**  
**Reviewed w/no Changes:**  
**Office of Responsibility: VPFA, Fin**  
**Page 2 of 2**

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**SUBJECT: HOLIDAYS**

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~~not accumulate into the following calendar year. No payment is made upon termination for an unused personal float holiday.~~

- ~~CB.~~ When a holiday falls on a Saturday, the previous Friday will be the day off.  
When a holiday falls on Sunday, the following Monday will be the day off.
- ~~DC.~~ Employees of departments whose operation requires their services on prescribed holidays shall be given another day off within the same work week.

## Faculty and Staff Salary Equity Study

October 7, 2016

The University Faculty and Staff Salary Equity Study is prepared each year by the Human Resources Office. The study compares the faculty and staff salaries against the following market surveys: CUPA-HR National Faculty Survey, CUPA-HR Administrative Staff Survey, the CUPA-HR Mid-level Staff Survey, and the USHE Non-Exempt Salary Survey.

The following components make up the University's salary equity models:

1. The CUPA salary data survey results are based on University budget size, \$84,000,000 - \$140,000,000 and by type of institution, Public Master II-A. These are the same parameters that the USHE Commissioner's office has also historically used for the USHE salary study. This past year though the Commissioner's office decided to replace the CUPA National Faculty study with the National Academic Salary Survey and did not filter SUU's comparisons by budget size or by faculty rank.
2. The CUPA salary data is adjusted by years of equivalent experience and years in position to determine an appropriate equity figure.
  - Associate professor, assistant professor, and lecturer benchmarks are adjusted down by 2% per year for each year below 3.5 years of experience and years in rank and increased by 3% per year for each year of experience and year in rank above 3.5 years capping out at 7 years.
  - Full professor benchmarks are adjusted down by 2% per year for each year of experience or years in rank below 5 years and increased by 3% for each year of experience and year in rank above 7 years capping out at 15 years.
  - Staff and Administrative employee benchmarks are adjusted down by 2% per year for each year of experience or years in rank below 5 years and increased by 3% for each year of experience and year in rank above 7 years capping out at 15 years.
3. Faculty salaries are converted to full time 9 month salaries. Staff salaries are converted to fulltime 12 month salaries.
4. Faculty salaries are reported by discipline and by rank.
5. The salary equity models were developed with input by faculty and staff committees and with approval of the President's Cabinet.
6. The other five USHE Universities are also using similar salary equity models.
7. The 2015-16 CUPA salary studies were delayed by CUPA-HR until May 16, 2016. Because of the delay the 2014-15 CUPA salary figures were increased to estimate 2016 comparable salaries.

## Comparison Group

National Benchmark Group for 2011-2012

Arkansas Tech University (Russellville, AR)  
Armstrong State University (Savannah, GA)  
Auburn University at Montgomery (Montgomery, AL)  
Austin Peay State University (Clarksville, TN)  
Bemidji State University (Bemidji, MN)  
Bowie State University (Bowie, MD)  
Bridgewater State University (Bridgewater, MA)  
California University of Pennsylvania (California, PA)  
Clarion University of Pennsylvania (Clarion, PA)  
Colorado State University-Pueblo (Pueblo, CO)  
Coppin State University (Baltimore, MD)  
East Central University (Ada, OK)  
Eastern Connecticut State University (Willimantic, CT)  
Eastern Illinois University (Charleston, IL)  
Eastern New Mexico University Main Campus (Portales, NM)  
Edinboro University (Edinboro, PA)  
Emporia State University (Emporia, KS)  
Fort Hays State University (Hays, KS)  
Frostburg State University (Frostburg, MD)  
Georgia College & State University (Milledgeville, GA)  
Governors State University (University Park, IL)  
Indiana University South Bend (South Bend, IN)  
Jacksonville State University (Jacksonville, AL)  
Keene State College (Keene, NH)  
Longwood University (Farmville, VA)  
McNeese State University (Lake Charles, LA)  
Metropolitan State University (Saint Paul, MN)  
Minnesota State University Moorhead (Moorhead, MN)  
Montana State University - Billings (Billings, MT)  
Northeastern State University (Tahlequah, OK)  
Northwest Missouri State University (Maryville, MO)  
Pittsburg State University (Pittsburg, KS)  
Plymouth State University (Plymouth, NH)  
Saginaw Valley State University (University Center, MI)  
Slippery Rock University of Pennsylvania (Slippery Rock, PA)  
Southern Oregon University (Ashland, OR)  
Southern University - Baton Rouge (Baton Rouge, LA)  
Southern Utah University (Cedar City, UT)  
State University of New York College at Cortland (Cortland, NY)  
State University of New York College at Geneseo (Geneseo, NY)  
State University of New York College at Oswego (Oswego, NY)  
State University of New York Empire State College (Saratoga Springs, NY)  
Texas A&M International University (Laredo, TX)  
The Citadel, the Military College of South Carolina (Charleston, SC)  
University of Baltimore (Baltimore, MD)  
University of Houston - Clear Lake (Houston, TX)  
University of Illinois at Springfield (Springfield, IL)  
University of Louisiana at Monroe (Monroe, LA)  
University of Maryland Eastern Shore (Princess Anne, MD)  
University of Michigan-Flint (Flint, MI)  
University of Nebraska at Kearney (Kearney, NE)  
University of North Alabama (Florence, AL)

University of North Carolina at Pembroke (Pembroke, NC)  
University of North Georgia (Dahlonega, GA)  
University of Southern Indiana (Evansville, IN)  
University of Tennessee at Chattanooga (Chattanooga, TN)  
University of Tennessee at Martin (Martin, TN)  
University of Texas at Tyler (Tyler, TX)  
University of West Florida (Pensacola, FL)  
University of Wisconsin-Green Bay (Green Bay, WI)  
Washburn University (Topeka, KS)  
Western Connecticut State University (Danbury, CT)  
Western Oregon University (Monmouth, OR)  
Westfield State University (Westfield, MA)  
West Texas A & M University (Canyon, TX)  
Winona State University (Winona, MN)  
Winthrop University (Rock Hill, SC)

## Comparison Group

All Public Master's Institutions 2011-2012

Adams State University (Alamosa, CO)  
Alabama State University (Montgomery, AL)  
Albany State University (Albany, GA)  
Angelo State University (San Angelo, TX)  
Arizona State University West (Phoenix, AZ)  
Arkansas State University-Jonesboro (State University, AR)  
Arkansas Tech University (Russellville, AR)  
Armstrong State University (Savannah, GA)  
Auburn University at Montgomery (Montgomery, AL)  
Augusta State University (Augusta, GA)  
Austin Peay State University (Clarksville, TN)  
Bemidji State University (Bemidji, MN)  
Bloomsburg University of Pennsylvania (Bloomsburg, PA)  
Boise State University (Boise, ID)  
Bowie State University (Bowie, MD)  
Bridgewater State University (Bridgewater, MA)  
California Polytechnic State University-San Luis Obispo (San Luis Obispo, CA)  
California State University-Bakersfield (Bakersfield, CA)  
California State University-Chico (Chico, CA)  
California State University-Fullerton (Fullerton, CA)  
California State University-Long Beach (Long Beach, CA)  
California State University-Los Angeles (Los Angeles, CA)  
California University of Pennsylvania (California, PA)  
Central Washington University (Ellensburg, WA)  
Chadron State College (Chadron, NE)  
Chicago State University (Chicago, IL)  
Clarion University of Pennsylvania (Clarion, PA)  
College of Charleston (Charleston, SC)  
Colorado State University-Pueblo (Pueblo, CO)  
Columbus State University (Columbus, GA)  
Coppin State University (Baltimore, MD)  
Delta State University (Cleveland, MS)  
East Central University (Ada, OK)  
Eastern Connecticut State University (Willimantic, CT)  
Eastern Illinois University (Charleston, IL)  
Eastern Kentucky University (Richmond, KY)  
Eastern Michigan University (Ypsilanti, MI)  
Eastern New Mexico University Main Campus (Portales, NM)  
Eastern Oregon University (La Grande, OR)  
Eastern Washington University (Cheney, WA)  
Edinboro University (Edinboro, PA)  
Emporia State University (Emporia, KS)  
Ferris State University (Big Rapids, MI)  
Fitchburg State University (Fitchburg, MA)  
Florida Agricultural & Mechanical University (Tallahassee, FL)  
Florida Gulf Coast University (Fort Myers, FL)  
Fort Hays State University (Hays, KS)  
Francis Marion University (Florence, SC)  
Frostburg State University (Frostburg, MD)  
Georgia College & State University (Milledgeville, GA)  
Georgia Southern University (Statesboro, GA)  
Georgia Southwestern State University (Americus, GA)

Governors State University (University Park, IL)  
Grambling State University (Grambling, LA)  
Grand Valley State University (Allendale, MI)  
Henderson State University (Arkadelphia, AR)  
Indiana University Northwest (Gary, IN)  
Indiana University-Purdue University Fort Wayne (Fort Wayne, IN)  
Indiana University South Bend (South Bend, IN)  
Indiana University Southeast (New Albany, IN)  
Jacksonville State University (Jacksonville, AL)  
James Madison University (Harrisonburg, VA)  
Kean University (Union, NJ)  
Keene State College (Keene, NH)  
Kennesaw State University (Kennesaw, GA)  
Kentucky State University (Frankfort, KY)  
Kutztown University of Pennsylvania (Kutztown, PA)  
Lake Superior State University (Sault Sainte Marie, MI)  
Lamar University (Beaumont, TX)  
Lander University (Greenwood, SC)  
Lincoln University (Lincoln University, PA)  
Longwood University (Farmville, VA)  
Louisiana State University in Shreveport (Shreveport, LA)  
Marshall University (Huntington, WV)  
McNeese State University (Lake Charles, LA)  
Metropolitan State University (Saint Paul, MN)  
Midwestern State University (Wichita Falls, TX)  
Millersville University of Pennsylvania (Millersville, PA)  
Minnesota State University, Mankato (Mankato, MN)  
Minnesota State University Moorhead (Moorhead, MN)  
Minot State University (Minot, ND)  
Mississippi University for Women (Columbus, MS)  
Missouri State University (Springfield, MO)  
Montana State University - Billings (Billings, MT)  
Montana State University - Northern (Havre, MT)  
Montclair State University (Montclair, NJ)  
Morehead State University (Morehead, KY)  
Morgan State University (Baltimore, MD)  
Murray State University (Murray, KY)  
New Jersey City University (Jersey City, NJ)  
Nicholls State University (Thibodaux, LA)  
Norfolk State University (Norfolk, VA)  
North Carolina Central University (Durham, NC)  
Northeastern Illinois University (Chicago, IL)  
Northeastern State University (Tahlequah, OK)  
Northern Kentucky University (Highland Heights, KY)  
Northern Michigan University (Marquette, MI)  
Northern State University (Aberdeen, SD)  
Northwest Missouri State University (Maryville, MO)  
Peru State College (Peru, NE)  
Pittsburg State University (Pittsburg, KS)  
Plymouth State University (Plymouth, NH)  
Prairie View A & M University (Prairie View, TX)  
Radford University (Radford, VA)  
Rhode Island College (Providence, RI)  
Rowan University (Glassboro, NJ)  
Saginaw Valley State University (University Center, MI)  
Salisbury University (Salisbury, MD)  
Sam Houston State University (Huntsville, TX)  
San Francisco State University (San Francisco, CA)  
Savannah State University (Savannah, GA)  
Shippensburg University of Pennsylvania (Shippensburg, PA)

Slippery Rock University of Pennsylvania (Slippery Rock, PA)  
Southeastern Louisiana University (Hammond, LA)  
Southeastern Oklahoma State University (Durant, OK)  
Southeast Missouri State University (Cape Girardeau, MO)  
Southern Arkansas University (Magnolia, AR)  
Southern Connecticut State University (New Haven, CT)  
Southern Illinois University at Edwardsville (Edwardsville, IL)  
Southern Oregon University (Ashland, OR)  
Southern Polytechnic State University (Marietta, GA)  
Southern University at New Orleans (New Orleans, LA)  
Southern University - Baton Rouge (Baton Rouge, LA)  
Southern Utah University (Cedar City, UT)  
Southwestern Oklahoma State University (Weatherford, OK)  
State University of New York College at Brockport (Brockport, NY)  
State University of New York College at Cortland (Cortland, NY)  
State University of New York College at Geneseo (Geneseo, NY)  
State University of New York College at Oneonta (Oneonta, NY)  
State University of New York College at Oswego (Oswego, NY)  
State University of New York Empire State College (Saratoga Springs, NY)  
State University of New York Polytechnic Institute (Utica, NY)  
St. Cloud State University (St. Cloud, MN)  
Stephen F. Austin State University (Nacogdoches, TX)  
Tarleton State University (Stephenville, TX)  
Tennessee Technological University (Cookeville, TN)  
Texas A&M International University (Laredo, TX)  
Texas A&M University - Corpus Christi (Corpus Christi, TX)  
Texas State University (San Marcos, TX)  
The Citadel, the Military College of South Carolina (Charleston, SC)  
The College of New Jersey (Ewing, NJ)  
Towson University (Towson, MD)  
Troy University (Troy, AL)  
University of Alaska Anchorage (Anchorage, AK)  
University of Alaska Southeast (Juneau, AK)  
University of Baltimore (Baltimore, MD)  
University of California-Merced (Merced, CA)  
University of Central Arkansas (Conway, AR)  
University of Central Missouri (Warrensburg, MO)  
University of Central Oklahoma (Edmond, OK)  
University of Colorado Colorado Springs (Colorado Springs, CO)  
University of Houston - Clear Lake (Houston, TX)  
University of Houston - Victoria (Victoria, TX)  
University of Illinois at Springfield (Springfield, IL)  
University of Louisiana at Monroe (Monroe, LA)  
University of Maryland Eastern Shore (Princess Anne, MD)  
University of Maryland University College (Adelphi, MD)  
University of Massachusetts Dartmouth (North Dartmouth, MA)  
University of Michigan-Dearborn (Dearborn, MI)  
University of Michigan-Flint (Flint, MI)  
University of Minnesota Duluth (Duluth, MN)  
University of Montevallo (Montevallo, AL)  
University of Nebraska at Kearney (Kearney, NE)  
University of Nebraska at Omaha (Omaha, NE)  
University of North Alabama (Florence, AL)  
University of North Carolina at Charlotte (Charlotte, NC)  
University of North Carolina at Pembroke (Pembroke, NC)  
University of North Carolina Wilmington (Wilmington, NC)  
University of Northern Iowa (Cedar Falls, IA)  
University of North Florida (Jacksonville, FL)  
University of North Georgia (Dahlgonega, GA)  
University of Southern Indiana (Evansville, IN)

University of Southern Maine (Portland, ME)  
University of South Florida St. Petersburg (St. Petersburg, FL)  
University of Tennessee at Chattanooga (Chattanooga, TN)  
University of Tennessee at Martin (Martin, TN)  
University of Texas at San Antonio (San Antonio, TX)  
University of Texas at Tyler (Tyler, TX)  
University of Texas of the Permian Basin (Odessa, TX)  
University of Texas Rio Grande Valley (Edinburg, TX)  
University of the District of Columbia (Washington, DC)  
University of West Alabama (Livingston, AL)  
University of West Florida (Pensacola, FL)  
University of West Georgia (Carrollton, GA)  
University of Wisconsin-Eau Claire (Eau Claire, WI)  
University of Wisconsin-Green Bay (Green Bay, WI)  
University of Wisconsin-La Crosse (La Crosse, WI)  
University of Wisconsin-Oshkosh (Oshkosh, WI)  
University of Wisconsin-Stevens Point (Stevens Point, WI)  
University of Wisconsin-Stout (Menomonie, WI)  
University of Wisconsin-Superior (Superior, WI)  
University of Wisconsin-Whitewater (Whitewater, WI)  
Valdosta State University (Valdosta, GA)  
Virginia State University (Petersburg, VA)  
Washburn University (Topeka, KS)  
Wayne State College (Wayne, NE)  
Weber State University (Ogden, UT)  
Western Carolina University (Cullowhee, NC)  
Western Connecticut State University (Danbury, CT)  
Western Illinois University (Macomb, IL)  
Western Kentucky University (Bowling Green, KY)  
Western New Mexico University (Silver City, NM)  
Western Oregon University (Monmouth, OR)  
Western Washington University (Bellingham, WA)  
Westfield State University (Westfield, MA)  
West Texas A & M University (Canyon, TX)  
William Paterson University of New Jersey (Wayne, NJ)  
Winona State University (Winona, MN)  
Winthrop University (Rock Hill, SC)  
Worcester State University (Worcester, MA)  
Youngstown State University (Youngstown, OH)

## Comparison Group

Carnegie 2010 Master's Institutions - Public (N=273)

Adams State University (Alamosa, CO)  
Alabama Agricultural and Mechanical University (Normal, AL)  
Alabama State University (Montgomery, AL)  
Albany State University (Albany, GA)  
Alcorn State University (Alcorn State, MS)  
Angelo State University (San Angelo, TX)  
Appalachian State University (Boone, NC)  
Arizona State University at the Polytechnic Campus (Mesa, AZ)  
Arizona State University West (Phoenix, AZ)  
Arkansas State University-Jonesboro (State University, AR)  
Arkansas Tech University (Russellville, AR)  
Armstrong State University (Savannah, GA)  
Auburn University at Montgomery (Montgomery, AL)  
Augusta State University (Augusta, GA)  
Austin Peay State University (Clarksville, TN)  
Baruch College/City University of New York (New York, NY)  
Bemidji State University (Bemidji, MN)  
Black Hills State University (Spearfish, SD)  
Bloomsburg University of Pennsylvania (Bloomsburg, PA)  
Boise State University (Boise, ID)  
Bridgewater State University (Bridgewater, MA)  
California Polytechnic State University-San Luis Obispo (San Luis Obispo, CA)  
California State Polytechnic University-Pomona (Pomona, CA)  
California State University-Bakersfield (Bakersfield, CA)  
California State University-Channel Islands (Camarillo, CA)  
California State University-Chico (Chico, CA)  
California State University-Dominguez Hills (Carson, CA)  
California State University, East Bay (Hayward, CA)  
California State University-Fresno (Fresno, CA)  
California State University-Fullerton (Fullerton, CA)  
California State University-Long Beach (Long Beach, CA)  
California State University-Los Angeles (Los Angeles, CA)  
California State University Monterey Bay (Seaside, CA)  
California State University-Northridge (Northridge, CA)  
California State University-Sacramento (Sacramento, CA)  
California State University-San Bernardino (San Bernardino, CA)  
California State University-San Marcos (San Marcos, CA)  
California State University-Stanislaus (Turlock, CA)  
California State University System Summary (Long Beach, CA)  
California University of Pennsylvania (California, PA)  
Cameron University (Lawton, OK)  
Central Connecticut State University (New Britain, CT)  
Central Washington University (Ellensburg, WA)  
Cheyney University of Pennsylvania (Cheyney, PA)  
Chicago State University (Chicago, IL)  
Christopher Newport University (Newport News, VA)  
City University of New York Brooklyn College (Brooklyn, NY)  
City University of New York College of Staten Island (Staten Island, NY)  
City University of New York Herbert H. Lehman College (Bronx, NY)

McNeese State University (Lake Charles, LA)  
Metropolitan State University (Saint Paul, MN)  
Midwestern State University (Wichita Falls, TX)  
Millersville University of Pennsylvania (Millersville, PA)  
Minnesota State Colleges and Universities System Summary (Saint Paul, MN)  
Minnesota State University, Mankato (Mankato, MN)  
Minnesota State University Moorhead (Moorhead, MN)  
Minot State University (Minot, ND)  
Mississippi University for Women (Columbus, MS)  
Mississippi Valley State University (Itta Bena, MS)  
Missouri State University (Springfield, MO)  
Montana State University - Billings (Billings, MT)  
Montclair State University (Montclair, NJ)  
Morehead State University (Morehead, KY)  
Murray State University (Murray, KY)  
New Jersey City University (Jersey City, NJ)  
New Mexico Highlands University (Las Vegas, NM)  
New Mexico Institute of Mining and Technology (Socorro, NM)  
Nicholls State University (Thibodaux, LA)  
Norfolk State University (Norfolk, VA)  
North Carolina Central University (Durham, NC)  
Northeastern Illinois University (Chicago, IL)  
Northeastern State University (Tahlequah, OK)  
Northern Kentucky University (Highland Heights, KY)  
Northern Michigan University (Marquette, MI)  
Northwestern Oklahoma State University (Alva, OK)  
Northwestern State University (Natchitoches, LA)  
Northwest Missouri State University (Maryville, MO)  
Penn State Erie (Erie, PA)  
Penn State Great Valley School of Graduate Professional Studies (Malvern, PA)  
Penn State Harrisburg (Middletown, PA)  
Peru State College (Peru, NE)  
Pittsburg State University (Pittsburg, KS)  
Plymouth State University (Plymouth, NH)  
Prairie View A & M University (Prairie View, TX)  
Purdue University Calumet (Hammond, IN)  
Radford University (Radford, VA)  
Ramapo College of New Jersey (Mahwah, NJ)  
Rhode Island College (Providence, RI)  
Rowan University (Glassboro, NJ)  
Rutgers the State University of New Jersey Camden Campus (Camden, NJ)  
Saginaw Valley State University (University Center, MI)  
Salem State University (Salem, MA)  
Salisbury University (Salisbury, MD)  
San Francisco State University (San Francisco, CA)  
San Jose State University (San Jose, CA)  
Shepherd University (Shepherdstown, WV)  
Shippensburg University of Pennsylvania (Shippensburg, PA)  
Slippery Rock University of Pennsylvania (Slippery Rock, PA)  
Sonoma State University (Rohnert Park, CA)  
Southeastern Louisiana University (Hammond, LA)  
Southeastern Oklahoma State University (Durant, OK)  
Southeast Missouri State University (Cape Girardeau, MO)  
Southern Arkansas University (Magnolia, AR)  
Southern Connecticut State University (New Haven, CT)  
Southern Illinois University at Edwardsville (Edwardsville, IL)  
Southern Oregon University (Ashland, OR)  
Southern Polytechnic State University (Marietta, GA)  
Southern University at New Orleans (New Orleans, LA)  
Southern University - Baton Rouge (Baton Rouge, LA)

University of Southern Indiana (Evansville, IN)  
University of Southern Maine (Portland, ME)  
University of South Florida St. Petersburg (St. Petersburg, FL)  
University of Tennessee at Chattanooga (Chattanooga, TN)  
University of Tennessee at Martin (Martin, TN)  
University of Texas at Brownsville (Brownsville, TX)  
University of Texas at Tyler (Tyler, TX)  
University of Texas of the Permian Basin (Odessa, TX)  
University of Texas Rio Grande Valley (Edinburg, TX)  
University of the District of Columbia (Washington, DC)  
University of West Alabama (Livingston, AL)  
University of West Georgia (Carrollton, GA)  
University of Wisconsin-Eau Claire (Eau Claire, WI)  
University of Wisconsin-Green Bay (Green Bay, WI)  
University of Wisconsin-La Crosse (La Crosse, WI)  
University of Wisconsin-Oshkosh (Oshkosh, WI)  
University of Wisconsin-Platteville (Platteville, WI)  
University of Wisconsin-River Falls (River Falls, WI)  
University of Wisconsin-Stevens Point (Stevens Point, WI)  
University of Wisconsin-Stout (Menomonie, WI)  
University of Wisconsin-Superior (Superior, WI)  
University of Wisconsin-Whitewater (Whitewater, WI)  
Valdosta State University (Valdosta, GA)  
Vermont State Colleges System Summary (Waterbury, VT)  
Virginia State University (Petersburg, VA)  
Washburn University (Topeka, KS)  
Wayne State College (Wayne, NE)  
Weber State University (Ogden, UT)  
West Chester University of Pennsylvania (West Chester, PA)  
Western Carolina University (Cullowhee, NC)  
Western Connecticut State University (Danbury, CT)  
Western Illinois University (Macomb, IL)  
Western Kentucky University (Bowling Green, KY)  
Western New Mexico University (Silver City, NM)  
Western Oregon University (Monmouth, OR)  
Western Washington University (Bellingham, WA)  
Westfield State University (Westfield, MA)  
West Texas A & M University (Canyon, TX)  
William Paterson University of New Jersey (Wayne, NJ)  
Winona State University (Winona, MN)  
Winston-Salem State University (Winston-Salem, NC)  
Winthrop University (Rock Hill, SC)  
Worcester State University (Worcester, MA)  
Youngstown State University (Youngstown, OH)

## Faculty and Staff Salary Equity Study

October 7, 2016

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The following components make up the University's salary equity models:

1. The CUPA salary data survey results are based on University budget size, \$84,000,000 - \$140,000,000 and by type of institution, Public Master II-A. These are the same parameters that the USHE Commissioner's office has also historically used for the USHE salary study. This past year though the Commissioner's office decided to replace the CUPA National Faculty study with the National Academe Salary Survey and did not filter SUU's comparisons by budget size or by faculty rank.
2. The CUPA salary data is adjusted by years of equivalent experience and years in position to determine an appropriate equity figure.
  - Associate professor, assistant professor, and lecturer benchmarks are adjusted down by 2% per year for each year below 3.5 years of experience and years in rank and increased by 3% per year for each year of experience and year in rank above 3.5 years capping out at 7 years.
  - Full professor benchmarks are adjusted down by 2% per year for each year of experience or years in rank below 5 years and increased by 3% for each year of experience and year in rank above 7 years capping out at 15 years.
  - Staff and Administrative employee benchmarks are adjusted down by 2% per year for each year of experience or years in rank below 5 years and increased by 3% for each year of experience and year in rank above 7 years capping out at 15 years.
3. Faculty salaries are converted to full time 9 month salaries. Staff salaries are converted to fulltime 12 month salaries.
4. Faculty salaries are reported by discipline and by rank.
5. The salary equity models were developed with input by faculty and staff committees and with approval of the President's Cabinet.
6. The other five USHE Universities are also using similar salary equity models.
7. The 2015-16 CUPA salary studies were delayed by CUPA-HR until May 16, 2016. Because of the delay the 2014-15 CUPA salary figures were increased to estimate 2016 comparable salaries.

SECTION 1: We, the students of Southern Utah University (or SUU), to create a fair and representative student government, do hereby establish this constitution (herein “Constitution”) for the Southern Utah University Student Association (or SUUSA) (see Article I for definition of SUUSA)

SECTION 2: The purpose of Student Government inside SUUSA (See Article II Section 1 for definition) is to:

- A. Represent the student body in the decision-making and policy-development processes as prescribed in University policy;
- B. Voice student concerns to SUU Administration;
- C. Promote unity within SUUSA;
- D. Review and make recommendations concerning student fees;
- E. Support student involvement and activities;
- F. Promote quality education in all aspects of student life;
- G. Communicate with all its members; and,
- H. Provide leadership opportunities to its members;
- I. Promote an inclusive environment that celebrates the diversity of all SUU students.

## **ARTICLE 1: Membership**

Members of Southern Utah University Student Association are all matriculated full-and part-time, undergraduate and graduate Southern Utah University students paying the full corresponding fees. When this Constitution refers to the membership or members of SUUSA it is referring to this population of students.

## **ARTICLE II: SUUSA Governance**

SECTION 1: The governance of SUUSA is comprised of elected and appointed officials. These officials are: the Executive Council and the Student Senate which is made up of three groups: The Academic Senators, the Class Senators, and the appointed Interest Groups (Club Organizations and Student Organizations). Members of the Executive Council must have and maintain a cumulative GPA of 3.0 on a 4.0 scale. All other elected and appointed members of SUUSA must have and maintain a cumulative GPA of 2.75 on a 4.0 scale. In certain circumstances SUUSA may grant a probationary period as outlined in the SUUSA procedures. Collectively these representatives are referred to as “SUUSA Student Government” throughout this document.

SECTION 2: In order to be eligible to apply for an appointed position, run for an elected office, and/or hold and maintain any elected or appointed position or office within SUUSA Student Government, an individual shall:

- A. Be matriculated as a student at SUU;

- B. Subject to the provisions in the SUUSA Governance Bylaws, be enrolled in and complete at all times a minimum of twelve [12] semester hours as an Undergraduate student or nine [9] semester hours as graduate student;
- C. Possess a minimum cumulative GPA of 2.75 (3.0 for Executive Council) on a 4.0 scale to apply for and/or run for an elected or appointed position. During the academic year he/she is in office, elected and appointed officials shall maintain a 2.75 (3.0 for Executive Council) minimum semester GPA.
- D. Must be in good standing with University Conduct.

SECTION 3: Elections for the officers of SUUSA Student Government will be held pursuant to the time frame outlined in the SUUSA Election Bylaws.

SECTION 4: The elections shall be governed by this Constitution and the SUUSA Election Bylaws that are created, reviewed, and revised by the SUUSA Student Senate.

SECTION 5: An elected officer shall not assume office or duties until he/she has taken the Oath of Office.

SECTION 6: Appointed offices in SUUSA Student Government shall be filled after the completion of the General Election or as the need arises following resignation, graduation or impeachment and removal, or under similar circumstances. An appointed officer will not have the authority to act in his/her official capacity until the SUUSA Student Senate has approved his/her appointment and he/she has taken the Oath of Office.

SECTION 7: The oath of Office for all SUUSA Student Government officers shall be administered by the Chief of Staff, or Members who are currently seated on the Administrative Committee. The Oath of Office is administered at an inaugural event that shall take place no later than April 30<sup>th</sup>. The Oath of Office will first be administered to all elected SUUSA officers. The newly sworn-in SUUSA Student Senate will then conduct a special senate meeting to ratify all newly appointed officers at this inaugural event. The SUUSA Executive Council will present the names for each appointed position within their respective governing body to the SUUSA Student Senate. After the ratification, the Oath of Office will then be administered to the newly ratified officers at this same inaugural event. In the event an elected or appointed officer cannot attend the inaugural event, or in the case of an appointment made necessary by resignation, impeachment and removal, graduation, or under similar circumstances, the Oath of Office should be administered within two weeks of the appointee's approval by the Student Senate and in the presence of two [2] or more witnesses. The Oath of Office may not be taken by proxy.

- A. The Oath of Office is administered by having the newly elected or appointed officer raise his/her right hand and repeat these words:

“I, (stated name), do solemnly affirm that I will faithfully execute the office of (stated office) and will, to the best of my ability, uphold and defend the constitution of the Southern Utah University Student Association and the laws of the State of Utah.”

SECTION 9: At no time shall any appointed or elected officer concurrently hold more than one [1] office in the SUUSA Student Government.

### **ARTICLE III: SUUSA Attendance Policy**

All members of SUUSA must be in attendance of all required meetings. If a member will not be present for a meeting they must notify the Chair 24 hours in advance. If a member of the Student Senate is absent more than three times their continued membership shall be brought to the Student Senate for consideration as determined by the SUUSA Executive Council and outlined in the SUUSA Policies and Procedures. The Executive Council in coordination with the Student Senate will determine which meetings are required at the beginning of each academic semester.

### **ARTICLE IV: The Executive Council**

SECTION 1: The Executive Council of SUUSA Student Government is comprised of the following elected officers: The SUUSA President, Vice President of Academics, Vice President of Clubs & Organizations, and the Vice President of Finance.

SECTION 2: The President of the Student Programming Board shall serve as an Ex Officio member of the Executive Council.

SECTION 3: The SUUSA President shall appoint a Chief of Staff to serve on the Executive Council as an Ex Officio member. The Chief of Staff will serve as the parliamentarian for the Student Senate meetings. If the Chief of Staff is absent then a member of the Administrative Committee will act as parliamentarian, if there are no members present then the President will act as parliamentarian.

SECTION 4: Officers of the Executive Council are popularly elected by SUUSA during an annual election.

SECTION 5: The SUUSA President will preside over each SUUSA Vice President. Each SUUSA Vice President will be Chair over one [1] of three [3] Student Committees formed from members of the Student Senate.

- A. The Vice President of Academics will be Chair over the Student Life Enhancement Committee.
- B. The Vice President of Student Involvement will be Chair over the Clubs & Organizations Committee.
- C. The Vice President of Finance will be Chair over the Budget and Finance Committee.

SECTION 6: All executive powers and responsibilities are vested in the SUUSA President. The SUUSA President shall:

- A. Act as the official representative of SUUSA on and off campus;
- B. Preside over the Student Senate;
- C. Approve or veto all SUUSA budget and allocation decisions made by the Vice President of Finance and the Budget and Finance Committee.

- D. Review all bills and resolutions from the SUUSA Student Senate. The SUUSA President may exercise veto power pursuant to Article X.
- E. Serve as a member of the Southern Utah University Board of Trustees;
- F. Manage all staff members employed by SUUSA Student Government;
- G. Assume additional duties and responsibilities as determined necessary by the Executive Council, Student Senate, Southern Utah University policy, or the SUU President's Council;
- H. Ensure that the governing bodies and officers of SUUSA comply with all record keeping provisions and applicable state law [see Article XII]; and
- I. Serve on the General Student Fee Committee.

SECTION 7: The Vice President of Academics shall:

- A. Serve as the Chair over the Student Life Enhancement Committee:
  - 1. Train Student Life Enhancement Committee members;
  - 2. Enforce the bylaws, rules of order, and policies established to govern the operations of Student Life Enhancement Committee; and
  - 3. Appoint new Committee members in the event of a vacancy.
- B. Serve as a voting member of the Student Senate;
- C. Serve as a non-voting member of the Southern Utah University Deans Council.
- D. Serve as the chairperson and spokesperson for the Constitutional Amendment Committee [CAC] (see Article XII);
- E. Manage the Student Life Enhancement Committee budget;
- F. Assume additional duties and responsibilities as assigned by the SUUSA President, Executive Council, and Student Senate.

SECTION 8: The Vice President of Clubs & Organizations shall:

- A. Serve as the Chair over the Clubs & Organizations Committee:
  - 1. Train Clubs & Organizations Committee members;
  - 2. Enforce the bylaws, rules of order, and policies established to govern the operations of the Clubs & Organizations Committee and recognized student clubs and organizations; and
  - 3. Appoint new Committee members in the event of a vacancy.
- B. Serve as a voting member of the Student Senate;
- C. Coordinate training for registered SUUSA student clubs and organizations;
- D. Maintain the official club calendar in concert with the Clubs & Organizations Committee;
- E. Manage the Clubs & Organizations Committee budget;
- F. Assume additional duties and responsibilities as assigned by the SUUSA President, Executive Council, and Student Senate.

SECTION 9: The Vice President of Finance shall:

- A. Serve as the Chair over the Budget & Finance Committee
  - 1. Train Budget & Finance Committee Members

2. Enforce the bylaws, rules of order, and policies established to govern the funding and accounts of the Clubs & Organizations; and
  3. Appoint new Committee members in the event of a vacancy.
- B. Serve as a voting member of the Student Senate;
  - C. Oversee the SUUSA budget and provide monthly reports to the Student Senate;
  - D. Recommend how student fees should be used for the academic year.
  - E. Serve as a member of the General Student Fee's Committee;
  - F. Appoint controllers to assist in managing all SUUSA funds; and
  - G. Assume additional duties and responsibilities as assigned by the SUUSA President, Executive Council, and Student Senate.

SECTION 9: In the event of a vacancy or vacancies within the offices of the Executive Council, the following shall occur:

- A. If the office of SUUSA President, Vice President of Academics, Vice President of Clubs & Organizations, or Vice President of Finance is vacated for any reason after the individual is elected in spring semester, but before the start of the academic school year in fall semester, then the first runner-up from the recent election for the position that was vacated shall assume the office.
- B. If the office of SUUSA President, Vice President of Academics, Vice President of Clubs & Organizations, or Vice President of Finance is vacated outside the time period prescribed above, or in the event there is not a runner-up from the previous election or the runner-up declines to assume the position, the following shall occur:
  1. If the office of SUUSA President is vacated, the Vice President of Academics shall assume the office of SUUSA President and the remaining Executive Council shall recommend a new Vice President of Academics according to the requirements of the position. This recommendation will then be ratified by the Student Senate
  2. All other vacated Executive Council positions shall be filled by recommendation of the remaining Executive Council based on the requirements of the position. This recommendation will then be ratified by the Student Senate.
  3. In the event that all of the Executive Council positions are vacated the Student Senate shall meet with the SUUSA Advisor(s) to decide what the best form of action shall be.

SECTION 10: The SUUSA Executive Council, along with the ratification of the Student Senate, shall have the power to make all regulations and institute all procedures which shall be necessary and proper for executing the above mentioned powers, responsibilities and privileges, and all other powers vested by this constitution in the SUUSA Executive Council or officer thereof.

## **ARTICLE V: The Student Senate**

SECTION 1: The Student Senate is comprised of all Executive Council members, with the SUUSA President acting as Chair, along with six [6] elected Academic Senators, two [2] elected

Upper and Lower Class Senators and, eight [8] appointed individuals from Interest Groups on campus. Further explanation can be found in the SUUSA Procedures.

SECTION 2: Academic Senators are popularly elected during the annual SUUSA election. They shall serve on the Student Senate. Each senator shall also serve on one [1] of three [3] Senate Committees as appointed by the Executive Council.

SECTION 3: Class Senators are popularly elected during the annual SUUSA election. There shall be two [2] Class Senators: an Upper Class Senator and a Lower Class Senator. Upper Class Senator or Lower Class, shall be decided by years in college, not by credit count. They shall serve on the Student Senate. Each senator shall also serve on one [1] of three [3] Senate Committees as appointed by the Executive Council.

SECTION 4: Special Interest Representatives shall be appointed by the interest group they represent and ratified by the Executive Council. Each Representative shall also serve on one [1] of three [3] Senate Committees as appointed by the Executive Council.

SECTION 5: The Student Senate shall meet once a week as prescribed by the SUUSA President. All voting must be conducted within this allotted time period.

SECTION 6: The Student Senate are to:

- A. Commit to at least one senate meeting a week as prescribed by the SUUSA President as well as one meeting a week within their appointed Committees;
- B. Vet, review, and discuss all bills sent by the three [3] Committees. Once the review process is over the Student Senate shall vote to ratify or reject the reviewed bill. If a bill does not meet the requisite votes from the Student Senate it is sent back to the Committees for revision.
- C. Approve all implemented policies and procedures for the fair and orderly use of identified student space, equipment, and resources within SUUSA jurisdiction.
- D. Ratify all SUUSA budgets at the beginning of each fall semester for the next academic year.
- E. Approve funding requests from SUUSA student clubs and organizations that are above \$200.
- F. All funding requests from non-registered student groups or individuals must be brought to the Student Senate.
- G. Ratify all appointed Executive Council members in the event of a vacancy.
- H. May be appointed to participate in campus wide committees.

SECTION 7: In order for the Student Senate to have quorum they must have 2/3 of the standing Student Senate present during the scheduled weekly meeting. If the Student Senate does not obtain quorum then they will be unable to vote on any bills. In special circumstances, the Student Senate may utilize an online vote/conference to conduct business. Votes for the Student Senate meetings may not be submitted via proxy.

SECTION 8: During the Student Senate meetings each bill will be read by an appointed representative of the committee sponsoring the bill. A bill must have 2/3 majority vote in order

to pass. When passed, a bill shall have all the privileges and authority written within its presented format.

SECTION 9: The Chief of Staff will take role during all Student Senate meetings and will notify all organizations and advisors of any absences.

SECTION 10: The SUUSA President can veto any approved bill according to Article X.

## **ARTICLE VI: Student Interest Representatives**

SECTION 1: The Student Interest Representatives are comprised of eight [8] students appointed from designated Student Organizations to be a member of the Student Senate for the academic year. Each representative will be a voting member of the Student Senate.

SECTION 2: The Executive Council will select the designated Student Organizations and number of representatives. The selected Student Organization shall then choose a representative(s). All representatives must be ratified by the elected Student Senators.

SECTION 3: If a Student Interest Representative is absent for more than three [3] Student Senate meetings the Student Senate will then review the status of the Student Organization's membership.

SECTION 4: If a Student Organization wants to change their representative they must go through the ratification process as prescribed in the SUUSA procedures.

## **ARTICLE VII: Student Senate Committees**

SECTION 1: There are three [3] Student Senate Committees: Student Life Enhancement, Clubs and Organizations, and Budget and Finance. Each Committee is comprised of members of the Student Senate. Senators will be assigned by the Executive Council.

SECTION 2: The duties of the Committees will be to compose, vet, and review any bills or recommendations before presenting them to the Student Senate. If a bill does not meet the minimum standards written within the SUUSA procedures then a Committee can reject the bill.

- A. The Student Life Enhancement Committee will be chaired by the Vice President of Academics. The major duties of this committee will be:
  1. Propose, implement, and monitor special projects.
  2. Address the social and academic needs of all SUU students.
  3. Create and maintain opportunities to receive feedback from the student body.
  4. Work together with any other committee or ad hoc-committee to enhance student life at SUU.
- B. The Clubs & Organizations Committee will be chaired by the Vice President of Clubs & Organizations. The major duties of this committee will be:
  1. Organize trainings for all SUUSA clubs.

2. Organize, approve, and regulate all registered Student Clubs and Organizations.
  3. Host regular Inter Club Council (ICC) meetings during fall and spring semester.
  4. Develop and maintain student co-curricular transcripts.
  5. Coordinate semi-annual club fairs.
  6. Work together with any other committee or ad hoc-committee to support clubs and organizations at SUU.
- The Budget and Finance Committee will be chaired by the Vice President of Finance. The Budget and Finance Committee shall utilize controllers in an ex-officio (a nonvoting member) capacity. The major duties of this committee will be:
    - A. Review and monitor all funding requests and make recommendations to the Student Senate.
    - B. Approve or deny any funding requests under \$200.
    - C. Monitor all SUUSA budgets and accounts.
    - D. Work together with any other committee or ad hoc-committee to support SUUSA.

### **ARTICLE VIII: The Administrative Committee**

SECTION 1: The Administrative Committee consists of a Chief of Staff and four [4] Directors.

SECTION 2: A member of SUUSA may be eligible for appointment to the Administrative Committee if he/she satisfies the eligibility requirements enumerated in Article I and Article II Section 2. If they are appointed they must forfeit their current role within SUUSA.

SECTION 3: The SUUSA Executive Council will appoint The Chief of Staff and four [4] Directors through an interview process. This appointment will be ratified by the Student Senate. Upon accepting an appointment to the Administrative Committee the student must agree to waive his/her right to participate in meetings that could potentially conflict with his/her duties as a committee member.

SECTION 4: The term of a Chief of Staff and his/her Directors on the Administrative Committee shall be a term of one [1] academic year.

SECTION 5: The Administrative Committee shall have the jurisdiction and authority to hear and decide all grievances filed against any officer or governing body of SUUSA, and shall have the authority to review the SUUSA Constitution, all SUUSA policies regardless of which body has implemented them including all governing body bylaws and rules of order.

SECTION 6: The Administrative Committee shall:

- A. Hear and decide duly filed grievances against appointed and elected officers of SUUSA Student Government ;
- B. Hear and decide duly filed grievances against student clubs and organizations;
- C. Hear and decide violations of the election bylaws;
- D. Certify and publish election results;
- E. Other responsibilities as outlined in the SUUSA Governance Bylaws;

- F. Periodically review the SUUSA Constitution, governing body bylaws, and all policies and procedures to ensure they are consistent with each other and this Constitution;
- G. Serve as student representatives on the University Appeals Board ; and

SECTION 7: The Chief of Staff of the Administrative Committee shall:

- A. Act as Parliamentarian at all Student Senate meetings.
- B. Attend all Executive Council meetings.
- C. Preside over the Administrative Committee during their regular meetings, and during the review and hearing process unless he/she is the subject of review or has had a grievance filed against him or her;
- D. Act as the spokesperson for the Administrative Committee; and
- E. Preside over the impeachment and/or removal of any elected or appointed officials unless he/she is the individual being impeached and removed.

SECTION 8: In the event that the Chief of Staff or a Director decides to run for an elected office within SUUSA Student Government, he/she must resign their position on the Administrative Committee before seeking another office.

SECTION 9: In the event that a member of the Administrative Council leaves or is removed from their position, the Executive Council shall appoint a new member. This new member will be ratified by the Student Senate.

## **ARTICLE IX: Student Government Advisors**

SECTION 1: Student Government Advisors are determined by the Vice President of Student Affairs.

SECTION 2: The Student Government Advisors shall:

- A. Be present at all meetings of the Student Senate as well as any meeting of which his/her presence is requested;
- B. Work with Academic Affairs, assuring proper student representation on all Academic Committees;
- C. Act as consultant to the Student Government.

SECTION 3: If an Advisor is unable to attend a required meeting they may select a designee from the Student Affairs Division to represent them during their absence.

SECTION 4: The Student Government Advisors do not have a vote on the Student Senate or Committee meetings, but may provide advice and voice concerns or opinions.

SECTION 5: The Student Government Advisor has the ability to veto a bill or decision if it:

- A. Is not in the best interest of the University;
- B. Infringes on, or harms student rights;
- C. Is inappropriate use of student allocated fees.

Vetoes made by the Student Government Advisor can be appealed by any members of the SUUSA Student Government. The appeal must be brought to the Vice President of Student Affairs for consideration.

SECTION 6: The Student Government Advisors may be reviewed at the end of the academic year by the Student Senate. A report must be provided to the Vice President of Student Affairs for his/her consideration.

## **ARTICLE X: Presidential vetoes and veto override**

SECTION 1: Any SUUSA bill, resolution, budget and funding proposal or policy passed by a majority of the Student Senate shall take effect when it is signed by the SUUSA President.

SECTION 2: The SUUSA President has the authority to veto any bill, resolution, budget and funding proposal, or policy passed by the SUUSA Student Senate. A vetoed measure must be returned to the Student Senate accompanied by the reasons for vetoing the measure and any recommendations the SUUSA President may have for improving the measure. Reasons and recommendations must be shared in a written memorandum.

SECTION 3: The SUUSA Student Senate may override a Presidential veto on any bill, resolution, funding proposal, or policy by passing the exact same measure with a three-fourths [3/4] vote. With an affirmative override vote, the measure will take effect.

- A. Vetoed measures cannot be amended and then passed by three-fourths [3/4] vote. An override can only be applied to a measure that remains unchanged.
- B. When necessary, Presidential recommendations should be used by the SUUSA Student Senate to create a new bill, resolution, funding proposal, or policy that complies with recommendations provided.

SECTION 4: Should the SUUSA President fail to sign or veto a bill, resolution, funding proposal, or policy within three [3] school days of receipt, the measure will automatically become effective on the next day.

## **ARTICLE XI: Impeachment and Removal**

SECTION 1: An officer of SUUSA Student Government may be impeached for:

- A. A violation of this Constitution, any SUU policy, handbook, code of conduct or municipal, state and federal law;
- B. A violation of the Election Bylaws or other applicable bylaws; or
- C. Failure to satisfy the duties and responsibilities of one's office as specified by this Constitution.

SECTION 2: The impeachment process is comprised of the following steps:

- A. Petition to impeach

1. A member of SUUSA may initiate the impeachment process by filing a petition with 100 printed names with signatures and corresponding T-numbers filed with a member of the Administrative Committee. The petitioner must also specifically state the alleged violation of policy so a student signing the petition can make an informed decision as to whether he/she wants to sign.
2. The petition must be verified by the Administrative Committee with the assistance of the SUUSA advisor no later than one week after it was received by a member of the Committee.

#### B. Formation of an Impeachment Committee

1. If the petition is verified as complete and legitimate, the Chief of Staff shall form an impeachment Committee within three [3] school days of verifying the petition. The Committee shall consist of:
  - The Chief of Staff;
  - The three [3] current members of the Executive Council;
  - Three [3] SUUSA Senators;
  - Three [3] SUUSA Special Interest Representatives;
  - Two [2] Directors from the Administrative Committee and;
  - Two [2] SUU students selected at large.
  - SUUSA Advisor
2. There must be a majority of 2/3 membership present in an Impeachment Committee meeting in order to conduct official business.
3. The Chief of Staff shall choose the Senators, Representatives, Directors, and at-large students in an effort to appoint an unbiased committee.
4. No one being considered for impeachment may be a member of the Impeachment Committee.
5. The Chief of Staff shall serve as the chair and spokesperson of the Impeachment Committee and shall only be able to vote in the event the Impeachment Committee is evenly divided. In the event that the Chief of Staff is absent, the SUUSA President shall appoint an interim Chief of Staff for purposes of these proceedings.
6. In the event the Chief of Staff is being considered for impeachment, the Director of Student Involvement and Leadership shall select an impartial officer of SUUSA to serve as the Chair and spokesperson for the impeachment committee.

#### C. Review and Evaluation of the Allegation

1. The impeachment committee shall undertake deliberations on the validity and merit of the allegations, and should thoroughly review and evaluate all the available evidence.
2. At the Conclusion of the deliberation, the Chief of Staff shall conduct a secret ballot vote of the impeachment committee. If the majority of impeachment committee members find merit in the allegation, then the officer shall be impeached.
3. The review and evaluation of the allegation shall take no longer than 10 school days commencing from the time the impeachment committee is formed.

Official notice of the impeachment committee's decision shall be given in writing to the accused officer and the Vice President of Academics within 48 hours of the decision, and the notice shall initiate the removal process.

SECTION 3: The removal process is comprised of the following steps:

A. Student Senate Hearing

1. Upon the Vice President of Academics receiving official notice of the Impeachment Committee's decision, he/she will schedule a special session of the Student Senate to hold a hearing to determine removal of the impeached officer. This special session will be scheduled so as to provide the impeached officer with at least five [5] school days to prepare for the hearing, and must occur during a week when classes are in session. Written notice of the date and time of the special session will be given to the impeached officer once the special session is scheduled.
2. The special session will provide the impeached officer the opportunity to hear the evidence and arguments being presented against him/her, and also to present evidence in his/her favor.
3. The impeached officer may have an advisor help prepare and attend the hearing with him/her. An advisor may not speak or directly advocate for the accused officer during the hearing so as to prevent undue influence being exerted by a person in an authoritative role.
4. The Vice President of Academics shall preside over the hearing unless he/she is the impeached officer for whom the session has been called. In the event the Vice President of Academics has been impeached, the President Pro Tempore shall preside over the meeting.
5. A quorum of the SUUSA Student Senate must be in attendance at the special session in order for the hearing to commence. At least one [1] SUU administrator involved with Student Affairs shall be present at the hearing.
6. This special session of the Student Senate shall not be open to the public.
7. The session shall proceed according to the following format:
  - Once the session is called to order by the presiding officer, the administrative assistant to the Academic Vice President shall read the allegation from the petition to impeach and also read the decision of the impeachment committee.
  - The impeached officer shall be allotted a reasonable amount of time to present any evidence, argument, or witness to the Student Senate. Senators will have an opportunity to ask any questions following the impeached officer's presentation.
  - Following the questions, the impeached officer will be allowed to provide a summation and any closing remarks he/she feels will be helpful to the Student Senate prior to its deliberations.
  - Following the impeached officers summation, he/she will be required to leave the hearing so the Student Senate can debate the merits of the accusation and determine the appropriate outcome. The debate shall

alternate between proponent and opponent speeches and will be governed by the Student Senate's adopted rules of order.

- After the debate, the presiding officer shall put the question of removal to the Student Senate and conduct a vote.
  - All votes will be collected and the presiding officer will announce the result of the vote. Only a vote of three-fourths [3/4] of the votes cast in the Student Senate hearing will result in the removal of the impeached officer.
8. All proceedings of the Student Senate's removal hearings are confidential. Only the Student Senate's decision will be made public.
- B. Official Notice of the Student Senate's Decision.
1. The presiding officer shall draft a letter and provide a copy of the hearing minutes to the impeached officer regardless of the outcome.
  2. When the Student Senate's decision results in removal, the letter shall also include notice of an opportunity to appeal.

#### SECTION 4: The Appeal Process

- A. An impeached and removed officer of SUUSA may appeal the Senate's decision to the Dean of Students. Appeals must be filed within one week of the Student Senate's decision.
- B. The impeached and removed officer may only appeal the Student Senate's decision if he/she believes there was a violation of due process and/or h/she has additional evidence that was not available before or during the Student Senate's decision.
- C. An appeal to the Dean of Students shall be the final step. The Dean of Students determination will be final and may either uphold or reject the Student Senate's decision.
- D. In the event the Dean of Students rejects the Student Senate's decision, the impeached officer shall retain his/her office.

SECTION 5: Throughout the impeachment, removal, and appeal process, the accused officer may continue to function in his/her official capacity and receive the benefits of his/her office.

SECTION 6: Once a decision to remove has been confirmed at all levels, the impeached and removed officer shall have all benefits of his/her office revoked.

SECTION 7: The Executive Council, by a two-thirds [2/3] vote, may release appointed officials from their positions and revoke all associated benefits without the impeachment and removal process. The only exception shall be the Directors of the Administration Committee who must be impeached and removed.

### **ARTICLE XII: Constitutional Amendments**

SECTION 1: Amendments to this Constitution shall be considered by the Constitutional Amendment Committee [CAC] composed of the following individuals:

- A. The Vice President of Academics [Chairperson and Spokesperson];
- B. The Vice President of Clubs
- C. Three [3] Senators appointed by the Vice President of Academics
- D. Three [3] Directors appointed by the Vice President of Clubs

- E. One [1] Director from the Student Programming Board appointed by the President of Student Programming Board;
- F. Two [2] members of the SUUSA Presidential Cabinet;
- G. Two [2] students appointed at large by the SUUSA President.

The majority of the CAC must be present in order to conduct official business. Each member shall have one [1] vote on all items submitted to them.

SECTION 2: Any member of SUUSA may propose an amendment to this Constitution.

- A. Proposed amendment(s) not made by the CAC must be accompanied by a petition signed by at least five [5] percent of the total SUUSA membership.
- B. The petition must include the following information:
  - 1. A written statement clearly defining the change to constitution;
  - 2. A written rational statement explaining the changes to the constitution;
  - 3. Each student's signature, printed name, and T-number for the purpose of verifying the legitimacy of the petition.
- C. The written/proposed amendment(s) from the CAC shall be forwarded to the SUUSA Student Senate for its consideration.

SECTION 3: If the Student Senate agrees to the amendment(s) as presented to them, it will be forwarded to the President's Council for their consideration. IF the Student Senate does not agree with the amendment(s) as it is presented to them, then the Student senate should (1) commit or refer the amendment(s) back to the CAC or the sponsor of the petition for further revisions with it recommendations noted or (2) postpone the amendment(s) indefinitely. Any revisions to the amendment(s) after being committed back to the CAC should be forwarded to the President's Council to ascertain their agreement.

SECTION 4: Once the CAC, the Student Senate, and the President's Council agree on the amendment(s) the membership of SUUSA shall have the opportunity to approve or disapprove the amendment(s) during the general election or a special election called for the purpose of amending this Constitution. If the amendment(s) fails to garner the support of a majority of the SUUSA membership voting in the election, the amendment(s) is voided and cannot be reintroduced during the same academic year it was placed on the ballot. If the amendment(s) garners the support of a majority of voters voting in the election, the amendment(s) shall be incorporated into this Constitution. On voting is over the newly formed Constitution shall go to the SUU Board of Trustees for its approval. Should the Board of Trustees reject this Constitution as amended it is void and cannot be reintroduced until the next academic year.

### **ARTICLE XIII: Ratification and Review of the SUUSA Constitution**

SECTION 1: The SUUSA Constitution will be ratified by:

- A. A two-thirds [2/3] vote of the Student Senate;
- B. A majority vote of the SUUSA membership voting in the election;
- C. The SUU President's Council; and
- D. The SUU Board of Trustees.

SECTION 2: Once ratified by the above-mentioned entities this Constitution shall be effective at the end of the current Academic school year.

SECTION 3: The entire SUUSA Constitution shall undergo an official review by the officers of SUUSA every three [3] years following its ratification. During a review year:

- A. The SUUSA President shall appoint a committee of four [4] members from the Student Senate. Two [2] from the previous Student Senate and two [2] from the current Student Senate. If there are no eligible Senators from the previous Academic year then four [4] members from the current Student Senate may be used.
- B. The committee shall be formed by a newly elected SUUSA president during the first month [April] of his/her term of office. The formation of the committee should take place during the spring so the appointed officers have the summer to review and consider the strength of this constitution.
- C. At the beginning of the immediately ensuing fall semester, the Review Committee will meet and recommend amendments, if any, to the Constitutional Amendment Committee [CAC]. The amendment process will then proceed as outlined in this Constitution. [see Article X].

#### **ARTICLE XIV: Transparency in Governance**

SECTION 1: The governing bodies and officers of the SUUSA Student Government will follow the Utah Open Meetings Act and the Government Records and Access Management Act [GRAMA].

SECTION 2: All bills, resolution, applications for funding, receipts, meeting minutes, and other documents will be kept on file for four [4] years and be available for public inspection. The SUUSA President shall have the responsibility to ensure this record keeping occurs, and may assign a member of his/her cabinet to oversee this function.