

# Faculty Senate Policy Committee Meeting Notes

September 12, 2011

3:30-5:00 p.m.

Members Present: Richard Holder, Jackie Hood, Nikki Katalanos, Martha Muller and Irene Vasquez

Members Absent: Floyd Kezele

Staff Present: Melanie Baise, Rick Holmes and Vivian Valencia

## 1) Committee Membership

### a) Election of Chair

Richard Holder was unanimously elected chair.

### b) Election of Vice-Chair

Tim Lowrey was unanimously elected vice chair.

### c) Addition of the Associate Provost for Academic Personnel as an ex-officio member to the committee

The committee unanimously approved the addition of the Associate Provost for Academic Personnel as an ex-officio member. Vivian Valencia will draft charge language that includes an annual approval of the Associate Provost's membership.

## 2) Review of Pending Policies

### a) Faculty Disciplinary

The Faculty Senate approved the policy in Spring 2011. It is now with the deans and department chairs. Dr. Holder will suggest to the deans that they not change the policy as it has been approved by many groups and suggestions and revisions have been incorporated. Nikki Katalanos will get the policy to all the people at the Health Sciences Center that need to see it via Jeffrey Griffith. The approved policy will be sent to the committee.

### b) Parental Leave

The Parental Leave Policy is with the President's Office. It has been delayed due to concerns from Human Resources and University Counsel. Dr. Holder will send a memo to President Schmidly on behalf of the committee. Dr. Holder will also contact University Counsel Lee Peifer and report back to the committee.

### c) Lecturer

Dr. Holder provided the background for the Lecturer Proposal. It was suggested that the actual policy language for Section B be limited to the new titles and descriptions. Procedures and standards should be flexible and may be left to individual departments to develop. Dr. Holder will write to AF&T Chair Vic Strasburger with the suggestions.

d) Endowed Chair

Faculty Senate President Tim Ross drafted an Endowed Chair Policy. The reason he developed the policy is to address concerns that there should be a faculty review of candidate(s) before being appointed. Suggestions should be sent to Tim Ross.

3) Teaching Load

Dr. Holder sees the Teaching Load revision as a major goal of the Policy Committee for this year. The Policies C100 and C110, along with the formula, need significant work. Dr. Holder will contact Tim Ross and Melissa Bokovoy for FS Operations Committee updates and will contact Kate Moore on the Banner portion. Dr. Holder will divide the task among committee members for review. Dr. Holder will assume the primary faculty contact position for the Teaching Load review. He will clarify what Kate Moore is working on for the Banner tracking of workload. Faculty workload policies from other universities will be compared.

4) Respectful Campus Policy

a) Procedures for Reporting and Investigating Complaints of Faculty Bullying

The committee unanimously voted that the procedures do not belong in the FHB, only the policy.

b) Addition to Faculty Handbook as Policy C170?

The committee unanimously voted to assign the Respectful Campus Policy number C09. It will be added to the FHB.

5) New Business

Vivian Valencia recommended that the committee consider modeling our Faculty Handbook after the University of South Carolina's Faculty Manual. This model clearly distinguishes policy from procedures, guidelines and standards. Vivian will send the information on the South Carolina model on to them.

The committee will develop a policy on changing policies that will require they come through the Policy Committee for approval.

The committee asked Vivian to draft an announcement to publicize changes to the FHB. There is not a current formal mechanism to notify the university.

AF&T Chair Vic Strasburger sent an issue regarding Policy C140 on North Campus. Dr. Strasburger spoke with John Trotter and he referred it to the Health Sciences Council. Nikki Katalanos will place this item on the upcoming HSC meeting agenda.



14 January 2011

To: David Schmidly, President  
Suzanne Ortega, Provost and EVP for Academic Affairs

From: Jane Slaughter, Faculty Senate Policy Committee

Subject: Brief History/Justification for Proposed Faculty Parental Leave Policy<sup>1</sup>

Since the early 1980s on numerous occasions discussions have been held on our campus about Maternity Leave Policy. The original policy (215) in essence treated maternity leave as sick leave, required presidential approval for any leave beyond 21 days, and was highly dependent for approval on the decisions of individual department Chairs. (Attached is an interesting memo that describes how that policy could be implemented.) Needless to say since that date best practices dealing with maternity/parental leave have changed substantially, and the current revision of the policy reflects those historical developments.

By 1996 little had changed in the written policy, and although its applications were interpreted more generously, they were still dependent on individual chairs and deans' recommendations which created considerable inequity across campus. Beginning in that year the Dean of Arts and Sciences working with the college women's caucus began to consider changes in the policy, and those were eventually implemented by the time Reed Dasenbrock became Dean of Arts and Sciences in 2001.

While the College policy worked quite well, it came under scrutiny because it was only available for faculty in the College of Arts and Sciences. When David Schmidly came to our campus for his presidential interviews, he met with the campus-wide women's faculty caucus, and one of the issues raised was the need for a university-wide policy on parental leave. Upon his appointment President Schmidly created a Task Force to look into the issues and practices around parental leave, and to recommend a policy for UNM. That committee, which included faculty from diverse colleges and members of the Provost's staff (Raqui Martinez and Richard Holder), produced a draft of a parental leave policy which is the basis for the one being considered at this time.

It is important to acknowledge that a wide range of campus groups and individuals have vetted this policy -- among them the Provost, the Council of Deans, the Senate Welfare/Benefits Committee, and the Senate Policy Committee. The policy recently was discussed and voted on affirmatively by the Faculty Senate on November 23, 2010.

This policy has been examined carefully and concerns raised have been addressed. The one area which could not be addressed in the policy was to make this available to staff as their leave policies are quite different from those of Faculty. It should be pointed out that faculty on north campus would be eligible for a version of this policy just as they are currently able to take sabbatical leaves.

We ask for approval of this policy – it is long overdue!

cc: Richard Wood, President, Faculty Senate

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<sup>1</sup> Would replace existing Policy C215, "Maternity Leave"

----- Original Message -----

**Subject:**New Faculty Titles

**Date:**Wed, 28 Sep 2011 11:53:22 -0600

**From:**Richard Holder <[vpacad@unm.edu](mailto:vpacad@unm.edu)>

**To:**Victor Strasburger <[vstrasburger@salud.unm.edu](mailto:vstrasburger@salud.unm.edu)>, [vpacad@unm.edu](mailto:vpacad@unm.edu)

Hi Vic--

I understand AF&T has tentatively approved a new faculty title (Term Teaching Faculty). I am writing on behalf of the Faculty Senate Policy Committee regarding the pending new policy on Lecturers. Although we are a long way from a final version of that policy, I would like to suggest that if AF&T agrees with its general intent to create new titles, that these be also incorporated in B.2.3 of the Faculty Handbook. It is also our feeling that procedures and standards for these new titles be left in the domains of the individual departments to develop (in writing), since they will probably vary a good deal by discipline and departmental assignments.

Because section B changes require a faculty vote it would be well to take the Term Teaching Faculty and the new Lecturer titles forward at the same time.

Of course we would be happy to discuss.

Richard

----- Original Message -----

**Subject:**Two Items from the Policy Committee

**Date:**Wed, 28 Sep 2011 14:16:29 -0600

**From:**Richard Holder <[vpacad@unm.edu](mailto:vpacad@unm.edu)>

**To:**[ross@unm.edu](mailto:ross@unm.edu)

**CC:**[vpacad@unm.edu](mailto:vpacad@unm.edu)

Hi Tim--

I am writing on behalf of the FS Policy Committee in regard to two items:

1. We understand you are drafting a policy that addresses Endowed Chairs. We offer our services to review the draft and make suggestions, if that would be helpful to you.
2. We are working on a possible revision of the Teaching Load Formula. We understand you and Melissa Bokovoy, on behalf of the Operations Committee, are also working on this issue. Can you let me know where you are and how you think the effort should be partitioned so as not to waste human resources?

Thanks.

Richard

## Formula for Computing Faculty Loads [1975]

Deans who approve assignments of variable units should clear these with the Office of the Provost in order to insure consistent policies among the various colleges and schools.

### I. Teaching

a. Multiply classroom teaching hours by the following weighting factors:

i. Lectures and seminars, 1. Exceptions: (a) for classes divided into sections 1 unit per credit hour is assigned for the first section and .6 of a unit per hours for additional sections;

(b) classroom hours of lecturers enrolling over 50 students may be multiplied by factors as follows:

<u>Class Size</u>	<u>Factor</u>
51 to 125	1.25
126 to 200	1.50
201 to 400	1.75
over 400	2.00

ii. Personal supervision of laboratory type classes, such as experimental laboratories, applied music, art, art education, industrial education, home economics, etc., a factor ranging from .6 to 1, depending on the kind of instruction and the amount of preparation involved.

b. Directing individual students in problems: multiply student credit hours by .2, e.g., directing five students, each earning 1 hour credit in problems courses, would yield 1 unit.

c. Supervision of student teachers, nurses in training, and interns (in Education, Nursing, and Medicine) and pharmacy students in clinical pharmacy training earns units as proposed by the chairman and concurred in by the dean.

d. Membership on committees for graduate students:

i. Chairman

a. For the direction of a doctoral dissertation a faculty member may be credited with 1 unit per semester for as many semesters as the student is on campus working on a dissertation. In exceptional cases approved by the dean, credit of 2 units in a single semester may be allowed for intensive work with the writer of a dissertation.

b. For the direction of a master's thesis a faculty member may be credited with 1 unit during one semester for the direction of any one thesis, except

that direction of a thesis involving excessive time on the part of the director (e.g., an experiment in Engineering) may be assigned 2 credit hours at the discretion of the department chairman.

- II. As second or third reader on a dissertation committee a faculty member may receive a credit of one-half unit but only for that semester in which the dissertation is completed.

## II. Special Assignments

- a. Developing a new curriculum, advising a chapter of a professional society, writing contracts and grant proposals, supervising and/or directing performances in the performing arts, organizing exhibitions, directing intramural athletics, etc., merit units as determined by deans.
- b. Without regard to class size, added load credit may be given for (1) courses which require unusual preparation of visual aids, experimental demonstrations, etc., or (2) courses which are essentially or totally new in their content, as proposed by the chairman and concurred in by the dean.
- c. Units as approved by the dean may be assigned for advisement.

## III. Administrative Responsibilities

- a. A department chairmanship earns at least 3 units, and deans may assign higher credit, depending on size of department, facilities to oversee, etc.
- b. A faculty member earns units for administrative assignments within a department (or college) as assigned by the chairman (dean) and concurred in by the dean.
- c. Supervising graduate assistants and teaching assistants earns units as proposed by the chairman and concurred by the dean.
- d. Extra-departmental administration earns units as proposed by the chairman and concurred in by the dean.

## IV. Service

- a. Usually no credit is to be given for service on one or two committees within the degree-granting college and one general UNM committee. Committee assignments above this level or unusually heavy work on regular committees earns units upon recommendation of the department chairman and concurrence of the dean.
- b. Professional service over an extended time to an agency outside the University which is performed as a public duty without remuneration (e.g., an engineer serving the State periodically as a consultant on water resources) may be assigned units upon recommendation by the department and concurrence by the dean.  
NOTE: Remunerated service or service rendered gratis which is of an individual nature may not be assigned units.

## V. Research

Units will be assigned by the department chairman for contract research according to the nature of the contract. Units will be assigned for non-sponsored research and creative work on the basis of reasonably accurate information regarding the scope of the project and the time devoted to it. Points assigned should be proportionate, on the basis of time spent, to those assigned for classroom teaching.

## Teaching Load Formula Draft Revision, April 2011

Faculty work may be dissected into three major components: teaching, scholarly work, and service. It is recognized that the boundaries are somewhat hazy and there are instances of work that fall in two or more areas. Notwithstanding that consideration, the University will measure faculty work in “load units,” as defined below and in Faculty Handbook Policy C100 (“Academic Load”).

The teaching component, which must adhere to Faculty Handbook Policy C110 (“Teaching Assignments”), will be computed using the following formula issued from time to time by the Provost, who is the chief academic officer for the main and branch campuses. This formula is not to be used for faculty in the Health Sciences Center or the University Libraries.

### Formula for Computing Faculty Teaching Load Units (Issued month, day, 2011)

Deans who approve assignments of variable load units should clear these with the Office of the Provost in order to insure consistent policies among the various colleges and schools.

#### I. Classroom Teaching

- a. Multiply classroom teaching hours by the following weighting factors:
  - i. Lectures and seminars, 1. Exceptions: (a) for classes divided into sections 1 unit per credit hour is assigned for the first section and .6 of a unit per hours for additional sections;

(b) classroom hours of lecturers enrolling over 50 students may be multiplied by factors as follows:

<u>Class Size</u>	<u>Factor</u>
51 to 125	1.25
126 to 200	1.50
201 to 400	1.75
over 400	2.00

- ii. Personal supervision of laboratory type classes, such as experimental laboratories, applied music, art, art education, industrial education, home economics, etc., a

factor ranging from .6 to 1, depending on the kind of instruction and the amount of preparation involved.

- b. Directing individual students in problems: multiply student credit hours by .2, e.g., directing five students, each earning 1 hour credit in problems courses, would yield 1 unit.
  - c. Supervision of student teachers, interns, and the like earns units as proposed by the chairman and concurred in by the dean.
  - d. Membership on committees for graduate students:
    - i. Chairman
      - a. For the direction of a doctoral dissertation a faculty member may be credited with 1 unit per semester for as many semesters as the student is working on a dissertation. In exceptional cases approved by the dean, credit of 2 units in a single semester may be allowed for intensive work with the writer of a dissertation.
      - b. For the direction of a master's thesis a faculty member may be credited with 1 unit during one semester for the direction of any one thesis, except that direction of a thesis involving excessive time on the part of the director may be assigned 2 credit hours at the discretion of the department chairman.
    - II. As second or third reader on a dissertation committee a faculty member may receive a credit of one-half unit but only for that semester in which the dissertation is completed.
- II. Special Assignments
- a. Developing a new curriculum, putting a course into an "on-line" format, supervising and/or directing performances in the performing arts, organizing exhibitions, etc., merit units as determined by deans.
  - b. Without regard to class size, added load credit may be given for (1) courses which require unusual preparation of visual aids, experimental demonstrations, etc., or (2) courses which are essentially or totally new in their content, as proposed by the chairman and concurred in by the dean.
  - c. Units as approved by the dean may be assigned for advisement.



# The University of New Mexico Faculty Handbook

## C140 Policy

### POLICY CONCERNING EXTRA COMPENSATION PAID BY THE UNIVERSITY

*Approved by the Regents, 12/13/73; 10/14/03; 4/30/08*

The interests of the University may be well served by professional activities conducted by faculty members outside of their normal departmental duties. With approvals specified in this policy, faculty members performing such activities may receive extra compensation from the University. Such activities may not replace or diminish the ability of the faculty member to fulfill his/her normal contractual responsibilities. Prior approval of such activities for extra compensation will be contingent on determinations by cognizant supervisors that the activities are in the best interests of the University.

1. Full time regular faculty members may receive extra compensation from the University for additional work done in connection with University-related activities provided that:

- a) The faculty member wishes to pursue the opportunity for extra compensation;
- b) Advance approval in writing is given by the Chair of the faculty member's contract department and the Dean or Director of the College or School that houses that department;
- c) The work done for extra compensation does not in the opinion of the approving authorities:
  - i) Conflict in time with regular University duties and assignments;
  - ii) Constitute a "conflict of interest" situation for the faculty member;
  - iii) Come within the scope of the faculty member's regular responsibilities for which compensation is already being paid.

2. The work for extra compensation does not count against the workdays allowed for outside employment. [\(See Policy C130\).](#)

3. Extra compensation using funds from research grants or contracts must conform to research policies.

4. Extra compensation for teaching beyond the scope of the faculty member's regular teaching responsibilities shall be paid through a STC (Special Teaching Component) on the regular faculty contract. Requests for contracts that include STC's shall be made prior to engaging in the activity by way of a Contract Memorandum that has the approval of the faculty member's chair or director and dean, the administrator of the department for which the special teaching is being done, and the Deputy Provost or the Executive Vice President for Health Sciences.

5. Other kinds of special assignments shall be paid on an Extra Compensation Form. The rate of extra compensation will be proposed by the head of the requesting unit and should reflect fair market value for activities associated with the assignment.

**Reference:** See also Regents Policy Manual 5.6

### COMPLIANCE

Intentional failure to comply with the provisions of this policy will be considered a violation of university policy and may lead to appropriate corrective action which can include censure, warning, disciplinary probation, or dismissal, as set forth in the *Faculty Handbook*.

## PROCEDURES REGARDING EXTRA COMPENSATION

In consultation with the academic units, the Offices of the Provost and the Executive Vice President for the Health Sciences Center will be responsible for developing procedures for compliance with this policy. The procedures should include the following items, but may be more stringent for effective monitoring of the policy.

- Requirements for approval by the approving authority (Advance written approval is not required for periods of activity consisting of two days or less per semester)
- Requirements for STC approvals and payments
- Faculty reporting and compliance responsibilities
- Required signatory approvals
- Deans/Directors monitoring and enforcement responsibilities
- Maintenance of Records and supporting documentation

COMMENTS TO:  
[handbook@unm.edu](mailto:handbook@unm.edu)

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----- Original Message -----

**Subject:**UNM Faculty Policy C140

**Date:**Mon, 19 Sep 2011 11:08:01 -0600

**From:**Victor Strasburger <[vstrasburger@salud.unm.edu](mailto:vstrasburger@salud.unm.edu)>

**To:**<[vpacad@unm.edu](mailto:vpacad@unm.edu)>

Hi Richard!

Congratulations on chairing the Policy Committee.

Attached is a UNM Faculty Policy (C140) which I wish you'd take a look at. I think it's absolutely 100% counter-productive to inter-disciplinary and multidisciplinary efforts on the part of the faculty.

John Trotter says that it was implemented because they didn't want faculty members making their own "deals" outside of their departments. In that case, they just could have written like that.

As it stands now, we can't get extra compensation for teaching Freshman Seminars or in a different department -- my chair says she will keep any additional money because I'm "teaching on University time." My response: (1) it takes an incredible amount of extra work to teach these courses -- often work done at night or on weekends -- not on University time (2) administrators get paid extra even though they are working on University time and (3) I was asked to teach a C&J course from 7-9 p.m. on Thursday evenings -- shouldn't I receive extra compensation for that?

I've tried to interest Nikki Katalanos in discussing this in the HSC Council, but she seems reluctant + it's actually a UNM Faculty Policy.

Thanks.

Cheers,

Vic

**Health Sciences Center Procedures regarding UNM Faculty Policy C140  
POLICY CONCERNING EXTRA COMPENSATION PAID BY THE UNIVERSITY**

**Approved by Paul B. Roth, MD, Executive Vice President for Health  
Sciences, 17 November 2008**

Full-time faculty members in the HSC are obligated to provide 100% of their effort within the University to those duties that have been assigned to them by their department chair or equivalent. HSC faculty members may not have efforts that exceed 1.0 FTE, and may not receive contract salaries in excess of their full-time institutional contract salaries.

All of an HSC faculty member's teaching, research, and other activities within the University are considered to be "normal contractual [departmental] duties" as construed by this policy. As such, no such duties may be rewarded by "extra compensation."

If an academic unit of the University, either inside or outside the HSC, wants an HSC faculty member to teach or provide other services outside of the primary department, and if the faculty member wishes to provide the services, the department chairs or equivalents must negotiate an agreement that includes the fractional amount of faculty effort, the start and end dates, and the interdepartmental transfer of funds (if appropriate) to cover the faculty member's efforts in the non-primary department. If it is appropriate under the specific terms agreed upon, the faculty member may be relieved of normal duties in proportion to the effort required in the non-primary department.