

## **Faculty Senate Policy Committee**

Meeting Minutes

September 11, 2013

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

**Members Present:** Jackie Hood (Chair), Martha Muller, Melinda Tinkle, Joseph Barbour, Kimberly Gauderman, Christine Sierra, 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 September 11, 2013 in Scholes Hall, Room 101 with Chair, Jackie Hood.

### **2. Motion**

Chair, Jackie Hood moved to make a change to committee roster on behalf of John Trotter. The change would add Leslie Morrison, Vice Chancellor of HSC Academic Affairs as an ex-officio non-voting member. John Trotter indicated that he will be attending meetings on Leslie Morrison's behalf when she is not available.

**Action-Committee members agreed to add Leslie Morrison. Leslie Morrison will serve from the administrative side of HSC.**

**C170: Endowed Chair Policy**

This policy document is still in circulation awaiting approval. Policy **C170** was tabled by the Faculty Senate (FS) until the Academic Freedom and Tenure Committee can discuss it at their next meeting. The policy draft is pending because there is language in question regarding donor membership on search committee. Changes have been made to the policy document. Document: **“Proposed New Policy C170: Endowed Chairs and Named Professorships”** referenced in agenda packet 9-11-13, pg. (7), explains the history and tracks those changes in detail. The committee suggested that the language be reviewed to ensure that it is not in conflict with the Faculty Handbook or Policy Manual.

After review from the Academic Freedom and Tenure Committee, the FS Operations Committee will decide on whether they will send it back to the FS Policy Committee or back through the Faculty Senate.

In addition, Jackie Hood informed committee of a proposed change recommended by the UNM-Law School. Law School proposed new language per Marsha Baum, School of Law.

- a) *“For internal appointments, each college or school shall **establish** and **utilize** its own procedures for awarding endowed chairs and named professorships.”*

**Committee Action: Committee agreed on this change to go to the Faculty Senate; as long as it does not conflict with the Regents Manual.** John Trotter researched existing UNM policy to determine the difference between *“Named Professorships”* and *“Endowed Chair”*. He indicated there was no language that distinguished one from the other.

**Committee Action: John Trotter and Committee suggested adding definitions for *“Endowed Chair,* and *“Named Professorship”* to distinguish one from the other.**

- a) The distinction between an *“Endowed Chair”* and “Department Chair” will be clarified in the *“Endowed Chair”* definition to show that there is a difference.
- b) Committee members wish to see the definitions before moving forward.

### **C180: Special Administration Component**

This policy has been approved and published in the Faculty Handbook. There is a revisions request. The revision was prompted by an email to Provost, Chaouki Abdallah from Jane Slaughter proposing new language regarding the *“Special Teaching Component”* aspect that is not covered in **C180**. The Policy Committee needs to look at this aspect of the policy and review it. Committee’s plan is to review new language, and revise **C140** that currently addresses extra compensation. New language would address *“Special Teaching Component”* and prevent drafting a new policy.

- a) Based on Slaughter's narrative: the Office of the University Secretary added Slaughter's language to **C140** to address the "*Special Teaching Component*". This is referenced in agenda packet 9-11-13, pg. (40-41) under the "*Procedures*" section, right before "Compliance" states:

**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.

- 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 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.
- d. The term of the award should be specified, and once the term of service is complete, the STC will end.

**A53: Development and Approval of Faculty Policies**

This policy has been approved and published in the Faculty Handbook. This policy provides a common understanding of the process for faculty policies to be approved, reviewed and developed. New design of policy structure (template format that separates the policy into two main sections) to ensure that policy level portions can only be changed with approval of the Faculty Senate or University faculty, if applicable; but also allows for a streamlined approval process for procedural, and information oriented sections of the policy to allow for timely updating to reflect new practices and/or information.

- a) "Above the bar" (section requires full Faculty Senate approval for revisions).
- b) "Below the bar" (section requires Policy and Operations Committees approval).

The Office of the University Secretary developed a policy under revision table. The table is on an internal website for administrative use. Committee members will have access to see what the particular status is of the policy development. The table also tracks document revision and or development history. If applicable, administration may add another column to the table to reflect interpretative comments/memos and make it an active link. Under the "*Approval*" section of this policy, the 30-day faculty comment period was initiated for the first time during summer 2013.

**A53: SG01 Policy Development Process:** Underlying document, titled "*Standards and Guidelines*" within policy **A53** that discusses lower-level processes that the Office of the Secretary will follow when proposed policies are out for comment. So long as the document

remains in compliance with **A53**, it may only need the approval of University Secretary, Vivian Valencia.

**Action-Define the term “Guidelines” and remove the term “Standards” from the document title.**

**A53: SG02 Review and Comment of Administrative Policy Proposals:** Underlying process document of policy **A53** that the FS Policy Committee will use to respond to administrative policies that come to it for comment.

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

Committee is attempting to finalize the “*Procedures*” section. Latest iteration encompasses recommendations from John Trotter. Bulk of policy is the draft John Trotter sent committee, June 2013. The only revision Professional Consultant, Carol Stephens added was “*Lecturer*”. John Trotter wishes to add statement and send to Carol Stephens that clarifies a Lecturer I, II, and III. Chair, Jackie Hood requested that committee members read over this policy and respond with comments via email and leave it for discussion at the next meeting.

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

In the entire process of promotion from “*Lecturer*” to “*Senior*” it surfaced that “*Principal Lectures*” should also have leave. The leave would occur after they reach the *Principal Lecturer* stage, not *Senior*. This policy was sent through for approval and was tabled by the Board of Regents. Faculty Senate President, Richard Holder spoke with President to get policy approval moving. The President agreed.

**Action-New chair of Policy Committee will need to email Holder to make sure this policy gets on the Board of Regents agenda again.**

The current issue with this policy is: “*Full-time Service*”. Last committee meeting, members discussed time frame that one would have to be in rank before promotion. Committee decided on not implementing a full-time equivalent (in favor of 6 years at a half FTE requirement to be promoted to Senior Lecturer). As it stands, John Trotter stated this policy does not reflect what committee agreed on with respect to eligibility for academic leave.

**Action: Simplify language to make “full-time service” clearer. Carol Stephens will re-word so that a person gets a semester off with their half pay. The Policy Committee will resend C250 through the Senate again to approve changes made to the “Definitions” section that explains “full-time service”. It will go forward for review by Policy Committee in conjunction with previous C190 that has to go to the Senate.**

Jackie Hood wants this done via email by next Senate meeting, September 24<sup>th</sup>.

#### **C09: Respectful Campus**

Changes to this policy within the “*Procedures*” section came forward from HSC. Changes were brought forward by John Trotter. The new policy version went to University Counsel and is awaiting their review. The revision is in the “*Procedures*” section under “*Investigation*”. According to the new revision, University Counsel, people can call the

Legal Office and seek guidance on how to conduct appropriate and accurate investigations. University Counsel has not been able to review policy draft from John Trotter, per Melanie Baise, Associate University Counsel. University Counsel will try to get to it for next meeting.

**“Monitoring”** annual survey FS Policy Committee is charged with this responsibility, and decided it would be a good item for Faculty & Staff Benefits. Two volunteers from the Faculty & Staff Benefits Committee were recruited by Jackie Hood to serve on another committee to do the **“monitoring”**. Survey was created. Jackie Hood informed President Robert Frank, Provost Chaouki Abdallah, Paul Roth, and David Harris of the survey. Requested their support and input. There was concern with survey. Concern prompted survey to be put on hold and not send out. New information brought to Jackie Hood revealed that the President’s UNM 2020 mission/vision states: an organization climate survey will be conducted. Task has been delegated to Vice-President of Human Resources, Jewel Washington. Jackie Hood spoke with Magdalena Vigil, Director of Employee Relations to inquire about merging the surveys to produce one good survey. Committee responsible for **“monitoring”** will meet to discuss logistics.

**Motion**

Committee election of new Chair, Martha Muller, Associate Professor of Pediatrics; and Vice Chair, Associate Professor, Melinda Tinkle from the College of Nursing.

Committee will consider nominating a Chair-elect in the future

3. The meeting adjourned at 5:00 p.m.  
Candyce Torres  
Administrative Coordinator  
September 27, 2013