Faculty Senate Policy Committee
Meeting Agenda, Scholes Hall Room 101, April 6, 2016

Updates
1. C09 "Respectful Campus" Taskforce Update
2. C07 "Faculty Disciplinary Policy" Update
3. Update on meeting with Director of UNM Policy Office

Action Items
Consent Agenda Topics: None

Agenda Topics

1. C60 "Visiting Scholars"; **C220** "Holidays"**; C225** "Professional Development"**; C260** "Religious Accommodations" out for campus comment. Discuss any comments received by the meeting.
Desired outcome: Address comments, if any, and make any suggested policy changes. Comments will be available at the meeting.

2. University Administrative Proposed Policy and Proposed Changes affecting 13 policies are out for campus comment period ending April 21, 2016.
Key pre-meeting preparation: Review proposed UAP policy changes which can be found at
http://policy.unm.edu/news/2016/03/policies-posted-for-30-day,-all-campus-review.html
Desired outcome: Prepare memo on any concerns to be forwarded to Policy Office.

3. A53 "Development and Approval of Faculty Policies" The Faculty Senate Operations Committee proposed changes to Policy A53 concerning the definition of standards. **pg. 1**
Key pre-meeting preparation: Review 1) explanation memo send to Operations concerning definition of standards; 2) Operations Committee rationale memo and proposed revised draft of A53.
Desired outcome: Determine course of action.

4. A60 "Faculty Bylaws" Update by Marsha Baum.
Key pre-meeting preparation: Review 1) Faculty Senate Minutes April 22, 2014, pages 19- 49
http://facgov.unm.edu/agenda/Archive%201415/August2014/FSMinApril2014.pdf
2) Faculty Senate Minutes April 28, 2015, Item 8
http://facgov.unm.edu/agenda/Archive1516/August%202015/FSMinApril2015.pdf

Desired outcome: Discuss possible policy concerns and proposed changes.

5. Work Status Table and Governance Recommendations Status Table pg. 7
Key pre-meeting preparation: Review Tables
Desired outcome: Determine priorities and target dates

Future Business

A53: Development and Approval of Faculty Policies

Approved By: Faculty Senate Effective Date: January 19, 2016 Draft 3/16~~5~~/16 Responsible Faculty Committees: Policy and Operations Office Responsible for Administration: Office of the University Secretary

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

Policy Rationale

The *Faculty Handbook* provides University of New Mexico (UNM) faculty with a written record of faculty policies and procedures. Policies in the *Faculty Handbook* are unifying documents that describe academic principles, the reasoning behind the principles, and institutional procedures necessary for implementation. *Faculty Handbook* policies contain governing principles and procedures that mandate or constrain actions and apply to UNM faculty; therefore, the development of policies requires input from faculty members who have extensive knowledge on the subject matter and review by faculty members from a variety of academic disciplines at UNM.

Policy Statement

All UNM policies which pertain primarily to faculty and academic matters are placed in the *Faculty Handbook* and are subject to the review and approval requirements defined in this Policy Document, with the exception of Section B "Academic Freedom and Tenure" which follows a separate review and approval protocol. The scope of *Faculty Handbook* policies is established by the Faculty Constitution and the right to review and take action on these policies is granted to the faculty by UNM Board of Regents Policy 5.1 "The Faculty's Role in the University's Academic Mission." This policy describes the process used to develop or amend *Faculty Handbook* policies, solicit input, and obtain approval.

1. Proposing a New Policy or Changes to Existing Policy. Any faculty member or academic administrator wishing to propose a change to an existing *Faculty Handbook* policy or propose a new policy should send their request to the Office of the University Secretary, who will forward it to the Faculty Senate Policy Committee (FSPC) for consideration and send a copy to the Operations Committee as an information item. This request should include a draft policy document which shows proposed changes to the existing policy with track changes, or in the case of a new policy the request will include a proposed policy draft addressing the concerns it is intended to address. This request should also include a statement of the reason(s) for the proposed policy change(s) or the new policy. Because faculty policy is a shared governance process, policy actions generally require one to two full semesters for appropriate review, approval, and implementation. The FSPC will review the request and work with the appropriate Faculty Senate committee(s) to determine the most effective course of action. The Office of University Secretary will notify the requestor of the action taken by the FSPC.

2. Approval. Proposed new faculty policy statements, in their entirety, and changes to the Policy Rationale, Policy Statement, and Applicability sections of existing policies will be posted on the *Faculty Handbook* website for review by UNM faculty members. The Office of the University Secretary in consultation with

the Chair of the FSPC will address any comments received from faculty and will forward the final proposed draft to the Operations Committee~~Faculty Senate~~ for approval. Once approved, the Operations Committee will forward the final proposed draft to the Faculty Senate for approval. Due to the nature of the policy or previous approval history, specific policies will also require approval by University faculty, the UNM Board of Regents, and/or the UNM President and/or Provost or the Chancellor for Health Sciences. Proposed changes to definition, procedural, and information portions of a policy document will be reviewed by the FSPC in consultation with the responsible Faculty Senate Committee(s) listed in the Policy Heading. After review and consultation, the proposed changes can be made with approval by both the FSPC and the Faculty Senate Operations Committee.

3. Distribution and Notification of New or Amended Policy.

Upon approval, the new or amended policy will be placed on the *Faculty Handbook* website and announced to the campus. Deans and department chairs, or their designees, are responsible for:
informing their faculty members of new policies or changes to existing policies; and   updating all related departmental processes, procedures, and/or documents to reflect new or amended policies.

Applicability

All UNM academic faculty and administrators, including the Health Sciences Center and Branch Campuses.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

Definitions

Policy and Procedures are sections of each policy document. Changes to the Policy Section require approval of the approving bodies listed in the policy heading; at a minimum this includes the Faculty Senate. Changes to the procedures section requires approval of the Faculty Senate Policy and Operations Committees.

Policy. Provides the overall intention and direction of the policy and major mandated actions or constraints.

Procedures. Provide the information and/or steps necessary for policy compliance and outlines how the policy's requirements will be met.
To assist with implementation of the policy, standards and guidelines may be ~~issued~~ proposed by the office responsible for administration of a specific policy, as identified in the heading of each policy. Standards and changes to standards must be approved by the Faculty Senate Policy Committee and the Operations Committee.—

Standards. Required processes necessary for compliance with the policy document.

Guidelines. Recommended practices or processes designed to streamline particular processes according to a set routine or sound practice. Guidelines allow some discretion or leeway in interpretation, implementation, or use.

Who Should Read This Policy

Board of Regents   Faculty   Academic staff   Academic deans and other executives, department chairs, directors, and managers

Related Documents

UNM Regents' Policy Manual Policy 5.1 "The Faculty's Role in the University's Academic Mission" *Faculty Handbook* **Policy A50** "The Faculty's Role in the University's Academic Mission" *Faculty Handbook* **Policy A51** "Faculty Constitution" **University Administrative Policies University Catalog Pathfinder** HSC Policy on Policies, which contains procedures specific to the HSC

Contacts

Direct any questions about this Policy to the Office of the University Secretary.

Procedures

Faculty Handbook policies are designed to ensure that policy level portions can only be changed with approval of the Faculty Senate, but also allow for a streamlined approval process for definition, procedural and information oriented sections of the policy to allow for timely updating to reflect new practices and/or information.

1.*Faculty Handbook* policies are composed of the following sections.

1.1 Heading. In addition to policy title and number, the heading of the policy identifies:
    The approving bodies (i.e. Faculty Senate, Provost/Chancellor for Health Sciences,
     President, Board of Regents, and/or University Faculty).   Responsible Faculty Senate committee(s).
    Office responsible for administration of the Policy.

1.2 Policy Rationale. Describes the reason for the policy, its relationship to UNM's academic values and/or mission, and any philosophical, stewardship, legal, regulatory, or other requirements the policy aims to meet.

1.3 Policy Statement. Includes the overall intention and direction of the policy and major mandated actions or constraints. It does not include procedures, which are placed in a separate section to allow for greater flexibility when updating is necessary.

1.4 Applicability. Identifies which individuals and/or University units are subject to the policy. Some policies may apply to the entire academic community, while others may apply only to Main Campus, the Health Sciences Center, and/or Branch Campuses.

1.5 Definitions. Defines terms that have specialized or particular meaning in the policy.

1.6 Who Should Read This Policy. Lists individuals who must understand the policy in order to make

decisions and/or do their jobs.

1.7 Related Documents. Lists related UNM policy documents and other UNM and external documents that provide helpful, relevant information.

1.8 Contacts. Contains information to assist faculty members in complying with the policy.

1.9 Procedures. Includes procedures necessary for policy compliance and outlines how the policy's requirements will be met.

1.10 History. Lists dates of amendments and summary information on changes approved.

2. Approval process for Policy Level Portions of Faculty Policies. Changes to policy level portions of the policy (sections 1.2 –1.4, herein) require approval by the approving bodies listed in the policy heading. At a minimum this includes the Faculty Senate and depending on the impact of the policy, approval may also require action by the President or Provost/Chancellor for Health Sciences, Board of Regents, and/or University faculty.

3. Approval process for Definitions, Procedures, and Information Portions of Faculty Policies. Changes to definition, procedural and information portions of the policy (sections 1.5 – 1.10, herein) can be made with approval by both the Faculty Senate Policy Committee (FSPC) and the Faculty Senate Operations Committee in consultation with the responsible Faculty Senate Committee(s) listed in the policy heading.

History

February 4, 2014 – Amended procedures approved by Faculty Senate Operations Committee January 29, 2014 – Amended procedures approved by Faculty Senate Policy Committee August 27, 2013 – Approved by the Faculty Senate January 20, 2015 – Amended procedures section to remove AF&T and Research Policy Committees from process. January 19, 2015 – Amended definitions – Amended by the Faculty Senate Operations Committee March 15, 2016 and March 16, 2016

Draft Memorandum

Date: February 29, 2016

To: Faculty Senate Operations Committee

From: Faculty Senate Policy Committee

Re: Draft Explanation of Standards Approval Rationale

One of the philosophies that serves as a basis of Policy A53 "Development and Approval of Faculty Policies" is to design policy documents with a hierarchical approach to approvals to ensure proper review and approvals, while providing a process that allows for timely updating of policy documents. The level of approval required for a policy document decision depends on the degree of impact of that decision on faculty. This approach is designed to ensure that policy level decisions are subject to review by faculty during a comment period and approval by Faculty Senate, whereas definition, procedure, and information oriented decisions in the policy document are only subject to review and approval of the Operations and Policies Committees. This streamlined approval process allows for timely updating to reflect new practices and/or information.

Standards are the next level down in the hierarchy and are **not** part of the Policy Document. Therefore, standards do not carry the same level of authority as a Policy. Standards are developed to assist with implementation of a Policy, and define required administrative processes necessary for compliance with the Policy document.   Guidelines are another level down in the hierarchy and describe recommended practices or processes designed to streamline particular processes according to a set routine or sound practice. Guidelines allow some discretion or leeway in interpretation, implementation, or use.

Hierarchy Level	Required Approval
Policy Document Sections: Policy Rationale, Policy Statement, and Applicability	Policy Committee, Faculty Senate, and in some cases Provost and/or Regents
Policy Document Sections: Definitions, procedures and information	Policy and Operations Committees
Standards	Policy Committee
Guidelines	Administration

Currently A53 states that standards and guidelines may be issued by the office responsible for administration of a specific policy, as identified in the heading of each policy document. The Policy Committee felt that since standards include required administrative processes, they should be reviewed and approved by the applicable Policy Committee, but since they are not part of the Policy Document they do not need review and approval by Operations. This approval process would ensure involvement of faculty governance in the development/revision of standards while still providing for quick updating of processes to ensure maximum administrative efficiency.

We hope this addresses your questions and/or concerns pertaining to the proposed changes to A53.

Faculty Senate

Date: March 18, 2016

To: Faculty Senate Policy Committee

From: Faculty Senate Operations Committee

Re: Explanation of Revision of A53

One of the philosophies that serves as a basis of Policy A53 "Development and Approval of Faculty Policies" is to design policy documents with a hierarchical approach to approvals to ensure proper review and approvals, while providing a process that allows for timely updating of policy documents and ensuring oversight of the Operations Committee.

Standards are **not** part of the Policy Document, but have the potential to significantly impact Faculty welfare, which is under the purview of the Faculty Senate as described in the [Faculty Handbook Section A50: The Faculty's Role in the University's Academic Mission](), which clearly state that "University faculty shall have the right of review and action in regard to…formulation of institutional aims…major curricular changes and other matters which in the opinion of the President of the University or his delegate to affect the institution as a whole… [and] general faculty welfare".

Therefore, although standards do not carry the same level of authority as a Policy they are of primary concern to the Faculty as standards are developed to assist with implementation of a Policy, and define required administrative processes necessary for compliance with the Policy document.

The Operations Committee decided that since standards include required administrative processes, they should be reviewed and approved by the Operations Committee. The Operations Committee also decided that providing a copy of a submitted new policy or policy change would increase administrative efficiency. This approval process would ensure involvement of faculty governance in the development/revision of standards while still providing for quick updating of processes to ensure maximum administrative efficiency.

We hope this addresses your questions and/or concerns pertaining to the proposed changes to A53.

Sincerely,

Stefan Posse, PhD

Faculty Senate President

The University of New Mexico Faculty Senate · MSC05 3340 · 1 University of New Mexico · Albuquerque, NM 87131-0001 · Phone 505.277.4664 · Fax 505.277.4665 · senate@unm.edu · facgov.unm.edu

6

Policy #	Brief Title	Date Last Revised	Date Added to List	FSPC Primary	Summary of Recommended Action	Related Documents & Notes or Concerns	Est. Time to Review	Target Cycle	FSPC Action	Campus Comment Period	Faculty Senate Action	FH Status
NA	Policy Approval Table	new	November 2015		Identify the required approvals for all FH Policies							
A53	Development of Policy	1/19/16			Update definition of Standard to require approval by FSPC				Approved by FSPC and sent to Operations for approval. Operations is proposing changes			
A60	Faculty Senate Bylaws	4/27/04	11/4/15	M Baum	COG taskforce asked FSPC to add reference to RP{M 1.7. Committee determined other changes are required. Also look at related Committee policies affected by restructure		3-4 months	Spring '16				
A61 – A70	Council and Committee Charges				Need to be developed or revised in accordance with revision of A60 above							
A 61.7	Curricula Committee Policy	2/4/14	4/1/15	C Stephens	FS approved procedures were added to Committee Policy because no other policy existed, which raised the question-- Do we need a curriculum policy?			Fall '16				
A61.8	Faculty Ethics and Advisory Committee	unknown	June 2015		The Ethics Committee wants to update their charge. Referred to AF&T							
A61.22	Policy Committee	11/27/07	12/2/15	C Stephens	Update Committee membership and draft bylaws		3-4 months	Spring '16				
A91 Standard	Research Centers and Institutes	4/28/15		C Stephens	Need to post standard on FH webpage							
Sec B	AF&T			AF&T and C Parker	Major review of faculty titles with priority on Professor of Practice title. Make sure FH is up to date.	Going out for faculty vote			Awaiting action of faculty			
C05	Rights and Responsibilities at UNM	July 1982	12/2/15	M Baum L Oakes	COG taskforce asked FSPC to perform a comprehensive review.		4-6 months	Spring '16				
C07	Faculty Disciplinary	3/22/11	5/6/15	AF&T	Assigned to AF&T for review. 1) need to add							7

#	Name											
	Policy				peer hearing procedures. 2) C Parker has implementation concerns							
C09	Respectful Campus Policy		5/6/15	J. Hood	FSPC assigned review to a taskforce headed by J Hood. C Parker has implementation concerns. Prof Miller has free speech concerns							
C20	Employment of UNM graduates	03/12/51	01/29/14	C Sierra	Comprehensive review to address diversity and recruitment & NM Minority Doctoral Loan-for Service Program	RPM 5.3	12 months	Fall '16	Committee recommends deletion. But Operations wants to keep policy and asks Committee to propose revisions. Need to research other institutions, law, and UNM strategic plan on diversity.			
C50	Faculty Contracts	unknown	3/65/14	Stephens & Parker	Update and possibly remove annual leave issues if C205 developed		10 months	Spring '16	Refer to C Parker. Send memo to C Parker to remind her			
C60	Visiting Scholars				Put in new format, no significant changes.	RPM 5.5, 5.6, FH C130 FH C180 UAP 2615 Will Require BOR approval	3 months	Spring '16	Approved by OPS for campus comment.	Ends 4/19/16		
C150	Political Activities of UNM faculty	Sept 1970	12/2/15	M. Muller	COG taskforce asked FSPC to perform a comprehensive review.		4-6 months	Spring '16				
C170	Endowed Chairs	10/15/13		AF&T	Add definitions for endowed chairs and named professors. ON HOLD pending AF&T	Related to Sec B issues above	5 months	Spring '16	Researched other colleges and universities for definitions			
C190 Standard	Implementation	new		C Stephens	Incorporate C Parkers webpage							
C200	Sabbatical Leave	05/14/04	01/29/14	Cunningham	Good enough for now, but needs to be updated.	RPM 5.4; May require BOR approval	18 months	Spring '16	Addressed campus comments. FSPC sent draft to AF&T for review	2/18/15 to 3/20/15		
C205	Annual Leave	Unknown	01/29/14	M Muller	Propose a policy be written that reflects current practice and removes annual leave information from C50 Faculty Contracts Policy	C50 RPM 5.4; May require BOR approval. Look at HSC policies for outside work	5 months	Spring '16 or not at all depends on C50	Tied to C 50 include in memo to be sent Parker to remind her			
C210	Sick Leave	08/29/78	01/29/14	L Brown	Out of date. Needs to be completely rewritten	C50 RPM 5.4; May require BOR approval	20 months	Fall '16	Discussed at 2/4/15 meeting. Per FSPV Chairs leave alone.			
C220	Holidays	Unknown	12/2/15	C Stephens	COG taskforce asked FSPC to perform a comprehensive review.	UAP 3405	2-3 months	Spring '16	Approved by OPS for campus comment.	Ends 4/19/16		
C225	Professional Leave	8/29/78	11/4/15	C Stephens	COG taskforce asked FSPC to add reference. FSPC identified a few other required changes		2-3 months	Spring '16	Approved by OPS for campus comment.	Ends 4/19/16		

8

C230	Military Leave	8/29/78	10/13/14	C Stephens	Review for consistency with revised admin policy; need to address tenure and also new military recruiting policy which Kim will send me	UAP 3425 Military recruit law	20 months	Fall '16	Discussed at 2/4/15 meeting				
C240	Leave of Absence Incident to Political Activity			M.Muller	See C 150 above								
C250	Academic Leave for Lectures	10/8/13	July 2015	C Stephens	Need to align with proposed changes to Sabbatical		3-4 months	Spring '16					
C260	Religious Accommodations	New	Jan 2016	L Oakes	Provide guidance to faculty, supervisors, and students pertaining to requests for religious accommodations.				Approved by OPS for campus comment.	Ends 4/19/16			
C305	Emeriti Policy	4/27/10	12/20/15	AF&T	Add dept. processes and criteria for emeriti status. Under consideration by AF&T		6 - 9 months	Spring '16					
XXX D10	Clery Act Policy	New	12/20/15	C Stephens	Required by Dept of Justice, currently in the form of a link to a memo		2-3 months	Spring '16	**Requirement will be met by the proposed UAP Policy "Cleary Act Compliance**				**No longer needed.**
D170	Student Attendance	unknown	12/2/15	L Oakes	COG taskforce asked FSPC to perform a comprehensive review. Address military withdrawal and religious needs,	Pathfinder, Dean of Students pro, Catalog	2-3 months	Spring '16					
E40	Research Misconduct	4/13/04	9/2015	R Larson	Address ORI Concerns	RPM 5.13	4 months	Spring '16	FSPC added definitions and approved to send to RPC for review				
E90	Human Beings as Subjects in Research	11/15/1966	1/27/16		IRB and Dr. Larson propose revisions	RPM 5.13 & 5.14; FH E40	6 months	Fall '16					

Recently Completed Work

NA	Information Items		2014		OUS IT staff working on building webpage		3 months		Approved		NA		Posted Jan 2016
A53	Development of Policy	4/28/15	10/2015	C Stephens	Add process for individuals requesting policy changes or new policy. Add definitions.		1 month	Fall '15	To FS for electronic vote deadline 12/22/15	Policy change for comment, definition for OPS	Approved 12/22/16		Posted 1/19/16
A53.1	Policies Applicable to Faculty	NA	10/8/15	COG task force	Reference all RPM and UAP policies applicable to faculty	numerous	1 month	Fall '15	To FS for electronic vote deadline 12/22/15	10/21/15 to 11/21/15	Approved 12/22/15		Posted 12/22/15
A88	New Units	10/11/94	2013	C Stephens	RPC proposing changes to remove research units from policy. A91 resolved and draft prepared for A88 to FSPC 3/4/15 mtg.	A91 Research Centers and Institutes		Spring '15	FSPC addressed campus comments and submitted draft to Faculty Senate for approval.	3/17/15 to 4/17/15	approved 10/27/15		Posted in October 2015

A91	Research Centers and Institutes	4/28/15	11/4/15	C Stephens	COG request reference be added.		1-2 months	Spring '16	Approved by FSPC; going to OPS with other similar policies	NA only need OPS approval	Ops approved 3/7/16		Posted 3/31/16
A91	Research Units	new	2013	C Stephens	Reveiwed by Hanson and Trotter	A88 A91#1 Standard for non-HSC centers	5 months	Spring '15	Approval to send out for faculty comment	2/18/15 to 3/20/15	Approved 4/28/15		Posted 4/40/15
C190	Lecturer Annual and Promotion Reviews	11/26/13	6/4/14	C Parker	As a condition of approval Faculty Senate asked the Policy Committee to work with C Parker and P. Ganderton to develop procedures to address their Concerns	Need to send standard to Carol Parker for her to post to Provost's website		Spring '15	FSPC recommends procedures are developed by the college with approval by faculty, dean, and provost/Chancellor. Need to develop a standard based on C. Parker's memo	Not required		Approved by FS Operations	Posted 2/19/15
E60	Sponsored Research	unknown	2/27/14	RPC	More involvement by Research Council in proposals and F&A allocation decisions	RPM 5.9 UAP2010 UAP 2425	1-3 months	Fall '15	Addressed Campus Comments. Submitted to FS for approval	2/18/15 to 3/20/15	approved 10/27/15		Posted in October 2015
E70	Intellectual Property	9/14/10	10/11/14	RPC	What policy issues does the memo raise	8/12/14 memo from Dougher, Abdallah, Larson, & Roth				Withdrawn by VP Research and HSC Chancellor				

COG FH policies that need to be revised to include the applicable references and/or corrections.
Status of FSPC Action Updated 4/4/16

FH Policy	References to be added	Reason and/or Other Recommendations or Concerns	FSPC Action
A20	RPM 2.14 Branch Colleges and Off Campus Education Centers RPM 3.4 Health Sciences Center and Services UAP 1000 UNM History, Mission, and Organizations	A20 should be revised to better articulate the scope and how it relates to other policy documents.	
A50	RPM 5.1 The Faculty's Role in the University's Academic Mission	Regent policy that authorizes A50. Should RPM 2nd para info be in A50? Is requirement for Regent approval too general?	
A60	RPM 1.7 Advisors to the Board of Regents	Regent policy lists Faculty Senate President as advisor to the Board of Regents.	Draft under review led by Marsha Baum
A88	RPM 5.1 The Faculty's Role in the University's Academic Mission	RPM 5.1 gives faculty a role in the creation and reorganization of academic units.	**Completed** Done before final policy was issued
A91	RPM 5.1 The Faculty's Role in the University's Academic Mission	RPM 5.1 gives faculty a role in the creation and reorganization of research centers and institutes.	**Completed**. Effective 3/7/16
C05	RPM 2.4 Diversity and Campus Climate RPM 5.1 The Faculty's Role in the University's Academic Mission UAP 2210 Campus Violence	These policies provide important information that should be referenced in the Faculty Handbook. Policy content which focuses on a state of emergency seems inconsistent with C05 title. Content that should be in this policy seems to be missing. The taskforce requests the Committee conduct a full review of this policy and perhaps broaden C05 to provide a positive description of faculty rights and responsibilities.	Draft under review led by Marsha Baum and Leslie Oakes.

C07	RPM 2.5 Sexual Harassment RPM 2.6 Drug Free Environment RPM 2.9 University Archives and Records RPM 6.4 Employee Code of Conduct and Conflicts of Interest policy UAP 2140 Possession of Alcohol on University Property UAP 2200 Whistleblower Protection and Reporting Suspected Misconduct and Retaliation UAP 2210 Campus Violence UAP 2215 Consensual Relationships and Conflicts of Interest UAP 2730 Sexual Harassment UAP 3715 Code of Conduct UAP 3720 Conflicts of Interest UAP 3270 Suspected Employee Impairment at Work UAP 3290 Professional Development and Training	These policies provide important information that should be referenced in the Faculty Handbook. Include these references in C07 because they discuss behavior that can result in disciplinary action.	AF&T Committee is reviewing this policy for changes.
C09	UAP 2200 Whistleblower Protection and Reporting Suspected Misconduct and Retaliation UAP 2210 Campus Violence	These policies provide important information that should be referenced in the Faculty Handbook.	The Respectful Campus task force is reviewing this policy for changes.
C20	RPM 5.3 Employment of UNM Graduates	Regent policy that authorizes C20. Update HSC Chancellor title.	On 2/3/16 FSPC agenda; no action taken.
C70	RPM 2.17 Public Access to University Records RPM 5.7 Confidentiality of Faculty Records RPM 6.8 Disclosure of Information About Employees UAP 2300 Inspection of Public Records UAP 3710 Personnel Information Disclosure Policy	These policies contain information that is important for faculty to know—such as "opt out procedures" to protect home address, phone#, personal cell phone #, and personal email addresses.	
C130	RPM 5.5 Outside Employment	RPM 5.5 authorizes C130.	

2

	RPM 6.4 Employee Code of Conduct and Conflicts of Interest Policy UAP 3720 Conflicts of Interest	RPM 6.4 and UAP 3720 provide conflict of interest restrictions and state law pertaining to financial disclosure requirements.	
C140	RPM 5.6 Extra Compensation	Update Chancellor title.	
C150	RPM 2.7 Use of University's Name and Symbols RPM 6.5 Political Activity UAP 1010 University External Graphic Identification Standards UAP 2060 Political Activity UAP 3740 Media Response	Useful information for faculty engaging in political activity. Newly revised political activity policy number changed to 2060. Either revise C150 to state UAP 2060 does not apply to faculty or ask Policy Office to update 2060 to reference process for leave for faculty to serve in legislature.	Draft under review led by Martha Muller.
C220	Holidays	Update for current holidays and add language asking instructors to accommodate student religious holidays. See UAP 3405 for useful language.	Revised draft approved by FSPC and Operations. Out for campus comment which ends 4/19/16.
C225	RPM 7.7 Travel UAP 4030 Travel Reimbursement and Per Diem	These policies provide important information that should be referenced in the Faculty Handbook.	Revised draft approved by FSPC and Operations. Out for campus comment which ends 4/19/16.
C230	Military Leave of Absence	Required by law, C230 is outdated and provides little guidance. Needs to address tenure clock—tricky because based on federal law; need assistance from legal counsel. See UAP 3425 for guidance.	
NEW	Domestic Abuse Leave	This leave is required by NM State Law. Do faculty need a separate policy?	
C240	RPM 6.5 Political Activity by Employees	Regent policy authorizes C240.	Draft under review led by Martha Muller.
C305	RPM 6.3 Privileges and Benefits	Regent policy authorizes C304.	
NEW	Copyright Policy and Law	Consider developing a policy on copyrights. See Pathfinder for useful language.	
D100	RPM 4.8 Academic Dishonestly	Regent policy that authorizes D100. Does D100 need to be revised to include full RPM definition?	

D170	Student Attendance	Need to add a section to address military withdrawal, recognize the use of on-line systems to drop, and make it clear it is the student's responsibility to make sure a drop happens.	Draft under review led by Leslie Oakes.
D175	RPM 4.2 Student Code of Conduct RPM 4.3 Student Grievances	Regent policy that authorizes D175; and RPM 4.2 describes conduct subject to D175.	
D176	RPM 4.3 Student Grievances	Regent policy that authorizes D176. Update to allow for appeal to BOR.	
E10	RPM 5.11 Classified Research	Regent policy authorizes and restricts classified research. Update E10 #4 for HSC counterparts.	
E20	RPM 5.12 Overseas Research	Discusses overseas research. Revise references in E20 to state the provisions of E40. E60 & E70 apply.	
E40	RPM 5.13 Research Fraud	Authorizes and requires E40. Update HSC titles.	Reference is included with current revision of E40 awaiting review by the Research Policy Committee.
E60	RPM 5.9 Sponsored Research UAP 2425 Recovery of Facilities and Administration Costs UAP 2480 Incentives to Program Participants UAP 2470 Sub-Award Administration	These policies provide important information that should be referenced in the Faculty Handbook.	**Completed** effective 10/27/15.
E70	RPM 2.15 Science and Technology Corporation at UNM RPM 5.8 Intellectual Property	Describes requirements for protection and commercialization of intellectual property. Update HSC titles; possibly add sentence from RPM 2.15; add STC requirements from RPM 2.15 to E70.	
E80	RPM 5.17 Conflict of Interest Waiver for Technology Transfer	Authorizes E80. Update HSC title.	
E90	RPM 5.14 Human Beings as Subjects in Research	Provides guidance for E90.	Policy under review the Policy Committee then will go to RPC for review.

4

E100	RPM 5.15 Use of Animals in Education and Research	Provides guidance for E100. Is the FH Policy title complete?	
E110	RPM 5.10 Conflict of Interest in Research	Provides guidance for E110.	

Placeholder Policies in FH: In addition to the references listed below, the taskforce identified a few general topics that are not discussed in the FH, but that have a number of important RPM or UAP policies that are applicable to faculty, which made it difficult to associate the applicable policies with a FH policy that would reference them. These topics include employee benefits, information technology, safety and security, and student policies. The taskforce recommends that the Policy Committee review these topics to determine if a high level faculty policy should be developed to address the issue and contain references to applicable RPM or UAP policies.

Employee Benefits	RPM 6.11 Dependent Education Benefits
	UAP 3600 Eligibility for Employee, Retiree, and Dependent Benefit Plans
	UAP 3625 Retirement
	UAP 3630 Worker's Compensation
	UAP 3635 Unemployment Compensation
	UAP 3640 Supplemental Retirement Savings Plans
	UAP 3650 Flexible Spending Accounts
	UAP 3700 Education Benefits
	UAP 3745 Service Awards
	UAP 3750 Counseling, Assistance, and Referral Service
	UAP 3790 Domestic Partners
Information Technology and Security—Does there need to be a separate IT Policy in the Faculty Handbook?	UAP 2000 Responsibility and Accountability for University Information and Transactions
	UAP 2030 Social Security Numbers
	UAP 2500 Acceptable Computer Use
	UAP 2510 Computer Use Guidelines
	UAP 2520 Computer Security Controls and Access to Sensitive and Protected Information
	UAP 2540 Student Email
	UAP 2550 Information Security
	UAP 2570 Official University Webpages
Payroll	UAP 2615 Non Standard Payment Processing
	UAP 2620 Distribution of Pay
	UAP 2635 Payroll Deductions, W-2s, and Tax Reporting

5

	UAP 2650 Payment When Terminating Employment
	UAP 2670 Garnishments and Other Wage Withholdings
	UAP 2680 Payroll Overpayments and Collection
Safety and Security	RPM 3.7 Health Sciences Center Institutional Compliance Program
	RPM 7.14 Risk Management and Insurance
	RPM 8.2 Law Enforcement on Campus
	RPM 8.3 Parking and Vehicles on Campus
	UAP 2210 Campus Violence
	UAP 2250 Tobacco-Free Campus
	UAP 2260 Bicycles and Other Non-Motorized Vehicles
	UAP 2290 Animal Control on University Property
	UAP 6100 Risk Management
	UAP 6110 Safety and Risk Services
	UAP 6130 Emergency Control
	UAP 6150 Casualty and Liability Insurance and Claims
Student Policies	UAP 2310 Academic Adjustments for Student with Disabilities
	UAP 2710 Education Abroad Health and Safety

Major Concerns with:

UAP 2100 "Sustainability" Please review UAP 2100 pertaining to academic freedom. Sec 3.2.2 of UAP 2100 addresses faculty's role and Sec 5 addresses curriculum and research. The taskforce raised the following concerns about 2100:
1) Does there need to be a partner policy that protects academic freedom?
2) Should University Counsel be asked if this should even be a policy—isn't it more a value?
3) Can a faculty member be disciplined for not complying with UAP 2100? If so, should C07 be revised to address academic freedom concerns?

UAP 3425 "Military Leave and Related Service" Please review UAP 3425 to determine applicability to faculty and students. There is concern as to how the policy would relate to the tenure clock. Also there are specific grade, credit, and graduation legal requirements for faculty pertaining to students who are called to active service during a semester. The Policy Committee should determine if changes need to be made to UAP 3425 or whether a separate Faculty Handbook policy should be developed.

Political Activities, Freedom of Speech and Media Response Policies. Please review UAP 3740 to determine if changes are needed to address the faculty role. This should be done in conjunction with a review on C150, RPM 2.1, RPM 6.5, UAP 2220, and UAP 3735, which pertain to

6

political activity and freedom of speech. After review by the Policy Committee, requests should be made to the Policy Office for any revisions to applicable RPM and/or UAP policies.

Public Records. The Committee may want to revisit the discussion of public records and how faculty information is or is not released in response to an Inspection of public records request.

FIRE Report: The Foundation for Individual Rights in Education issued the report "Spotlight on Speech Codes 2015: The State of Free Speech on our Nation's Campuses." Professor Geoffrey Miller performed an analysis on UNM policies that he feels support or undermine academic free speech. He raised concerns, which may or may not be valid about the policies listed below.   The taskforce wanted to bring his concerns to the attention of the Policy Committee for possible review.

FH A20 Vision, Mission, and Value Statements
FH C05 Rights and Responsibility at UNM
FH C09 Respectful Campus
FH C150 Political Activity—Professor Miller had only good comments for this policy, but as the Committee reviews it for other issues raised by the taskforce, it might be helpful to read Professor Miller's analysis on this policy.

7