

# Faculty Senate Policy Committee

Meeting Minutes

March 5 2014

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

- Members Present:** Martha Muller (Chair), Melinda Tinkle (Vice Chair), Charles Cunningham, 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:** Joseph Barbour and Kimberly Gauderman
- 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  
Walter Gerstle, Research and Creative Works Council & Research Policy Committee Chair

## Meeting began at 3:30pm

1. The regular meeting of the Faculty Senate Policy Committee was called to order at 3:30PM on Wednesday March 6, 2014 in Scholes Hall, Room 101 with Chair, Martha Muller and Vice-Chair, Melinda Tinkle.
2. Dr. Gerstle introduced policy proposals **A88: Policy and Procedures for New Academic Units and Interdisciplinary Reorganization of Academic Units at the University of New Mexico**, **A90 (AXX): Policy and Procedures for Research Units at the University of New Mexico** and **E60: Sponsored Research**. Dr. Gerstle informed the FS Policy Committee that the FS Research Policy Committee formed a Centers and Institutes Subcommittee. The subcommittee was triggered about five years ago and the purpose was to get Centers and Institutes institutionalized and under control to develop a formal process for the creation, evaluation, and sunseting of Centers and Institutes. Dr. Gerstle indicated that **A88** was revised. The subcommittee changed “Units” wherever it

appeared in **A88** to state “Academic Units”. This was to clarify that this policy applies to all departments, schools, and colleges at the University.

Dr. Gerstle introduced new policy **A90 (AXX)** which will need to be given a new policy number as **A90 (AXX)** is already assigned. **A90 (AXX)** will need to be placed in the new policy format as the existing policy proposal format is out dated. Dr. Gerstle indicated that the FS Research Policy Committee drafted this policy proposal because they decided that Centers and Institutes need to be treated differently from Academic Units. The policy essentially declares that when a new center is to be created there should be some form of a formal proposal that talks about what the center does, and establishes the requirement of periodic reviews. Dr. Gerstle indicated that Mike Dougher has already implemented periodic reviews with the centers by having them present what they are doing to the Associate Deans for Research Committee. The categories of centers: category I, II and III are defined in policy **A90 (AXX)**. Charles Cunningham pointed out that the sunseting piece of this policy is most controversial. Mike Dougher had previously asked about the criteria for sunseting Centers but Dr. Gerstle clarified that he did not want to over legislate. Mike Dougher has reviewed this policy and approves. **A90 (AXX)** applies to the HSC and needs to be vetted by them. Dr. Gerstle will run this by the HSC Council Chair, Tom Long. Lee Brown confirmed that the HSC Council is a good place to run it through. Carol Parker recommended sending a copy of this policy to every existing Center Director. **A90 (AXX)** has been presented informally to the OPS Committee for their notice.

**Action- A90 (AXX)** will be assigned a new policy number and Carol Stephens will reformat the policy document to be in the new format. **A90** will be sent to the HSC Council for their input and then come back to the FS Policy Committee for their review and input. **A90 (AXX)** will be sent to all Center and Institute Directors for an expedited review.

**E60:** Sponsored Research has been approved by Mike Dougher. The FS Research Policy Committee is proposing their revision to this policy to include policy and procedures for F&A expenditures. The FS Research Policy Committee requested that the research office post what their F&A expenditures reflect which they have recently done per Dr. Gerstle. They are also requesting that the Provost be engaged in determining what portion of F&A should go to OVPR. **E60** needs to be reviewed for suggested language to include HSC which needs to come from HSC Council.

3. **C280:** Leave Without Pay will need to be modified. The FS Policy Committee moved this item from a consent agenda item to a regular item for discussion purposes. Carol parker indicated that the language in the **Policy Statement** section under number **two** is worded to narrowly. John Trotter suggested including a statement: “Leaves without Pay will normally be considered when faculty members wish to accept temporary teaching, research or administrative positions at another institution”.

**Action-** The language will be revised and circulated for feedback and sent to the FS Policy Committee for email vote.

Melanie Baise pointed out the University President is referenced under the **Procedures** section. It is unclear whether the President's role in executing faculty policy is appropriately referenced in **C280**. Per Carol Parker, matters involving academic affairs should be directed to the Provost. Dr. Trotter indicated that it would be appropriate to identify the President as the presiding officer of the faculty. Vivian Valencia pointed out that the Faculty Handbook Constitution declares this. OUS has conducted an analysis on responsibilities referenced in the Faculty Handbook to help clarify. A spreadsheet has been developed that distinguishes main duties that are passed on to different administrative offices.

**Action-** Update spreadsheet to include the President, and to include columns identifying whether it's an "operational" function or a function of his role as presiding faculty.

**A83:** Annual Reports.

**Action-** The FS Policy Committee moved to approve this policy to go before the Faculty Senate Operations Committee.

**Action-** Remove the term "fiscal year" from the entire policy to allow for other annual cycles.

#### 4. **Faculty Review of Assigned Policies**

**C20:** Employment of UNM Graduates. This policy revision was assigned to FS Policy Committee member Christine Sierra. The Board of Regents revised **C20** in 2012. Dr. Sierra confirmed that there is a need for the FS Policy Committee to review this policy. This review is very extensive. The target cycle to have the policy revision complete will be spring 2015.

**C210:** Sick Leave. This policy revision was assigned to FS Policy Lee Brown. Dr. Brown found that this policy needs to be rewritten entirely. Target cycle for revision completion will be spring 2015.

**C200:** Sabbatical Leave. This policy revision was assigned to FS Policy Committee member Charles Cunningham. As it stand the policy revision is not of high priority because of the current language; however, **C200** will need to be updated. Target cycle for revision completion is fall 2014.

**C205: Annual Leave.** This policy was assigned to FS Policy Committee Chair, Martha Muller. A new policy will need to be crafted for **C205**. Target cycle for revision completion is fall 2014.

Meeting adjourned at 5:00 PM  
Administrative Coordinator  
March 13, 2014