

# Faculty Senate Policy Committee

Meeting Minutes

November 6, 2013

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

- Members Present:** Martha Muller (Chair), Melinda Tinkle (Vice Chair), Charles Cunningham, Kimberly Gauderman, 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:** Joseph Barbour and Christine Sierra
- Staff Present:** Candyce Torres, Office of the Secretary, Administrative Coordinator  
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 November 6, 2013 in Scholes Hall, Room 101 with Chair, Martha Muller and Vice-Chair, Melinda Tinkle.

The minutes of the October 9, 2013 meeting were approved as corrected.

### **C09: Respectful Campus**

There were changes made to this policy based on the meeting with Carol Stephens, Melanie Baise, and Emma Rodriguez. These changes are highlighted in red on page (7) of the agenda packet, last paragraph before the bullets. The item change in red, pertaining to where **investigatory file** should be maintained, clarifies that the Office of University Council (OUC) will accept **investigatory files** if the claim is false or *unsubstantiated*. If it is *substantiated*, this policy indicates that it will be maintained in the college or school but that it is confidential and should be secured in accordance with policy **C70: Confidentiality of Faculty Records**. The outstanding issue that remains is: what

information should the respondent get what information should the claimant get, and should they be different? The FS Policy Committee did not reach a consensus at this meeting. Carol Stephens explained that based on the meeting with Emma Rodriguez and Melanie Baise, the complainant can appeal on any grounds. The respondent and complainant as well as the supervisor get the same information regarding the claim and no details of any **corrective action** will be included. Carol Stephens stated that Emma Rodriguez expressed it is very important that the complainant does not receive that information. Carol Stephens added a paragraph to page (7) of the agenda packet (highlighted in red) which states: “If **corrective action** is appropriate, it will be taken in accordance with policy **C07: Faculty Disciplinary Policy**. Information pertaining to corrective action will not be included in any documents provided to the complainant”. If this is the approach the FS Policy Committee wishes to take, Carol Stephens declared that the appeal section wouldn’t need to be revised.

**Action**-Form working sub-group: John Trotter, Melanie Baise, Carol Stephens, and Lee Brown will meet to discuss this policy in further detail.

### **C280: Leave Without Pay**

Associate Provost, Carol Parker provided some background on this policy. Carol Parker indicated that the issue is there are excerpts from six separate policies on this sheet that are not reconciled. There are different versions and different statements of what policies are across the Administrative Policy Manual and the Faculty Handbook. This is an example of an unreconciled policy. Revisions have not yet been made to this policy but there is a working draft that is with Administrative Policy Director, Pamina Deutsch. The Office of the Secretary (OUS) will reach out to Pamina Deutsch and Vice-President of Human Resources, Jewel Washington to see what they are working on. Vivian Valencia has requested Pamina Deutsch’s office to review their policies, and give her a list of policies that they think apply to faculty. This is so the Policy Committee can process what they think those policies might be. Carol Stephens will meet with Pamina Deutsch to discuss some of the issues with **C280**. In addition, the distinction of full-time versus part-time eligibility factor needs to be addressed within this policy. Vivian Valencia mentioned to the Policy Committee that she has requested Carol Stephens to work on a policy draft to bring to the committee for its consideration that would address the applicably and authority of the Faculty Handbook.

**Action**-Request participation for working sub-group: Jewel Washington, Pamina Deutsch, Carol Stephens, and perhaps Carol Parker and Vivian Valencia.

### **C140: Extra Compensation**

Carol Parker presented the newly revised language. Carol Parker’s goal at the last committee meeting on October 9, 2013 was to keep extra compensation out of the faculty

contract. With respect to Main Campus, the faculty contract is very clear in that it covers the B3 appointment which is the base workload. Extra compensation is on top of the base. John Trotter and Carol Parker worked together on the new changes to this policy to make sure they didn't inadvertently exclude HSC. HSC has **extra compensation**; however, HSC expands and contracts their definition of the base to increase or decrease based on supplemental pay. John Trotter and Carol Parker believe that the new language in this policy is reconciled and it will work across both divisions (HSC and Main Campus). The new language discusses **Special Teaching Components (STC)**.

### **Special Teaching Components**

*The Associate Provost for Academic Personnel or the HSC Vice Chancellor for Academic Affairs is charged with implementing and monitoring these guidelines. The request to create the appropriate faculty contract (the contract memorandum) shall include an attachment that provides the name of the awardee and a brief description of his or her specific qualifications to teach the designated course, as well as the information/justifications described below.*

1. A request to establish a STC shall include an attachment that provides the name of the awardee and a brief description of his or her specific qualifications to teach the designated course, as well as the information/justification described below:

*a. The specific work for which the STC is awarded, including duties and responsibilities of the faculty member must be set forth in the request for the award.*

*b. A compensation amount should be assigned to the STC award, and justified as appropriate to the effort to be expended (for example, size and level of class, impact on the unit's programs and overall mission of the University.)*

*c. The compensation amount should derive from a more general standardized payment scale, and be awarded consistently to ensure transparency and to uphold principles of equity.*

*d. The term of the STC award should be specified, including clear start and end dates. ~~and once the term of service is complete, the STC will end.~~*

2. The requirement to establish a STC will not apply in cases of interdepartmental, interdisciplinary or joint appointments under which faculty are expected to teach in more than one department or discipline by virtue of their regular faculty workload.

3. Deans and Directors are responsible for monitoring and enforcing policy and procedural compliance for special assignments and extra compensation, with the exception of STC approvals and payments which shall be monitored and enforced by the Associate Provost for Academic Personnel or the HSC Vice Chancellor for Academic Affairs. These responsibilities include maintenance of records and supporting documentation and guidelines related to the approvals of special assignments and payment of extra compensation and STCs.

4 STC monitoring by the Associate Provost for Academic Personnel or the HSC Vice Chancellor for Academic Affairs shall include submittal of a report at the end of each fiscal year to the Faculty Senate Operations Committee that lists all STCs. This report will be posted on the Provost's and Chancellor's websites. The report will include each faculty member's name, college or school, amount of STC, and purpose of the STC. [Note: This section is the same as listed in the current SAC policy].

Number **four** reveals the Board of Regents Audit Committee requirement of reporting. The Board of Regents is requiring this level of reporting. Number **four** states:

4. STC monitoring by the Associate Provost for Academic Personnel or the HSC Vice Chancellor for Academic Affairs shall include submittal of a report at the end of each fiscal year to the Faculty Senate Operations Committee that lists all STCs. This report will be posted on the Provost's and Chancellor's websites. The report will include each faculty member's name, college or school, amount of STC, and purpose of the STC.

Carol Parker presented before the Board of Regents Audit Committee on October 25, 2013 on the STCs reporting. She advised the Board of Regents Audit Committee that the STC reporting will mirror the **Special Administrative Component (SAC)** reporting requirement. The first numbers **one** through **three** under the **procedures** section discusses compensation the Dean has the authority to award. This has been established in the policy since 1973. Carol Parker indicated that STCs have always been defined as work done for teaching outside the faculty member's department. Carol Parker and Vivian Valencia pulled all of the history pertaining to this policy. They determined that the newly introduced language in this policy is a consistent STC definition based on the review of the researched archival documents. Carol Parker also added a new section under STC that highlights new language. Carol Parker wanted to clarify interdisciplinary appointments.

Number **two** under this section states:

2. The requirement to establish a STC will not apply in cases of interdepartmental, interdisciplinary or joint appointments under which faculty are expected to teach in more than one department or discipline by virtue of their regular faculty workload.

Number **one** under STC establishes what an STC shall include:

1. A request to establish a STC shall include an attachment that provides the name of the awardee and a brief description of his or her specific qualifications to teach the designated course, as well as the information/justification described below:

*a. The specific work for which the STC is awarded, including duties and responsibilities of the faculty member must be set forth in the request for the award.*

*b. A compensation amount should be assigned to the STC award, and justified as appropriate to the effort to be expended (for example, size and level of class, impact on the unit's programs and overall mission of the University.)*

*c. The compensation amount should derive from a more general standardized payment scale, and be awarded consistently to ensure transparency and to uphold principles of equity.*

*d. The term of the STC award should be specified, including clear start and end dates. ~~and once the term of service is complete, the STC will end.~~*

Everything written in black is the original language of the policy before revisions. The new language in red are the changes that came from Jane Slaughter and the new language in purple are the changes from Carol Parker, Teresa Ramos, and John Trotter.

**Action-** Carol Parker's **STC** definition needs to be included in the policy as it was not included in the version that was presented at the committee meeting on November 6, 2013. Carol Parker will give the recent version that includes the **STC** definition for committee members to review. In addition, as requested by Committee Chair, Carol Stephens will include the definitions for **interdepartmental, interdisciplinary, joint, secondary, and primary** appointments. The most recent version will be sent out once Carol Parker and Carol Stephens can collaborate and these definitions are included in the policy.

### **A88: Policy and Procedures for New Academic Units and Interdisciplinary reorganization of Academic Units at the University of New Mexico.**

Vivian Valencia introduced the background of this policy for the FS Policy Committee. The current version of policy A88 was reviewed and came from the Research Policy Committee (RPC) with their suggestions on improvement. A88 in the Faculty Handbook includes the creation of centers and institutes. The RPC pulled out the center and institute pieces and are trying to update the rest of the policy. This policy is now before the FS Policy Committee for their review and input. Carol Parker shared some background involving this policy. The Provost has charged several of his Associate Provost's with trying to get a handle on what the policy should be to encourage interdisciplinary work. The Associate Provost and Provost are hosting a retreat. Carol Parker informed the FS Policy Committee that this might be an opportunity to see how far along the individuals are with this project. The bigger picture issues first need to be discussed with the Senate before the policy review by the committee proceeds. This policy was tabled until future discussion can take place. Carol Parker will try to conduct some information sharing or provide a statement at the next FS Policy Committee meeting on December 4, 2013.

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

The status of this policy is currently out for comment. The comment period closes on November 22, 2013. The Faculty Senate meets November 26, 2013. If the FS Policy Committee wants to make revisions to this policy they would need to delay Faculty Senate action based on the comments.

**Action-** Vivian Valencia will work with the OUS staff to make sure the FS Policy Committee members have access to view the comments.

**Action-** Carol Stephens will make sure that the “Practices of the HSC” mentioned on page (23) in the “**Promotion to Principal Lecturer**” section are also mentioned in the “**Promotion to Senior Lecturer**” section.

**Action-** Carol Parker will compose a salary statement on compensation, which would indicate guidelines for departments to follow. This would provide consistency across campus. Carol Parker indicated that compensation for **Lecturer Annual and Promotion Reviews** should be consistent with the compensation increases that apply to the promotion of regular faculty. The compensation statement would have to be separate between the Chancellor and Provost. Carol Parker also proposed that the Provost’s Office issue an application of guidelines, possibly through a memo, to clarify compensation.

### **New Business**

Committee Chair, expressed that the mission of the Policy Committee, in addition to addressing policy issues as they arise, is also having a systematic approach to updating and cleaning up policies in the Faculty Handbook. Committee Chair asked committee members to think about this for the December 4, 2013 meeting so that they can narrow down an approach to updating policies accordingly.

Discussion on when to schedule the long meeting occurred before closing. December is a busy month for some of the members due to finals. Some members indicated that January is preferred but not the beginning because of teaching intercession courses.

**Action-** Committee Chair, Martha Muller declared that the long-meeting will be moved to the end of January. Candyce Torres will create a poll for the meeting to request availability.

**Meeting adjourned at 5:00PM**