

FACULTY SENATE SUMMARIZED MINUTES

2014-2015 FACULTY SENATE April 28, 2015

(Draft – Awaiting Approval at the August 25, 2015 Faculty Senate meeting)

The Faculty Senate meeting for April 28 was called to order at 3:00 p.m. in the Roberts Room of Scholes Hall. Faculty Senate President Pamela Pyle presided.

ATTENDANCE

Guests Present: Donald Bellew-Chemistry; Tim Lowrey – Biology; Sarah Kostelecky – Library; Paul Roth – Health Science Center; Barbara Reyes – History and Women Studies; Scott Tonigan - Psychology

APPROVAL OF THE AGENDA

The agenda was approved as written.

1. Approval of summarized minutes for March 24, 2015 meeting

The minutes were approved as written with one abstention.

2. Faculty Senate President's Report

Faculty Senate President Pamela Pyle reported to the Faculty Senate that premiums for health insurance will be released sometime today. The LoboCare Insurance will be decreasing in cost, BlueCross Blue Shield is increasing 4.9% and Presbyterian will remain the cost that it's at currently. There will be a holiday break in December meaning the premiums will not be increased for the year because of the holiday break.

Faculty Senate President Pamela Pyle announced that she was nominated to run again as Faculty Senate President for the term 2016-2017.

Faculty Senate President Pamela Pyle discussed the list of tasks that were completed during the 2014-2015 term. The Faculty Senate worked on putting the awareness on faculty on what we do in research reaching out to administrators, Regents, and other faculty. There were a couple of events that were supported by the Faculty Senate this year; Faculty Focus, Regent Adopt A College and having two Regents attend Faculty Senate meetings. There was a special meeting to discuss the Results Oriented Management. Faculty

Senate President Pamela Pyle stated that because of the 95% allocation of budget and the 5%, pullback the enrollment and other predetermined ROM factors will determine the reallocations of each School/College budget. A resolution was passed that got the faculties voice heard by the Regents even though it was not successful; the Faculty Senate did allow the re-incorporation of the per-65 back into the retirement pool. The Faculty Senate with the Health Science Center made an unprecedented trip to Santa Fe to interact with the legislators and Mayor Berry. Faculty Senator Geoffrey Miller brought up an idea regarding the review of policies throughout the University to see if they were compliant or skirted in any way, first amendment concerns. Faculty Senate President Pamela Pyle suggested to President Frank to host a forum in the Fall 2015 for faculty to voice what their opinions are on what should be the Universities Legislative Priorities.

3. President's Report

President Frank reported that the University is closing on another fiscal year. In working together, The Board of Regents and The Budget Leadership Team passed a model that lead to a recommendation of a 3% tuition increase that would be for four years. This will provide the University with budget stability. The model is if a student graduates in four years, the student will not have to pay for tuition in their last semester. This will encourage students to be on a four year plan. The outcome should attract out of state students and in-state students to attend the University. The prediction of stability across four years at 3% is still a challenge for the University regarding increases for employees.

President Frank acknowledged the faculty's disagreement in how the reserved funds were utilized to fill gaps in the budget. President Frank stated that, in his opinion, this should not ever happen again.

The Provost and the Office of Development Enrollment Management has secured the enrollment pipeline by encouraging students to enroll to stabilize the University's enrollment base. Other ways it has been secured is when The Honors College was created, the procedure in recruiting students has changed, there have been new ways created in identifying student's in-state and out state etc.

We haven't heard if the legislature will go back in session. It has been discussed that they might the third week in May. In this meeting, the University is hoping to receive \$6 million for the Ferris Engineering building, Interdisciplinary Science building which would be Physics

and Biology coming together and will be the final stages for Health Science Center phase of the Teaching Center.

The Spring 2015 Graduate Commencement ceremony speaker is Kathleen Kennedy Townsend, Managing Director of The Rock Creek Group and graduate law student from the University. The Undergraduate Commencement ceremony speaker is Jim Hinton, Chief Information Officer of Presbyterian Hospital and an undergraduate student of the University.

President Frank expressed his gratitude to the Faculty Senators for all of their hard work and their passage of the policy, Professor of Practice.

4. Provost's Report

Undergraduate enrollment projections look good but not graduate enrollment which means that the Deans need to continue to talk with their Chairs regarding completion of applications and other situations that could be causing low enrollment for graduate students.

Dean David Herring has submitted his resignation as School of Law Dean as of Monday, April 27, 2015. He will continue as a faculty and there will be an internal appointment for the position.

Dean Craig White from the Anderson School of Management had to undergo surgery. Please keep your thoughts with him.

Regarding insurance, Presbyterian continues to be the highest priced insurance but the rates will remain the same as last year. Blue Cross Blue continues to be the moderately priced insurance, this increased by 4.9% depending on leverage of coverage and income. UNM Health is the lowest priced insurance that is decreasing by \$1.80 to \$10.00. There is a premium holiday that is only for active employees, there will be no medical premium deductions for the December paycheck for all three insurance with the University continuing to contribute to the benefits. For VEBA contributors UNM will also defer the scheduled .25% fee to the salary of the employees.

5. Chancellor's Report

Health Science Center (HSC) Chancellor Paul Roth reported that HSC is recommending a 1% increase for the faculty. At the School of Medicine, Nursing, and Pharmacy colleges have the Faculty Incentive Base Compensation which is an incentive base plan. On average in the School of Medicine about 30% of the faculty's compensation is

held at risk for producing certain performance measures. The 1% will be applied to contract salary but even in the contract salary there is a supplement which is the amount in the contract is based on productivity measures for the next year and at the end of the year there are incentives on any faculty who have exceeded over their expected goal. In the School of Medicine there is 90% of total compensation in the contracts salary with a little available for incentives but at some departments its flipped 85% faculty compensation is completely driven by work that is completed. There is a School of Medicine overarching policy that defines the plan and it is up to the departments and the faculty within the departments to add more specifics.

The Health Science Center Chairs are going through an exercise to re-design the Plan Faculty Incentive Based Compensation Incentive (FIBCI) to take into consideration not just quantitative elements but the qualitative parts.

Essentially when the Health Science Center hires faculty they are viewed as a small business so cost vs. revenue is reviewed. Tuition is 0.7% of HSC budget where as 80% is driven by clinical revenue. The Health Science Center is recommending an average of a 1% against a contract salary. Currently, there are a number of faculty that are below the 25% nationally.

The Health Science Center is working on ways to construct new facilities. Both the age of the facility and inadequate numbers of beds are the problems that they are facing. The operating rooms were built in the 1950's. The sewage pipes are crumbling, the lights are turning off during different cases, etc.

6. CONSENT AGENDA TOPICS

Spring 2015 Degree Candidates

The Spring 2015 Degree Candidates were approved by unanimous voice vote of the Faculty Senate.

Form C from the Curricula Committee

The following form C's were approved by voice vote of the Faculty Senate:

UG French Minor Revision

Grad MA Science in Dental Hygiene Major Revision

UG BA Women Studies Major Revision

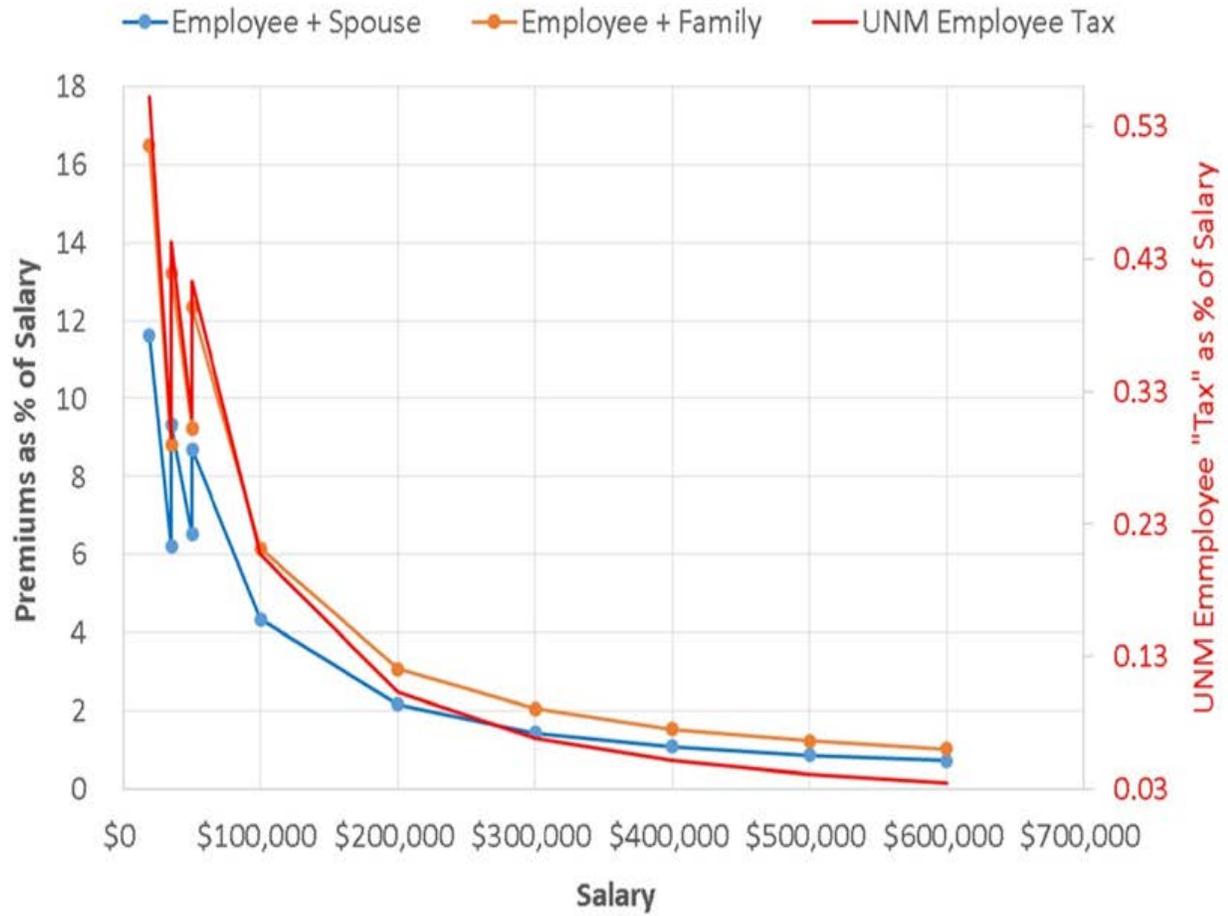
UG BFA Art Studio Major Revision
Grad MA Architecture Major Revision
UG Science, Technology and Society Minor Deletion
UG BA Architecture Major Revision
UG BS Chemical Engineering Degree Revision
Grad MA Music, Concentration in Performance Revision
UG BA Music Education, Instrumental Concentration Revision
UG BA Music Education, Vocal Concentration Revision
UG Minor in Music Education Revision
Grad BA Interdisc. Liberal Arts and MALatinAmericanStudiesDeg
New
UG BS Construction Management Major Revision
UG BS Construction Engineering Major Revision
UG BS Civil Engineering Major Revision
UG BA Russian Major Revision
Grad Ph.D. Medicine Degree Revision
UG AA Criminal Justice Major Revision
UG Cert. Human Services Revision
UG BA Theatre Major Revision

AGENDA TOPICS

7. Self-Insurance Reserve Fund Usage

Operations Committee member, Howard Snell presented the following information. The 2014 UNM Plan Premiums percent of Salary graph shows that the lowest paid colleagues that get paid around \$19,000 annually pay around 17% of their total income in healthcare premiums. The highest paid colleagues pay 0.3% of their annual income. When the \$1.6 million is converted into a portion of that percentage you can see that it is a regressive tax in that the lowest paid colleagues pay around one half of 1% of their total income to the University for uses other than health insurance. The highest paid colleagues pay around .03% of their annual income. This shouldn't be a regressive tax, it should be a set amount that everyone is charged or the University shouldn't tax University employees and therefore in the future the University would use self-insurance funds access rolled into next year's premiums and reduce the University's contribution and the employee's contribution.

2014 UNM Plan Premiums % Of Salary



Faculty Senator from the School of Law Scott Hughes presented on the following information.

April 28, 2015

Tax, duty, prejudice, & contract issues arising from the raiding of the health care fund by the UNM Regents

Scott H. Hughes, UNM School of Law

	1. Typical	2. Impact	3.UNM says	4.	5.	6.
Gross Pay	\$ 1,000.00	\$1,000.00	\$ 998.00			
Pre-tax *Note 1						
Health Care	\$ 50.00	48.00	48.00			
*Note 2	\$950.00	952.00	950.00 *Note 3			
Fed. W/H	Varies	increase	original			
State W/H	Varies	increase	original			
Soc. Sec.	Fixed %	increase	original			
FICA	Fixed %	increase	original			

*Note 1: Pre-Tax – Other things that come out pre-tax include dental, eye care, vision, PERA, FSA – Health Care

*Note 2: Withholding for State and Federal Taxes, Social Security, and FICA are Calculated from this Figure. UNM has a duty to calculate and report these figures to the appropriate agencies.

*Note 3: UNM says “No harm, no foul.”

What happens when we add the question of retirement?

	7. Typical	8. Impact	9. UNM says	10.	11.	12.
Gross Pay	\$ 1,000.00	\$1,000.00	\$ 998.00			
Pre-tax *Note 1						
Health Care	\$ 50.00	48.00	48.00			
Retirement	\$ 115.00	115.00	115.00	115.00		
				403(b)?		
*Note 2	\$ 835.00	837.00	950.00 *Note 3			
Fed. W/H	Varies	increase	original			
State W/H	Varies	increase	original			
Soc. Sec.	Fixed %	increase	original			
FICA	Fixed %	increase	original			

President Frank responded regarding the concern for lower paid employees, the University hugely subsidized the health insurance for the lower employees while there is a difference in that the University provides a very significant subsidy to those employees already in that process so they are well taken care of in the health insurance. The \$1.6 million does not come from just employees it comes from other mixed source of funds that the University receives. There is a rebate

this year, for one month the employees of the University will not be paying their health insurance. This shows that the University is considering a need to recognize something. The University made the decision to utilize the self-insurance fund of \$1.6 million to avoid a number of various difficult decisions. If that money were to not be used, the money would have had to come out of the funds of College/Schools University wide. This would have resulted in permanent downsizes we would be unable to recover from.

Operations Committee member, Howard Snell made a motion for the Faculty Senate to authorize the Operations Committee to wordsmith the resolution stated below. The final resolution would then be submitted through email to the Faculty Senators for a vote. Faculty Senator from the School of Medicine, Jeffrey Norenberg seconded the motion. All were in favor by unanimous vote with one abstention.

"The Faculty Senate requests that financial resources associated with UNM's self insurance program remain within that program to defray the costs of employee health care shared by employees and UNM. If funds in excess of the amounts necessary for a particular year's claims, payments, and/or reserves accumulate, those funds will be used to reduce the following year's premiums paid by employees and UNM. Reductions in premiums will be split between contributions by UNM and contributions by employees in proportions equal to the proportions of regular premium payments. Thus any savings in a following year's premiums will be shared between UNM and employees."

8. Faculty Senate Council Structure and Council Chair Requirements

Faculty Senate President Pamela Pyle requested that the Faculty Senate Council Structure be approved. The Operations Committee feels that this has been a very useful structure and is happy with the communication process that is in place that is very effective with a quick response.

In April of 2014 a motion was passed that by the end of 2015 it be decided to continue the Council Structure or to revert back to just the Faculty Senate Committee's. The Faculty Senate Council Structure was approved by unanimous voice vote of the Faculty Senate.

9. Approval of Faculty Handbook Policy A53 “Development and Approval of Faculty Senate Policies

Faculty Senate President Pamela Pyle presented the request of approval of Faculty Handbook Policy A53 “Development and Approval of Faculty Senate Policies.”

A53: Development and Approval of Faculty Policies



Approved by: Faculty Senate

Effective Date: August 27, 2013

Responsible Faculty Committees: Policy ~~Research Policy, Academic Freedom & Tenure~~, and Operations

Office Responsible for Administration: Office of the University Secretary

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

POLICY RATIONALE

The *Faculty Handbook* provides University of New Mexico (UNM) faculty with a written record of faculty policies and procedures. Policies in the *Faculty Handbook* are unifying documents that describe academic principles, the reasoning behind the principles, and institutional procedures necessary for implementation. *Faculty Handbook* policies contain governing principles and procedures that mandate or constrain actions and apply to UNM faculty; therefore, the development of policies requires input from faculty members who have extensive knowledge on the subject matter and review by faculty members from a variety of academic disciplines at UNM.

POLICY STATEMENT

All UNM policies which pertain primarily to faculty and academic matters are placed in the *Faculty Handbook* and are subject to the review and approval requirements defined in this Policy Document, with the exception of Section B “Academic Freedom and Tenure” which follows a separate review and approval protocol. The scope of *Faculty Handbook* policies is established by the Faculty Constitution and the right to review and take action on these policies is granted to the faculty by UNM Board of Regents Policy 5.1 “The Faculty’s Role in the University’s Academic Mission.”

This policy describes the process used to develop or amend *Faculty Handbook* policies, solicit input, and obtain approval.

1. Proposing a New Policy or Changes to Existing Policy. Any faculty member wishing to propose a change to an existing *Faculty Handbook* policy or propose a new policy should send their request to the Office of the University Secretary, who will forward it to the Faculty Senate Policy Committee (FSPC) ~~, the Faculty Senate Research Policy Committee (FSRPC), or the Academic Freedom and Tenure Committee (AF&T)~~ for consideration. The ~~designated policy committee~~ FSPC will review the request and work with the appropriate Faculty Senate committee(s) to determine the most effective course of action.

2. Approval. Proposed new faculty policy statements, in their entirety, and changes to the Policy Rationale, Policy Statement, and Applicability sections of existing policies will be posted on the *Faculty Handbook* website for review by UNM faculty members. The Office of the University Secretary in consultation with the Chair of the FSPC ~~,FSRPC, or AF&T~~ will address any comments received from faculty and will forward the final proposed draft to the Faculty Senate for approval. Due to the nature of the policy or previous approval history, specific policies will also require approval by University faculty, the UNM Board of Regents, and/or the UNM President and/or Provost or the Chancellor for Health Sciences. Proposed changes to definition, procedural, and information portions of a policy document will be reviewed by the FSPC ~~,FSRPC, or AF&T~~ in consultation with the responsible Faculty Senate Committee(s) listed in the Policy Heading. After review and consultation, the proposed changes can be made with approval by both the FSPC ~~,FSRPC, AF&T~~ and the Faculty Senate Operations Committee.

3. Distribution and Notification of New or Amended Policy.

Upon approval, the new or amended policy will be placed on the *Faculty Handbook* website and announced to the campus. Deans and department chairs, or their designees, are responsible for:

- informing their faculty members of new policies or changes to existing policies; and
- updating all related departmental processes, procedures, and/or documents to reflect new or amended policies.

APPLICABILITY

All UNM academic faculty and administrators, including the Health Sciences Center and Branch Campuses.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

DEFINITIONS

No specific definitions are required for this Policy Statement

WHO SHOULD READ THIS POLICY

- Board of Regents
- Faculty
- Academic staff
- Academic deans and other executives, department chairs, directors, and managers

RELATED DOCUMENTS

[UNM Regents' Policy Manual 5.1](#) “The Faculty’s Role in the University's Academic Mission”

Faculty Handbook: [Policy A50](#) “The Faculty’s Role in the University's Academic Mission”

Faculty Handbook: [Policy A51](#) “Faculty Constitution”

[University Administrative Policies](#)

[University Catalog](#)

[Pathfinder](#)

HSC Policy on Policies, which contains procedures specific to the HSC

CONTACTS

Direct any questions about this Policy to the [Office of the University Secretary](#).

PROCEDURES

Faculty Handbook policies are designed to ensure that policy level portions can only be changed with approval of the Faculty Senate, but also allow for a streamlined approval process for definition, procedural and information oriented sections of the policy to allow for timely updating to reflect new practices and/or information.

1. *Faculty Handbook* policies are composed of the following sections.

1.1 Heading. In addition to policy title and number, the heading of the policy identifies:

- The approving bodies (i.e. Faculty Senate, Provost/Chancellor for Health Sciences, President, Board of Regents, and/or University Faculty).
- Responsible Faculty Senate committee(s).
- Office responsible for administration of the Policy.

1.2 Policy Rationale. Describes the reason for the policy, its relationship to UNM’s academic values and/or mission, and any philosophical, stewardship, legal, regulatory, or other requirements the policy aims to meet.

1.3 Policy Statement. Includes the overall intention and direction of the policy and major mandated actions or constraints. It does not include procedures, which are placed in a separate section to allow for greater flexibility when updating is necessary.

1.4 Applicability. Identifies which individuals and/or University units are subject to the policy. Some policies may apply to the entire academic community, while others may apply only to Main Campus, the Health Sciences Center, and/or Branch Campuses.

1.5 Definitions. Defines terms that have specialized or particular meaning in the policy.

1.6 Who Should Read This Policy. Lists individuals who must understand the policy in order to make decisions and/or do their jobs.

1.7 Related Documents. Lists related UNM policy documents and other UNM and external documents that provide helpful, relevant information.

1.8 Contacts. Contains information to assist faculty members in complying with the policy.

1.9 Procedures. Includes procedures necessary for policy compliance and outlines how the policy's requirements will be met.

1.10 History. Lists dates of amendments and summary information on changes approved.

2. Approval process for Policy Level Portions of Faculty Policies. Changes to policy level portions of the policy (sections 1.2 –1.4, herein) require approval by the approving bodies listed in the policy heading. At a minimum this includes the Faculty Senate and depending on the impact of the policy, approval may also require action by the President or Provost/Chancellor for Health Sciences, Board of Regents, and/or University faculty.

3. Approval process for Definitions, Procedures, and Information Portions of Faculty Policies. Changes to definition, procedural and information portions of the policy (sections 1.5 – 1.10, herein) can be made with approval by both the Faculty Senate Policy Committee (FSPC), ~~the Faculty Senate Research Policy Committee (FSRPC), or the Academic Freedom and Tenure Committee (AF&T)~~ and the Faculty Senate Operations Committee in consultation with the responsible Faculty Senate Committee(s) listed in the policy heading.

HISTORY

February 4, 2014 – Amended procedures approved by Faculty Senate Operations Committee

January 29, 2014 – Amended procedures approved by Faculty Senate Policy Committee

August 27, 2013 – Approved by the Faculty Senate

DRAFT HISTORY

~~January 20, 2015—Draft revised to remove AF&T and Research Policy Committees from process.~~

The A53 “Development and Approval of Faculty Senate Policies.” was approved by unanimous voice vote of the Faculty Senate.

10. Approval of Faculty Handbook Policy A91 “Creation, Review, Reorganization, and Termination of Research Centers and Institutes’

Faculty Senate President Pamela Pyle presented the request of approval of Faculty Handbook Policy A91 “Creation, Review, Reorganization, and Termination of Research Centers and Institutes”


A91: Creation, Review, Reorganization, and Termination of UNM Research Centers and Institutes
Approved By: Faculty Senate
Last Updated: Draft 2/4/15
Responsible Faculty Committee: Research Policy Committee
Office Responsible for Administration: Vice President for Research and HSC Vice Chancellor for Research
Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

POLICY RATIONALE

Research centers and institutes play an inevitable, integral, and increasing role in modern research universities. These roles stem from two facts. First, cutting edge research in most academic disciplines is increasingly multidisciplinary, interdisciplinary, and trans-disciplinary in nature. Second, research centers and institutes encourage thematically focused but synergistic collaborations that go beyond those that occur in traditional academic departments. This enhances both the intellectual impact of the activities as well as extramural funding opportunities.

From time to time it is necessary for the University of New Mexico (UNM) to consider proposals for the creation of new research centers and institutes, or for major restructuring or termination of existing research centers and institutes. This Policy document provides policies and procedures for consideration of such actions regarding research centers and institutes.

POLICY STATEMENT

The creation of a new research center or institute located on or off the UNM Albuquerque campus, or major changes to an existing research center or institute require approval of the Faculty Senate and the Provost or HSC Chancellor. Approval of the proposed action must be obtained prior to initiating operation of a new research center or institute, or making permanent major changes to an existing research center or institute. In no case is this to be construed as prohibiting an existing research center or institute from experimenting with temporary major changes prior to seeking approval of these on a continuing basis. However, it is expected that even in the case of experimental changes, stakeholders, such as affected faculty, staff, and students will be informed in advance and their input considered by the appropriate dean, director, or other administrator proposing the changes, prior to initiation.

All proposals to create, re-organize, or terminate a research center or institute shall follow the policies and procedures described herein, and any applicable standards or guidelines established by the Faculty Senate Research Policy Committee in consultation with representatives of the Provost or the HSC Chancellor and relevant research center or institute heads.

APPLICABILITY

All UNM units, including the Health Sciences Center (HSC) and Branch Campuses.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Research Policy Committee, Policy Committee, and Operations Committee.

DEFINITIONS

Major actions. A merger of two or more research centers or institutes, a division or dissolution of a research center or institute, or a change in the basic mission of a research center or institute.

WHO SHOULD READ THIS POLICY

- Directors of research centers and institutes.
- Academic deans or other executives, department chairs, directors, and managers responsible for research centers and institutes.
- Administrative staff responsible for research centers and institutes.
- Faculty interested in creating a new center or institute

RELATED DOCUMENTS

Faculty Handbook:

[Policy A61.16](#) "Research Policy Committee"

[Policy A88](#) "Creation, Review, Reorganization, and Termination of UNM Academic Units"

[Policy E60](#) "Sponsored Research"

[Standard A91#1](#) "Creation, Review, Reorganization, and Termination of Non-HSC Research Centers and Institutes"

UNM Board of Regents' Policy Manual:

[Policy 5.9](#) "Sponsored Research"

University Administrative Policies and Procedures Manual:

[Policy 2425](#) "Recovery of Facilities and Administration Costs"

CONTACTS

Direct any questions about this policy to Office of the Vice President for Research, the HSC Office of the Vice Chancellor for Research, or the Faculty Senate Research Policy Committee.

PROCEDURES

Research centers and institutes have three conceptual phases in their life cycle: the proposal phase, the operational phase, and the termination/reinvention phase.

Proposal Phase. The life cycle of a research center or institute begins with the proposal phase, during which faculty, staff, and administrators must work together to build a strong case for UNM to invest in a research center or institute. UNM administration should be provided evidence of the intellectual value of the research center or institute beyond that which can be achieved within the departmental or college structure. The proposal shall clearly identify the scope of the research center or institute; in particular which academic units will be contributing resources, including faculty time, staff, facilities and funds. The proposal should have funding plans for the short (e.g., one to five years) and the long (e.g., decades) terms.

Operational Phase. Once established, all resources for a research center or institute shall be defined, including building space, equipment, staff, faculty appointments, and effort shares. The director is appointed by the administrator appropriate to the research center or institute, and the conditions of the appointment and the term of service, including options for renewal, shall be clearly stated in the appointment letter. Directors shall be evaluated annually by a representative group of individuals. Guidance for the review is drawn from the proposal for the research center or institute and must include criteria for evaluation of the research center or institute vitality, achievement of goals, resource allocations, and budgets.

Termination/Reinvention Phase. The annual review processes from the Operational Phase shall reveal when a research center or institute is experiencing difficulty in managing resources or achieving its expressed goals. Although the director and other applicable administrators shall be expected to take action to support and revive the research center or institute, they are also responsible for terminating or “sunsetting” the research center or institute, as well as redirecting the resources to other areas of UNM when necessary. The reinvention and redirection of research center or institute activities shall be completed via a process similar to that for creating a new research center or institute.

The website maintained by the Office of the Vice President for Research (OVPR) or the Office of the HSC Vice Chancellor for Research shall contain an annually updated list of all research centers and institutes governed by the Provost and HSC Chancellor and a summary of the most recent review for each research center or institute.

Division Specific Standards. Standards for the organization and review of research centers and institutes may vary within major components at UNM. To accommodate these differences each component should develop a standards document specific to the component. This document will provide standards and guidelines to ensure compliance with this Policy. [Standard A91#1](#) provides standards and guidelines applicable to non-HSC research centers and institutes. A

standards document will be developed to provide standards and guidelines applicable to HSC research centers and institutes. In the event that a research center or institute has substantial involvement in both the HSC and non-HSC divisions of UNM, the director will work with the Provost and HSC Chancellor to determine which standard is applicable or if another standard needs to be developed.

HISTORY

No history because a new policy is being proposed.

DRAFT HISTORY

February 4, 2015—Revised to incorporate HSC changes.

December 4, 2014—Revised to remove reference to Standard #2 until this standard has been developed.

November 19, 2014 --Revised to reflect input from the Research Policy Committee

October 18, 2014—Restructured to use the Standards process: one for non- HSC and one for HSC research centers and institutes.

April 10, 2014 – Revised wording with FSRPC Chair’s approval

March 5, 2014—Chair of FSRPC presented draft to Faculty Senate Policy Committee (FSPC) for review.

September 25, 2013--Draft developed by the Faculty Senate Research Policy Committee (FSRPC).

COMMENTS TO:
handbook@unm.edu

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The A91 “Creation, Review, Reorganization, and Termination of Research Centers and Institutes” was approved by unanimous voice vote of the Faculty Senate.

11. Office of the Vice President for Research – Procedures for IRB

Associate Vice President of Research and Compliance Carlos Romero reported on the following information.

Update on Main Campus Office of the IRB

Michael Dougher
Vice President for Research

Carlos Rey Romero
Associate Vice President for Research & Compliance

Office of the IRB

- **Timeline**

- April 2008 – Viola Flores, Interim Provost, decides to move IRB operations and oversight to UNM Health Sciences Center. MOU entered into between MC & HSC
- June 2013 – Mike Dougher becomes VPR and hears from faculty IRB is a major issue for Main Campus researchers
- July 2013 – Based on faculty input VPR decided to bring IRB operations back to Main Campus
- July 2013 – VPR hired University of Maryland to consult on transition and staffing plan
- August 2013 – HSC details Fernando Torres to Main Campus to assist with Main Campus IRB submissions
- October 2013 – Office of Research Compliance established
 - Office of the IRB
 - Industrial Security
 - Export Control
 - Financial Conflicts of Interest
- Office of the IRB staff hired in the Fall 2013
 - Office staffing designed based on data from HSC data (350-400 transactions per year)
 - 1 – manager, 2 – analysts, 1 – Admin III and 2 – graduate students
- RFP for eIRB software went out in Fall 2013
- IRBNet chosen as eIRB software system (SAS)
- Fall 2014 – analysis done on turn around times and transaction (nearly 800 transactions in first year)
- Spring 2015 – Request made to VPR to increase staffing for OIRB and upgrade positions
- Spring 2015 – New staffing plan to match workload
 - 1 – Director, 1 – Senior Analyst, 2 – Analysts and 1 – Admin III

FY2015 OIRB Stats (4/21/15)

Month	Consultations	Submissions
July	19	66
August	17	50
September	24	69
October	15	51
November	11	69
December	13	46
January	15	45
February	26	61
March	21	76
April	23	54
May	-	-
June	-	-
FY to Date	184	587

Type	Currently in Process
Pre-Review	25
Waiting for PI	80
At Review	38

OIRB Turnaround Times as of 4/21/15

Type	Mean	St Dev	Median	Mode	Min	Max
All Submissions	42.3	32.8	34.0	21.0	1.00	228
Pre-Review	17.5	15.1	15.0	1.00	1.00	117
With PI	20	31	11	2	1	366
At Review	8.25	13.1	3.50	1.00	1.00	101

How to Improve Service?

- Office Structure & Personnel
 - Hire new Analysts – Completed
 - New Director Hired – Linda Petree (start 5/11/15)
 - Promotion of Analyst to Senior Analyst – In process
- Unchecking the Box
 - Ability to treat federally funded research and non-federal research differently
- Review and Revisions to SOPs
- Enhance training and partnerships with departments, faculty and students
 - Improve ease of IRB process
 - maintain necessary safeguards and protections
 - reduce transaction processing times in each category

12. New Business and Open Discussion

Meeting adjourned at 5:00 p.m.