

## Faculty Senate Policy Committee

Meeting Minutes

October 9, 2013

3:30 p.m. to 5:00 p.m.

**Members Present:** Martha Muller (Chair), Melinda Tinkle (Vice Chair), Joseph Barbour, Kimberly Gauderman, Christine Sierra, and Lee Brown

**Ex-Officio:** Melanie Baise, Associate University Counsel, University Counsel Office  
Carol Parker, Associate Provost, Office of the Provost & EVP for Academic Affairs  
Vivian Valencia, University Secretary, Office of the Secretary

**Members Absent:** John Taber

**Staff Present:** Selena Salazar, Administrative Coordinator, Office of the Secretary  
Candyce Torres, Administrative Coordinator, Office of the Secretary  
Carol Stephens, Office of the Secretary, Professional Consultant

**Guest Present:** John Trotter, Deputy Executive Vice-President, HSC

### Meeting began at 3:30pm

1. The regular meeting of the Faculty Senate Policy Committee was called to order at 3:30PM on Wednesday October 9, 2013 in Scholes Hall, Room 141 with Chair, Martha Muller and Vice-Chair, Melinda Tinkle.

Chair, Martha Muller announced John Taber's resignation.

### **C170: Endowed Chair Policy**

The most current version of this policy was taken to the Faculty Senate (FS) to accept new language from the UNM Law School. The FS approved the new language and passed **C170**. At its passing, there was concern about changing the **definitions** section of this policy; however, the policy moved forward, and is currently awaiting approval from the Office of the Provost. As it stands, no specific **definitions** are required for the policy statement. For future discussion, John Trotter raised the issue of "Endowed Positions",

and the list of faculty titles that are represented on the “Endowment” website. This list reflects faculty titles that qualify for “Endowment”. He stated that he would like to revisit this because he feels these titles should be established by the faculty and not by the Administration or the “Endowment”. Establishing definitions in the Faculty Handbook would clarify what faculty titles can be conferred on people. University Secretary, Vivian Valencia explained that the “Endowed Chair” title description is supposed to be referenced in section B of the Faculty Handbook, and the Academic Freedom and Tenure Committee (AF&T) has jurisdiction over this. She also stated that she has brought this to the attention of AF&T Chair, Elizabeth Hutchinson. In addition, to reexamining the definition for “Endowed Chairs”, AF&T should also consider developing a distinct definition for named professorships both titles should be housed in section B, giving reference to **C170: Endowed Chair Policy**. Chair, Elizabeth Hutchinson has this on the docket to take to an AF&T meeting.

**Action-**Vivian Valencia will request AF&T to review the definition title they developed in consideration of the issues raised by John Trotter.

Carol Stephens mentioned the proposition to revise **A53: Development and Approval of Faculty Policies** that was discussed at a previous meeting. The proposition would allow definitions going forward to be below the line that requires the review and approval of the FS Policy Committee. Faculty Senate President, Richard Holder is open to this revision.

### **C250: Academic Leave for Principal Lectures**

**C250: Academic Leave for Principal Lectures** was passed by the Board of Regents at their meeting on 10/08/13. Carol Stephens informed the committee that the Board of Regents request an annual report on what academic leaves are granted, what came back, and what the results were. This was not a change to the actual policy. The Board of Regents did not find the monitoring/reporting within the procedures section of this policy adequate enough. **Action-**Carol Parker will oversee the production of this annual report.

### **C190: Lecturer Annual and Promotion Reviews**

This is the most current policy version that combines John Trotter’s changes and Carol Stephens’ reference corrections. In addition, Page 11 reflects a change because **C250: Academic Leave for Principal Lectures** did get passed. A motion was made, and passed, for this policy to be placed on to the Faculty Senate agenda.

### **C09: Respectful Campus**

This policy was awaiting remarks/recommendations from University Counsel. John Trotter made changes to the version that was distributed at the September 9, 2013 meeting, primarily in the procedures section (changes involving the investigated process with respect to the report and investigatory files). The changes highlighted within this policy in red came from Carol Stephens, and the changes highlighted in purple were from John Trotter. There was concern about the location of where investigatory files (substantiated complaints versus unsubstantiated complaints) are housed. The concern that University Counsel expressed is that their office will not accept; and maintain investigatory files where a complaint has been substantiated, a faculty member was found to have violated policy, and whether disciplinary action was or was taken per Melanie Baise. Additionally, Melanie Baise stated this is a college, school, or department personnel matter and the duty to secure that file is that entity's responsibility. The details are covered in policy **C70: Confidentiality of Faculty Records**. If an allegation is brought forward, investigated, and not substantiated those files may be sent to the University Counsel's Office, similar to the process provided by the Administrative Policy Manual **2200: Whistleblower Protection and Reporting Suspected Misconduct and Retaliation**. The committee decided to keep the original language which would be to house the accused personnel file within their college/school.

**Action:** Carol Stephens will include statement as a reminder that an accused personnel file is confidential and shall be secured in accordance with policy **C70: Confidentiality of Faculty Records**.

Within this policy changes were made to the investigation and appeals section (p. 21, 22) for consistency, specifically with respect to the confidential report that is provided to the accused and accuser.

**Action-**The language will be changed from "accused" to "respondent". New language will be included in the investigation bulleted section so that the complaint will be notified that an investigation has occurred, the process followed, and the individuals who were involved in the decision. The "summary of facts" will be omitted from pg. 21.

**Action-**The paragraph before the bullets on pg. 21 will read: "A confidential report of the investigation will be sent for appropriate action to the supervisor of the accused with a written copy provided to the accused. The confidential report will include, at a minimum, the following information:" the bullets, new sentence: "the accuser (complainant) will receive a summary describing the investigatory procedure and the final outcome." Additionally the sentence under the bullets that states: "The investigator may also choose to include recommendation in the report" adding right after the sentence: "If the complainant is not anonymous, the complaint will receive a summary report describing the investigated process and whether or not the complaint was substantiated."

**Action-**Carol Stephens and Melanie Baise will meet with Emma to come up with a couple of proposals.

### **C140: Extra Compensation**

(C140 *moved to the next meeting*) Carol Parker provided an overview of the changes she's recommending to the Extra Compensation Policy and how this category of payments should not be part of a faculty member's contract. Additional information is being compiled regarding Extra Compensation and she will present a revised draft at the next meeting.

### **Future Meetings**

A proposal was brought up about having three, or four, longer Policy Committee meetings during the year, in addition to the current meeting schedule. Specifically a three to four hour meeting. The committee agreed to this proposal and planning will begin on how and when to schedule these longer meetings. Monthly meetings would continue to occur, but the longer meeting would be held that month instead of the usual shorter meeting.

**Meeting adjourned at 5:00PM.**