

Faculty Senate Policy Committee

Meeting Minutes

April 2, 2014

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

- Members Present:** Martha Muller (Chair), Melinda Tinkle (Vice Chair), Charles Cunningham, Christine Sierra, Joseph Barbour, and Kimberly Gauderman
- Ex-Officio:** Melanie Baise, Associate University Counsel, University Counsel Office
Leslie Morrison, Vice Chancellor, HSC
Carol Parker, Associate Provost, Office of the Provost & EVP for Academic Affairs
Vivian Valencia, University Secretary, Office of the Secretary
- Members Absent:** Lee Brown
- Staff Present:** Candyce Torres, Office of the Secretary, Administrative Coordinator
Carol Stephens, Office of the Secretary, Professional Consultant
- Guest Present:** Pamina Deutsch, University Policy Director

Meeting began at 3:30pm

1. The regular meeting of the Faculty Senate Policy Committee was called to order at 3:30PM on Wednesday April 2, 2014 in Scholes Hall, Room 101 with Chair, Martha Muller and Vice-Chair, Melinda Tinkle.

2. **C140: Extra Compensation.**

Carol Stephens provided an update on the C140 draft presented at this meeting. Carol Stephens indicated that the draft presented in the agenda packet for this meeting was based on feedback from the FS Policy Committee meeting on 1/29/14 and was drafted by Carol Parker. Carol Parker rewrote some sections. Carol Stephens mentioned that the draft included changes recommended by the FS Policy Committee. The language in red indicated the proposed language from Carol Parker. The only change Carol Stephens indicated she made was striking the compliance paragraph as the Policy Committee felt it

was too specific. This is after paragraph ten, right before Applicability. Carol Stephens included the definition for Special Teaching Component for the group to see and approve. Carol Parker feels that this document complies with everything that was discussed in January. However, she expressed that the current language under number one beneath the Policy Statement infers that every contract under the University is eligible for extra compensation, and the applicability should be limited. Carol Parker indicated that an adjunct contract (has a semester long contract that expands and contracts depending on how much work an area might have for that person) should not be eligible for extra compensation as it is completely inconsistent with the type of appointment that it represents. Per Carol Parker, their workload should be factored into their contract. Adjuncts do not have a base salary established in their contract as it is all workload dependent for that semester. This is a big issue for the branch campuses as they rely heavily on adjuncts and are inquiring how to give extra compensation to them. This has created a dilemma for Carol Parker as she is trying to draft the guidelines to pay extra compensation. Carol Parker has been working with the branch campuses on this. Currently, the non-standard payment hard copy form is the method by which extra compensation will be paid. This is currently all paper based and the hope is to have this form in an electronic format. Carol Parker wants adjunct appointments to have a clear statement in their contract of their workload for that semester. There has been a whole sector of compensation that is ungoverned. There were no account codes generated to pay compensation as it was rolling into the base account code. Due to this the data on salary is contaminated as the base pay is not distinguished from compensation. Carol Parker worked to get a lot of new account codes generated to provide granularity and some very detailed guidelines to govern this process.

Action- Carol Parker will add a clear statement to the **Guidelines:** non-continuing appointment contracts should be renegotiated exc.

Action- Carol Stephens will remove all definitions except for STC.

Action-The FS Policy Committee approved all changes to **C140**.

3. **Research policies.**

Walter Gerstle met with Vivian Valencia, Carol Stephens and Candyce Torres on 4/1/14 to discuss policy revision recommendations to address Dr. Gerstle's questions/concerns regarding policy drafts: A91, A88 and E60. He felt comfortable with the revision process that was recommended at this meeting. Carol Stephens and Walter Gerstle will meet on 4/10/14 for a one-on-one meeting to walk through these policies. The hope is that once these policies are cleaned up, they can then be reviewed by John Trotter and Michael

Dougher prior to sending to HSC Council and Center and Institute directors. Carol Parker recommended that these policies be reviewed by Michael Dougher as he approved the original versions but suggested that he revisit these policies to review the changes.

4. **A61.15**

University Secretary, Vivian Valencia notified the committee of a critical issue that needed immediate attention regarding the Faculty Senate Research Allocation Committee. It promoted Vivian Valencia and Carol Stephens's draft of policy **A61.15: Research Allocation Committee (RAC)**. The FS Policy Committee approved introducing this policy as an action item. Vivian Valencia indicated that the request came from RAC Chair, Susanne Anderson-Riedel because of RAC's need to add two additional members (from 10 to 12 members) to assist with their grant review process. In addition, because the current policy is in the old policy format, Vivian Valencia felt it would be useful at this time to transition the policy into the new policy format, add the two-additional members, and get the procedures referenced in a new format. Carol Stephens indicated that everything in red is new language. The rest is what is in the existing policy. The rationale was created and states what RAC is responsible for and defines the composition of RAC. The Policy Statement declares the size of RAC which increases the committee from 10 to 12 members. There was also a procedure section added that came from the RAC guidelines which can be found under **Related Documents**.

Action- Delete the word "external" under the **Policy Rationale** section. Strike the phrase "in the following order" and replace with "who are in" under the **Policy Rationale** section.

Action- The FS Policy Committee approved the committee size from 10-12 members.

Action- The FS Policy Committee moved to accept all changes.

5. **University Administrative Policy Updates:** Pamina Deutsch

UAP 3780: Sexual Harassment. This policy was developed by Teresa Ramos of OEO and Heather Cowan as well as Melanie Baise and Emma Rodriguez from the Office of University Counsel. Pamina Deutsch made a few very minor changes to their drafts as she felt they were very good. The draft was sent to the FS Policy Committee for review and comment around February 13th. The University Policy Office received no comments. According to Pamina Deutsch, this policy has been issued on the University Policy Office website for a 30 day campus comment and review period which opened up April 1st.

UAP Discussion Draft of a new policy: Consensual Relationships. Pamina Deutsch indicated that Melanie Baise from University Counsel has been assisting with drafting this new policy. The committee working on this policy is diverse with representatives from all areas such as: OEO, HR, UNM faculty and HSC representation from Emeritus Faculty, Susan Scott. Pamina Deutsch informed the committee that this policy relates to a specific type of consensual relationship where there is a power differential/supervisory relationship for faculty, students and staff. Just like with other types of conflicts of interest, the idea is that the relationships when there is a supervisory structure should be disclosed, and the conflicts that they cause should be managed or eliminated. This is not limited to supervisory relationships in the contexts of employment.

UAP 2710: Education Abroad Health and Safety. The draft was sent out for review and comment last year. The University Policy Office received a very large number of comments that were compiled. Every faculty member who commented received an invite to be a part of a review committee that was established this semester. Pamina Deutsch indicated that good progress has been made and that focusing on different topics, and dividing the policy into different sections.

C200: Sabbatical Leave and C250: Annual Leave

Action- Chair, Martha Muller declared that these policies have been targeted for completion for this fall; therefore, the FS Policy Committee will push ahead with getting those policies together. The strategy to accomplish this is to form subcommittees to address both of the policy draft revisions which will be determined via email.

Meeting adjourned at 5:00 PM
Administrative Coordinator
Candyce Torres