

Faculty Senate Policy Committee **DRAFT**
Meeting Agenda, Scholes Hall Room 101, June 6, 2018, 10:00 am – 2:00 pm

Agenda Topics

Consent Agenda Topics: None

Action Items

1. A83 “Annual Reports” **pg. 1**
2. Discussion of UNM Hospitals Policy “Medical Staff Disruptive Practitioner Policy” **pg. 6**
3. F70 “Articulation, Degree Approval, Transfers of Course Credit, and Approval of Credentialing Standards” **pg. 14**
4. D170 “Student Attendance” **pg. 26**
5. Work Status Report **pg. 31**

Updates

1. Policy Committee Membership, Terms, and Meeting Schedule **pg. 35**
2. Policy Process and Approval Requirements **pg. 37**
3. Outstanding policies which will go back to Faculty Senate Operations Committee in the Fall for approval to send to campus for comments. **pg. 40**

Action Items (Cont. discussion)

2. Discussion of UNM Hospitals Policy “Medical Staff Disruptive Practitioner Policy” **pg. 6**

Updates (Cont. discussion)

4. A63.5 “Information Technology Committee,” D50 “Assignment of Credit Hours,” F80 “Representation on Faculty Senate and Its Committees,” and A53.1 “Policies Applicable to Faculty”

A83: Annual Reports

Approved by: Faculty Senate

Effective: April 22, 2014

Responsible Faculty Committee: Policy

Office Responsible for Administration: Provost, HSC Chancellor, and EVP for Administration

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

Policy Rationale

Annual reports ensure accountability and provide a measure of how well and at what cost UNM is fulfilling its mission of teaching, research, patient care, and public service. Annual reports serve as management tools for UNM's leadership, faculty, and staff, by documenting the success of each division in meeting its key goals. They also provide UNM's stakeholders with a snapshot of the achievements and challenges of each division during the past year, as well as plans for the future.

Policy Statement

Annual reports will be prepared by the Provost, Chancellor for Health Sciences, and the Executive Vice President for Administration. These leaders are charged with providing:

- a brief description of their units, including information on function, budget, and personnel;
- major activities for the year; and
- plans for the future.

The reports will provide a clear picture of the division's contributions to UNM's achievement of its mission and key goals. The annual reports will be made available and accessible to faculty, staff, and the public. The reports will become part of the permanent records of the University, and reference to them is invited at any time.

Applicability

All UNM units, 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 Committees in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

Definitions

No specific definitions are required for the Policy Statement.

Who should read this policy

- Academic chairs, directors, and deans
- Non-academic managers and directors
- Faculty members

Related Documents

Contacts

Direct any questions about this policy to your vice president.

Procedures

Annual reports should include unique indicators, presenting data on a wide spectrum of activity including the division's impact on student success and/or quality of patient care; affordability, capacity, and quality of services provided; and effective use of UNM's resources.

To ensure integrity and internal consistency the indicators used should be:

- Based on data that are publicly available and may be reproduced.
- Commonly used nationally or internationally.
- Presented in a way that makes their meaning apparent.
- In a format that allows for comparison to other institutions and trend analysis, when appropriate.

The Annual Report should be brief and well organized. It should not include superfluous materials such as brochures, calendars, class schedules or flyers.

The Provost, Chancellor for Health Sciences, and the Executive Vice President for Administration may request deans and directors to submit annual reports for their academic and administrative units for inclusion in the annual reports.

History

Amended:

January 25, 2011—Approved by Faculty Senate

August 24, 2010—Approved by Faculty Senate

Candyce Torres

From: Associate Provost for Curriculum and Assessment
Sent: Tuesday, June 5, 2018 11:46 AM
To: Kimberly Gauderman; Martha L Muller
Cc: Senior Vice Provost; Joseph Suilmann; Kenedi Hubbard; Candyce Torres; Kimberly Gauderman
Subject: Re: Query for Policy Committee re. FHB A83

Dear Kymm,
I appreciate your help.
Best,
Pamela

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From: Kimberly Gauderman
Sent: Tuesday, June 5, 2018 11:29:31 AM
To: Associate Provost for Curriculum and Assessment; Martha L Muller
Cc: Senior Vice Provost; Joseph Suilmann; Kenedi Hubbard; Candyce Torres; Kimberly Gauderman
Subject: Re: Query for Policy Committee re. FHB A83

Dear Pamela,
Thank you for contacting us about this policy. We will add your inquiry to our agenda for our meeting tomorrow.
Kind Regards,
Kymm

Dr. Kimberly Gauderman
Associate Professor
Undergraduate Adviser
Co-Chair, Faculty Senate Policy Committee
Trained Advocate, UNM Dreamer Project

2079 Mesa Vista Hall
University of New Mexico
Department of History
MSC068760
1 University of New Mexico
Albuquerque, NM 87131-0001
505-277-2451

From: Associate Provost for Curriculum and Assessment
Sent: Tuesday, June 5, 2018 11:22 AM
To: Kimberly Gauderman; Martha L Muller

Cc: Senior Vice Provost; Joseph Suilmann; Kenedi Hubbard

Subject: Query for Policy Committee re. FHB A83

Dear Dr. Gauderman and Dr. Muller,

As you know, Academic Affairs has been working broadly with members of the UNM community to produce a two-part self-study for the HLC reaccreditation visit on March 4 and March 5, 2018. The self-study will be available for community comment in the Fall; at present it is in draft form and we are collecting evidence and edits from the steering committee and other stake-holders. I am writing to determine whether there might be latitude to submit this report in fulfillment of the reporting requirement in FHB A83. Please note that this is just a query about latitude. Thank you, in advance, for any review of this query that the policy committee might be willing to undertake.

Sincerely,

Pamela

Dr. Pamela Cheek
Interim Associate Provost for Curriculum and Assessment



Applies To: UNMH Medical Staff Responsible Department: Clinical Affairs Revised: 2/21/2018

Title: Medical Staff Disruptive Practitioner Policy	Policy
Patient Age Group: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> All Ages <input type="checkbox"/> Newborns <input type="checkbox"/> Pediatric <input type="checkbox"/> Adult	

POLICY STATEMENT

The UNMHSC Code of Ethics and the UNMHSC Professionalism Statement, among other documents, establish the basic expected standards of professionalism and behavior for physicians and practitioners within the HSC, require that all faculty, learners, staff, and employees adhere to these behavioral and professional standards, hold each other accountable to these standards and expectations, and model these behaviors and standards in all that we do in our official capacities as UNMHSC members and members of the UNM Hospitals Medical Staff.

At UNM Hospitals, protection of patients, employees, physicians, learners, and others in the hospital environment, and the orderly operation of UNM Hospitals are paramount concerns. Thus, it is the policy of UNM Hospitals and Medical Staff that all individuals working within UNM Hospitals clinical environments treat others with respect, courtesy, and dignity and to conduct themselves in a professional and cooperative manner in accordance with UNMHSC expectations.

APPLICABILITY

This policy applies to all practitioners granted clinical privileges at UNMH Hospitals through the credentialing and privileging process set forth in the UNM Hospitals Bylaws of the Medical Staff.

Parallel and separate investigatory and corrective actions (if warranted) may also be applicable according to other existing UNM, UNMH, UNMHSC, SRMC, UNM Medical Group, OEO, policies, or other regulatory or legal entities, and nothing about this policy precludes simultaneous or sequential use of those other pathways.

Disruptive conduct determined to be, or suspected to be primarily resulting from an acute physical impairment or substance abuse will be managed according to the UNM Hospitals Medical Staff Policy on Impaired Medical Staff and UNM Hospitals Bylaws as outlined under section 12.014 (Summary Suspension or Restriction) and/or section 8.014 (Medical Staff Professionalism Committee).

POLICY AUTHORITY

Associate Dean for Clinical Affairs

REFERENCES

1. CMS Conditions of Participation <https://www.cms.gov/Regulations-and-Guidance/Legislation/.../Hospitals.html>
2. The Joint Commission Standards LD.03.01.01, EP 1-10: “A culture of safety throughout the hospital is created and maintained. Leaders use reliable and valid tools to evaluate the culture of safety on a regular basis. Leaders encourage transparency, teamwork and collaboration, a code of conduct, and processes to manage disruptive and inappropriate behavior”
3. The Joint Commission Sentinel Event Alert #40: irrefutable evidence that disruptive behaviors cause increased costs, complications, rework, liability, staff turnover, loss of confidence, medical errors and deaths, and breakdowns in communication and teamwork which is the leading cause of sentinel events.
4. Title VII of the Civil Rights Act of 1964 as amended in 1991: “treating an individual in a demeaning, disrespectful manner may support a claim of discrimination”.
<https://www.eeoc.gov/laws/statutes/cra-1991.cfm>
5. EEOC /Title IX <https://www.justice.gov/.../overview-title-ix-education-amendments-1972-20-usc-168>
6. UNM faculty handbook policies C05, C07, C09
7. UNM Hospitals Amended and Restated Medical Staff Bylaws revision 4/28/2017
8. UNMHSC Code of Ethics
9. UNMHSC Professionalism Statement
10. Institute of Medicine. *Crossing the Quality Chasm: A New Health System for the 21st Century*. Washington DC. National Academy Press. 2001.
11. ABIM Foundation. American Board of Internal Medicine. Medical Professionalism in the new millennium: a physician charter. *Ann Intern Med*. 2002; 136: 243-6.
12. Arnold L. Assessing professional behavior: Yesterday, today and tomorrow. *Acad Med*. 2002; 77:502-15

DEFINITIONS

Disruptive conduct or behavior is defined as that which adversely affects or impacts the hospital or clinical operations, the hospital clinical learning environment, or the ability of others to perform their jobs competently, or interferes or tends to interfere with the provision of safe quality care at the hospital or its clinics.

For purposes of this policy, examples of “disruptive conduct” include, but are not limited to:

1. Rude or abusive behavior or comments to hospital personnel, patients, families, visitors, or other practitioners or learners
2. Negative comments to patients about other practitioners, nurses, other hospital personnel or medical staff members, or about their care and treatment in the hospital.
3. Verbal attacks which are of a personal , irrelevant nature, or go beyond fair and professional conduct, and that are directed to hospital personnel, medical staff, learners, patients, or others
4. Criticism that is addressed to a recipient in such a manners as to intimidate, undermine confidence, belittle or imply stupidity or incompetence or some other type of public humiliation
5. Irrelevant or inappropriate comments, drawings, or illustrations made in a patient’s medical record or other hospital business records, impugning the quality of care in the hospital or its clinics, or attacking particular practitioners, staff, learners, or others, or hospital policies or procedures.
6. Disruption of hospital operations, hospital or medical staff committees, or departmental or divisional affairs.
7. Lying, cheating, knowingly making false accusations, altering, or falsifying any patient’s medical records or hospital documents.
8. Harassment, including words, gestures and actions, verbal or physical that interfere with a person’s ability to competently perform his or her job.
9. Verbal or physical maltreatment of another individual, including physical or sexual assault
10. Sexual harassment including conduct or behavior that includes unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, particularly if:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or providing ongoing educational assistance/teaching
 - b. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment or educational career

c. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or clinical learning environment. Behaviors that engender a hostile or offensive work environment may include without limitation, offensive comments, jokes, innuendos and other sexually oriented statements, printed material, material distributed through electronic media, or items posted on walls or bulletin boards.

d. Sexual harassment can also include making or threatening reprisal following a negative response to the verbal or physical sexual conduct or behavior, and any other such behavior or conducts as defined by state and federal law and regulations.

11. Conduct or behavior that creates a hostile or offensive work environment or clinical learning environment may include, without limitation, offensive comments, jokes, innuendos, sexually-oriented statements, printed material, material distributed through electronic media or items posted on walls or bulletin boards. A hostile work environment or clinical learning environment may also be created by conduct or behavior that is directed at a specific person or persons that causes substantial emotional distress.

12. Conduct of a criminal nature, including but not limited to assault and battery, rape, or theft shall be handled through local law enforcement officials in accordance with hospital policy, local, state, and federal laws.

IMPLEMENTATION PROCEDURES

As a general rule, disruptive practitioner conduct should be managed utilizing the following steps:

1. Incident reporting
 - a. Any hospital employee, medical staff member, learner, or others who observe or are subjected to disruptive conduct by a medical staff practitioner shall notify their supervisor or departmental director (following the usual chain of command) regarding the incident. It is possible to notify someone above the supervisor if the offending party is the supervisor.
 - a. No complaint will be accepted for investigation without a written statement in email or otherwise.
 - b. A written statement (in any format including email) describing the incident should include all relevant information including date, time, location of the incident, a factual description of the questionable behavior or conduct, names of patients or family members who may have witnessed the incident, and names of other

- witnesses, perceived negative consequences of the behavior or conduct as it relates to patient care, personnel, or hospital or clinic operations, any systems issues identified, and any actions taken to intervene in, or remedy the situation.
- c. The written statement shall then be forwarded to the appropriate medical staff medical director and Division Chief and Department Chair. Department leadership will then facilitate notification to the Associate Dean for Clinical Affairs.
 - d. Privacy of the complainant shall be maintained to the extent possible and reasonable under each individual circumstance.
 - e. Medical staff members are prohibited from retaliatory behavior or conduct against any complainant or witnesses or other member of the hospital staff, learners, or medical staff who may participate in subsequent investigation or actions regarding the medical staff members conduct.
2. The Departmental Chair/Clinical Service Chief, Medical Director or designee, or the Associate Dean for Clinical Affairs or designee will commence an investigation in a timely manner any formally reported incidents of unprofessional or disruptive behavior or conduct that occur in a clinical environment at the UNM Hospital or its clinics.
- a. Fact finding should consist of timely and appropriate interviews of witnesses and the involved practitioner and review of any other available evidence or documents. Appearance for a fact-finding interview is mandatory for the involved practitioner.
3. A determination of the facts will then be made by the Departmental Chair and/or Associate Dean for Clinical Affairs according to the following classification:
- a. **Not significant:** This classification will include all incidents in which the claim is false or results from a misinterpretation of events or is unsubstantiated by investigation.
 - b. **Significant (minor):** This classification will include single substantiated incidents that do not represent an immediate, clear, or substantial threat to patient, employee, or learner safety.
 - c. **Significant (major):** This classification will include the following categories of incidents: (a) a single incident that represent an immediate threat to the safety of a patient, employee, or learner or the safety of the hospital operations or environment, or (b) the third in a series of significant (minor) incidents within a two year reappointment cycle that represents a pattern of disruptive behavior or conduct.

4. Once investigation is complete and the event has been classified as above, the following performance management/corrective actions will be taken by the medical staff member's Departmental Chair or Division Chief:
- a. **Not significant:** The medical staff member shall be notified of this finding and the report of investigation shall be retained in a quality file by the medical staff member's departmental chair or division chief for future reference should additional similar complaints arise involving the same practitioner.
 - b. **Significant (minor):** The medical staff member shall be notified of this finding, and informal corrective action shall be conducted by the medical staff member's departmental chair. Informal corrective actions may include informal collegial discussion, verbal reprimand, written reprimand, and/or other informal corrective action plan as determined by the medical staff member's departmental chair/division chief. The report of investigation and any informal actions taken shall be documented and placed in a sealed file by the medical staff members departmental chair or division chief and retained in the medical staff member's departmental quality file, and will be included as part of the next OPPE report for that medical staff member.
 - c. **Significant (major):** The medical staff member shall be notified of this finding, as well as the Associate Dean for Clinical Affairs, the credentials committee, and the Medical Executive Committee, and formal professional review shall be initiated under the Professional Review and Corrective Action provisions under Section 12 of the Medical Staff Bylaws if determined appropriate by the Medical Executive Committee or any other appropriate medical staff officer as described in the Medical Staff Bylaws.

SUMMARY OF CHANGES

New

RESOURCES/TRAINING

Resource/Dept	Internet/Link
Associate Dean for Clinical Affairs	

DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
Owner	Chief of Staff		
Consultant(s)	Senior Associate Dean, Clinical Affairs Director, Clinical Affairs UNMH Bylaws Committee		
Committee(s)	Medical Executive Committee		Y
Nursing Officer			N/A
Medical Director/Officer			N/A
Human Resources			N/A
Finance Officer			N/A
Legal (Required)			N/A
Official Approver	Chief of Staff		Y
Official Signature		Date:	
2nd Approver (Optional)	N/A		
Signature		Date:	
Effective Date		2/21/2018	
Origination Date		2/21/2018	
Issue Date	Clinical Operations Policy Coordinator		

ATTACHMENTS

From: Lee K Brown <LKBrown@salud.unm.edu>
Sent: Thursday, March 22, 2018 11:25 AM
To: OPS-L@LIST.UNM.EDU; Kimberly Gauderman; Martha L Muller; Jacqueline Hood
Subject: FW: New Medical Staff Policy

OK, seriously folks. The highlighted clause in this new UNMH medical staff policy is effectively a gag order that prevents those of us who care for patients to suggest that they might get better care for their particular problem at another institution. This is a quality of care issue; a free speech issue; and an unacceptable intrusion into the physician-patient relationship. Martha, this is akin to the Florida law that made it a crime for a pediatrician/family medicine physician to ask the parents of a child they are caring for whether there are guns in the house.

Please, please can you all address this in your respective venues and get back to me with your thoughts?

Thanks very much.

Best,
Lee

Lee K. Brown MD

Professor of Internal Medicine and Pediatrics (tenured)
Immediate Past Chair, Faculty Senate Health Sciences Center Council
Faculty Senator and Member, Faculty Senate Operations Committee
Member, Academic Freedom and Tenure Committee
Senior Vice Chair, Clinical Affairs
Department of Internal Medicine
University of New Mexico School of Medicine
Professor of Electrical and Computer Engineering
University of New Mexico School of Engineering

From: UNMH-medicalstaffaffairs
Sent: Thursday, March 22, 2018 9:37 AM
To: UNMH-medicalstaffaffairs <UNMH-medicalstaffaffairs@salud.unm.edu>
Subject: New Medical Staff Policy

On February 23, 2018 the UNM Hospitals Medical Staff Medical Executive Committee approved a new Medical Staff policy titled Disruptive Practitioner. This and all other Medical Staff policies, as well as the Medical Staff Bylaws and Rules/Regulations, are posted on the UNMH intranet under Policies and Procedures. Please contact the Office of Clinical Affairs at unmh-medicalstaffaffairs@salud.unm.edu if you have any questions related to this matter.

F70: Articulation, Degree Approval, Transfer of Course Credit, and Approval of Credentialing Standards

Approved By: Faculty Senate

Effective Date: **Draft 5/29/18**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Office of the Provost

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

POLICY RATIONALE

Branch community college degree offerings are approved by the University of New Mexico (UNM), and many of their courses carry transfer credit toward UNM baccalaureate degrees. The policies that govern the articulation of degree programs, the determination of course credit, and the approval of credentialing standards for UNM branch community colleges are presented below.

POLICY STATEMENT

A. Degree, Certificate, and Credential Approval

1. All associate degree programs are authorized to be offered at branch community colleges, upon approval by the appropriate college and department or program on the UNM main campus.
2. Branch community colleges are authorized to develop and offer programs leading to all associate degrees, as well as provide certificates and workforce credentials, provided the programs go through the required approval process for such programs at UNM main campus. The transferability to the main campus of credit for courses in these programs will be determined in accordance with the policy statements B. 1 and 2 below.

B. Transfer of Course Credit

The UNM main campus will accept baccalaureate credits and branch community colleges will accept transferable, certificate, and workforce credential credits, earned by students at any UNM branch community college, in accordance with the following policy:

1. Lower-division courses offered at UNM branch community colleges, in keeping with the New Mexico common course numbering system, will be transferable across the state. These courses will have consistent learning outcomes and competencies. Existing courses at the UNM main campus or a UNM branch community college may be adopted by another branch community college without going through curriculum workflow, as long as the branch community college has obtained permission to use the appropriate course prefix (if not already in use at that branch), and the course is 200 level or below.
2. Proposed new lower division courses must follow the same approval process as any other course offered at UNM main campus and, if designed for transfer credit, must be approved by the appropriate department or program and/or college.

C. Approval of Credentialing Standards for Course Delivery

Branch community college faculty shall be qualified to deliver courses under the current UNM accrediting body's credentialing guidelines. Branch community colleges shall maintain adequate records to verify that appropriate accreditation credentialing guidelines are met.

APPLICABILITY

All UNM academic faculty, staff, and administrators.

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

DEFINITIONS

No specific definitions are required for the Policy Statement.

WHO SHOULD READ THIS POLICY

- Students
- Faculty
- Department Chairs, academic deans and other academic administrators and executives

RELATED DOCUMENTS

UNM Regents' Policy Manual **Policy 2.14** "Branch Colleges and Off-Campus Education Centers"
Higher Learning Commission Faculty Credentialing Guidelines

CONTACTS

Direct any questions about this policy to the Office of the Provost or the Chancellor for Health Sciences.

PROCEDURES

No specific procedures are required at this time.

DRAFT HISTORY

May 29, 2018 – Incorporated changes to branch community college taskforce developed to address campus comments

February 28, 2017 – Incorporated final changes based on feedback from task force and faculty at the branch campuses.

November 10, 2016 – Incorporate changes based on feedback form the faculty at the branch campuses and from the Section F task force.

September 26, 2016 – Prepare revised draft to reflect changes requested by the Section F taskforce and move from information item to Policy document.

HISTORY

April 2005--Approved by the Faculty Senate

COMMENTS TO:
handbook@unm.edu

[FACULTY HANDBOOK HOME](#)

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[UNM HOME](#)

Memorandum

Date: May 7, 2018

To: Student Attendance Taskforce

From: Carol Stephens, Consultant, Office of University Secretary

Re: Summary Report on Progress to Date on Revision of D170 "Student Attendance"

Because a number of months have passed since the taskforce met, I prepared the following summary/history to assist the taskforce in its review of the last draft revision dated April 28, 2017. There were some great discussions at the April 2017 meeting, where the task force decided to look at all absences as "excused." The group also refined the descriptions of some of the absences. Initially the taskforce tried to differentiate between required, authorized, legally compelled, administratively compelled, and excused absences, but decided the distinction between the terms was not always clear or needed. Therefore, the taskforce decided to go with "excused" absences. The revised draft provides guidance to an instructor about the types of absences that should be excused and processes for appeal by a student if an excused absence is denied by an instructor. This decision also allowed for removal of the definitions for the different types of absences the taskforce had previously developed to include in the Policy. This decision required a major rewrite dated 4/28/2017. All differences between this proposed draft revision and the current policy are in red or strikeout.

Unfortunately, I cannot attend the upcoming meeting due to another commitment. If you have any questions, please email me before Monday April 14 and I will respond. Below is a listing of some of the issues raised and policies from other universities the taskforce reviewed to help inform its work. Thank you for your assistance with this important Policy.

Some of the Issues Discussed During Taskforce Meetings:

1. Procedures for military withdrawal are not addressed in the current Policy, but are addressed in the *Pathfinder*. Summary language has been added to this proposed revision to assist faculty with this issue.
2. Information for religious accommodations has been added referencing Policy C260.
3. There are discrepancies between *Faculty Handbook* Policy D170, Dean of Students Procedures and information in the *Catalog*. When the D170 revision is approved by the Faculty Senate, the information in the *Catalog* and Dean of Students Procedures will need to be revised to reflect approved changes.
4. The taskforce needs to ensure D170 policies and procedures work for HSC, the Law School, and branches.
5. Use of the word "days" causes confusion, the taskforce decided to use "class" days to clarify the issue. Is this the correct descriptor to use?

The taskforce reviewed the following policies from other universities to inform its work:

Baylor	Boise State Univ.	Colorado State Univ.	Cornell
Michigan State Univ.	NM State	Portland State	Purdue
San Diego State	Texas A&M	Texas Tech	Utah State Univ.
Univ. of Colorado, Denver	Univ. of Florida	Univ. of Iowa	Univ. of Nebraska
Univ. of Nevada, Las Vegas	Univ. of Nevada, Reno	Univ. of Texas	Univ. of Utah
Univ. of Wyoming			

Attachment: Draft Revision D170 dated April 28, 2017

D170: Student Attendance

Approved By: Faculty Senate

Last Updated: **Draft 4/28/17**

Responsible Faculty Committee: Faculty Senate Policy Committee

Office Responsible for Administration: Dean of Students

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

POLICY RATIONALE

Class attendance is critical for the overall success of the students at the University of New Mexico (UNM). However, there are situations when a student may qualify for an excused absence and be provided with the opportunity to make up assignments or examinations missed. This Policy describes absences that normally qualify as excused absences and provides the process for reporting such absences and completing missed assignments and exams.

POLICY STATEMENT

The absences listed below are normally excused unless the instructor determines that the absences are excessive or adversely impact learning. An excused absence does not relieve the student of responsibility for missed assignments, exams, etc. The student is to take the initiative in arranging with his/her instructor(s) to make up missed work, and it is expected that the faculty member will cooperate with the student in reasonable arrangements in this regard. Students should have the opportunity to make up any assignments or examinations missed. Instructors should provide an opportunity to make up an assignment or test and not limit the accommodation to dropping the lowest test or assignment grade. However, the student must recognize that some classes or class-work (seminars, small labs, etc.) cannot be made up.

To ensure equitable treatment of students, when there is concern on the type of absences that should be excused and reasonable accommodations for such absences, instructors are encouraged to consult with their chair or dean, or the Dean of Students.

1. UNM Official Absences

Instructors should excuse absences due to UNM official absences which result when a student is required to represent UNM at University functions or related extracurricular activities such as professional meetings, academic competitions, field trips, research activities, NCAA athletic competitions, or other similar activities.

2. Legally or Administratively Compelled Absence(s)

Instructors should excuse absences due to a legally or administratively compelled absence when a student is required to participate in legal proceedings or administrative procedures. This includes mandatory admissions interviews for professional or graduate school, or internships that cannot be rescheduled.

3. Military Obligations

Instructors should excuse absences due to military obligations for students serving in the military, military reserves, or National Guard of the United States who are required to miss class due to military obligations. If the military obligations require withdrawal, ~~In recognition of the service of deployed military personnel,~~ the instructor should refer to the UNM Catalog or contact the Dean of Students Office for procedures pertaining to for withdrawal and re-enrollment of military personnel.

4. Illness, Accident, or Death in the Family

Instructors should excuse unexpected absences due to personal or family illness, accident, or death in the family. Instructors may require students who are ill for six (6) class days or longer to obtain official notification from the Dean of Students office.

5. Disability

Instructors should excuse absences due to disabilities where reasonable, although instructors may require students to provide confirmation from the Accessibility Resource Center for ADA protected disabilities. For a short-term disability due to an illness or injury not covered by the ADA, students should contact the Dean of Students Office for assistance. The Dean of Students can also assist instructors with verification of the short-term disability.

6. Pregnancy

In accordance with Title IX of the Educational Amendments of 1972, instructors should treat pregnancy related absences as excused as long as deemed medically necessary by the student's healthcare provider. If the length of absence is more than six (6) class days, the student may be required to obtain official notification from the Dean of Students Office.

7. Religious Observances

In recognition of UNM's diverse student population, instructors are encouraged to schedule important class events to minimize conflict with major religious observances. Students who request that an absence be excused for religious reasons should be granted reasonable accommodations. Instructors should be sensitive to the difficulty some students may have anticipating all religious obligations. Absences due to religious accommodations should be requested in accordance with Policy C260 "Religious Accommodations." ~~the faculty member will cooperate with the student in reasonable arrangements in this regard.~~

3. Request for Reconsideration

If a request for an excused absence and/or reasonable accommodation is denied by an instructor, the student may seek informal resolution of the matter by submitting a request for reconsideration to the college/school dean or his or her designee. Given the need for timeliness of the issue, the student's request for reconsideration should be addressed as expeditiously as possible. This does not preclude the student from addressing the matter further in accordance with Policies **D175** "Undergraduate Student Conduct and Grievance Policy" or **D176** "Graduate and Professional Student Conduct and Grievance Policy."

APPLICABILITY

All academic UNM units, 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 Research Policy Committee and Operations Committee.

DEFINITIONS

WHO SHOULD READ THIS POLICY

- Faculty members
- Staff in Office of the Dean of Students
- Staff at Student Health and Counseling (SHAC)
- Administrative staff responsible for student events

RELATED DOCUMENTS

Faculty Handbook

Policy C220 "Holidays"

Policy C260 "Religious Accommodations"

D175 "Undergraduate Student Conduct and Grievance Policy"

D176 "Graduate and Professional Student Conduct and Grievance Policy."

The Pathfinder—UNM Student Handbook. "Student Grievance Procedures"

CONTACTS

Direct any questions about this policy to Dean of Students Office.

PROCEDURES

Absences due to these situations illness or to attend authorized University activities such as field trips, athletic trips, etc. are to be reported by the student to his/her instructor(s) and to the Dean of Students Office in accordance with the procedures listed herein. If the student is unable to contact his/her instructor(s), the student should leave a message at the instructor's department.

UNM Official Absence(s) will be determined by a college dean or the Provost, or designee.

1. Course Attendance Expectations

Students are expected to fulfill all course requirements including attendance if specified. attend all meetings of the classes in which they are enrolled. No extensions of the vacation periods are given to any students, regardless of the location of their homes. Course instructors are responsible for setting attendance policies for their individual courses except where academic units, required by special circumstances such as accreditation standards, establish unit-wide policies through normal faculty governance procedures. Instructors should inform students of their expectations for attendance and participation on the first day of class and are encouraged to include this Policy in the course syllabus. Instructors may also require students to notify them of anticipated absences at the beginning of the semester and may require reasonable verification of the reason for an excused absence such as a doctor's note, hospital billing, military orders, or death notices.

Instructors may drop students with excessive absences with a grade of W W/P or W/F. The instructor They may also assign a failing grade of "F" at the end of the semester for excess unexcused absences, but should inform students if they will be dropped or penalized for unexcused absences. Academic units may also reserve the right to cancel a course reservation for a student who does not attend the first class meeting of the semester, although notification should be made before the student is dropped and reasonable accommodations should be made for excused absences. Instructor drop request forms are available at all academic department offices. Students should not assume that nonattendance results in being dropped from class. It is the student's responsibility to initiate drops or complete withdrawals within published deadlines utilizing the appropriate process.

2. Verification of Absence

Verification (such as doctor's note, hospital billing, military orders, death notices, etc.) of a student's report of absence will be provided by the student if requested on request by the instructor or the Dean of Students Office. and in accordance with the following general procedures: Student Athletes shall submit documentation to their instructors.

3. Short-Term Absence (1- 5 4 days). When notified in advance of an absence of 1-4 days, the Dean of Students Office will prepare an absence notice which the student may pick up and personally deliver to his/her instructor(s). On absences of 1-4 days reported to the Dean of Students Office after the fact, an absence notice may be picked up by the student after consultation with a dean, if such consultation provides a basis for issuing a notice. The Dean of Students Office will encourage the student to speak directly with the faculty member to work out absences that are less than six (6) class days. When requested by a faculty

member, the Dean of Students Office may assist in verifying absences that are less than six (6) class days on a case-by-case basis.

4. Extended Absence (≤ Six (6) days or longer). The Dean of Students Office, as a service to faculty and students, will send absence notifications to the respective faculty member should an absence be longer than five (5) class days. This service will only be utilized when an absence is for a family/student medical issue, death of a family member, military leave, or a UNM sponsored activity. The absence notification process is only meant as a notification and not meant to excuse the absence. Excusing an absence is entirely up to the faculty member of the course. notices to instructor(s) on absences of 5 days or longer when notification of the absence is received prior to or at the onset of the absence. If notified after the absence, the absence notice will be prepared, but the student must hand carry the notice to his/her instructor(s). Verification of extended absences is recommended (such as a doctor's note, hospital billing, etc.)

5. Exceptions. On request, members of the Dean of Students staff will review specific absence situations to determine if exceptions to the established absence procedures are warranted. It should be noted that written medical excuses for class absence will not be issued routinely by Student Health and Counseling (SHAC) the Student Health Center except in the case of physical education classes, where participation would be detrimental to the student's condition. Where confirmation of a student's attendance at SHAC the Health Center is required by a faculty member of the teaching staff, this will be furnished on direct inquiry, without revealing the medical details necessitating such attendance. If it appears that a student will be absent for more than five days a week or more, the Dean of Students Office will be notified.

HISTORY

Effective:

Need to identify effective date of original policy.

DRAFT HISTORY

April 28, 2017 -- Draft revised for task force recommendations. April 4, 2017 – Draft revised for task force recommendations.

September 29, 2016 – Draft revised to incorporate input from FSPC member L. Oakes.

January 2, 2016—Draft developed to address COF task force recommendations.

July 19, 2015 Draft developed for Information Items taskforce review.

COMMENTS TO:
handbook@unm.edu

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Policy Committee Work Status Table (updated 5/30/2018)

(Rows shaded orange indicates active with FSPC; shaded purple indicates on hold pending action by another group)

Policy #	Brief Title	Date Last Revised	Date Added to List	Summary of Recommended Action	Related Documents & Notes or Concerns	Target Cycle	FSPC Action	Campus Comment Period	Faculty Senate Action	FH Status
NA	Policy Approval Table	N/A	November 2015	Identify the required approvals for all FH Policies						
A52.1.1	FMRC Charge		Feb 2018	Recommended by AF&T linked to C07		Spring '18 ???	AF&T and FSPC approved 3/7/18 to go to Operations. Operations placed on hold pending review.			
A53.1	Policies Applicable to Faculty	12/22/2015	3/27/2018	Update to reflect new and revised policies		Spring '18	On FSPC 4/4/18 agenda			
A60	Faculty Senate Bylaws	4/27/04	11/4/15	Major changes required to reflect the Faculty Senate restructure. COG taskforce asked FSPC to add reference to RPM 1.7. Final action awaiting FS report to COG		Fall '18	Drafts reviewed by FSPC 2/7/18 and sent to Operations 2/27/18 for review			
A61 – A70	Council and Committee Charges			Charges need to be developed for new councils and committee charges need to be revised to reflect FS restructure in accordance with revision of A60 above		Fall '18	Drafts reviewed by FSPC 2/7/18 sent to Operations 2/27/18 for review			
A63.5 (A61.6)	IT Use Committee		6/7/17	IT Use Committee requested changes		Spring '18	Out for campus comment	3/23/18 - 4/22/18		
A61.8	Faculty Ethics and Advisory Committee	unknown	June 2015	The Ethics Committee wants to update their charge. Referred to AF&T		Fall '18	AF&T recommendation for the FMRC linked to C07 being discussed with Operations			
Sec B	AF&T			Professor of Practice title. But approval date (1/25/13) does not seem to be added. .						
C05	Rights and Responsibilities at UNM	July 1982	12/2/15	COG taskforce asked FSPC to perform a comprehensive review. AF&T recommend change to State of Emergency and move disciplinary language to C07		Spring '18 ???	FSPC approved 3/7/18 to go to Operations. Operations placed on hold pending review.			
C07	Faculty Disciplinary Policy	3/22/11	5/6/15	Assigned to AF&T for review. 1) need to add peer hearing procedures. 2) C Parker has implementation concerns. Stephens working with AF&T on revision		Spring '18 ???	AF&T and FSPC approved 3/7/18 to go to Operations. Operations placed on hold pending review.			
C10	Ombuds for Faculty	new	May 2016	The C09 Respectful Campus Taskforce suggested the Handbook needed a policy on Ombuds for Faculty similar to the staff policy						
C50	Faculty Contracts	unknown	3/6/14	Update and possibly remove annual leave issues if C205 developed			Referred to C Parker. Sent memo to C Parker to remind her			
C150	Political Activities of UNM faculty	Sept 1970	12/2/15	COG taskforce asked FSPC to perform a comprehensive review.						
C170	Endowed Chairs	10/15/13		Add definitions for endowed chairs and named professors. ON HOLD pending AF&T	Related to Sec B issues above		Researched other colleges and universities for definitions			

C190	Implementation Standard	new		Incorporate C Parkers webpage						
C200	Sabbatical Leave	05/14/04	01/29/14	Good enough for now, but needs to be updated.	RPM 5.4; May require BOR approval	???	Addressed campus comments. FSPC sent draft to AF&T for review	2/18/15 to 3/20/15		
C205	Annual Leave	Unknown	01/29/14	Propose a policy be written that reflects current practice and removes annual leave information from C50 Faculty Contracts Policy	C50 RPM 5.4; May require BOR approval. Look at HSC policies for outside work	Depends on C50	Tied to C 50 included in memo to be sent Parker to remind her			
C210	Sick Leave	08/29/78	01/29/14	Out of date. Needs to be completely rewritten	C50 RPM 5.4; May require BOR approval		Discussed at 2/4/15 meeting. Per FSPC Chairs leave alone.			
C225	Professional Leave	8/29/78	11/4/15	COG taskforce asked FSPC to add reference. FSPC identified a few other required changes		Spring '17	Approved by OPS for campus comment.	Ends 4/19/16	Approved by FS 4/26/16	Needs approval of faculty and Regents
C230	Military Leave	8/29/78	10/13/14	Review for consistency with revised admin policy; need to address tenure and also new military recruiting policy which Kim will send me	UAP 3425 Military recruit law	???	Discussed at 2/4/15 meeting			
C240	LOA Incident to Political Activity			See C 150 above						
C250	Academic Leave for Lectures	10/8/13	July 2015	Need to align with proposed changes to Sabbatical		???				
C305	Emeriti Policy	4/27/10	12/20/15	Add dept. processes and criteria for emeriti status. Under consideration by AF&T						
D50	Assignment of Credit Hours	NEW	2/26/18	HLC requires an institutional policy	Glossary of Terms Catalog	Spring '18	Out for campus comment	3/23/18 - 4/22/18		
D75	Classroom Conduct	Unknown	10/5/16	Reassign from info item to Policy document put in new format.			FSPC on hold until competition of D 175 & D 176			
D170	Student Attendance	unknown	12/2/15	COG taskforce asked FSPC to perform a comprehensive review. Taskforce work progressing	Pathfinder, Dean of Students pro, Catalog	Fall '18	Taskforce meeting and developing drafts. Are there OEO concerns?			
D175	Student Grievance Procedure	5/13/2014	June 2016	Inconsistencies between Pathfinder and FH; identified by DOJ as needing immediate attention			On hold pending determination by CoG	4/7/17 to 5/10/17		
D176	Graduate Student Grievance Procedure	3/1/17		Remove graduate students from d175 and expand D176			On hold pending determination by CoG			
E40	Research Misconduct	4/13/04	9/2015	Address ORI Concerns	RPM 5.13 may need to be revised.	Fall '17	ORI endorses per Dr Larson. RPM 5.13 may need to be revised.	4/7/17 to 4/21/17	Approved by FS 4/25/17	Posted Sept 2017 May need to be approved by Regents—previous versions were

F70	Articulation, Degree Approval ...		4/20/17	Branch campus taskforce working on updating policies		Spring '18	Went out for campus comment--On FSPC 4/4/18 agenda for approval to go to Faculty Senate for final approval 4/24/18.	2/27/18 – 3/29/18		
F80	Representation on FS and Its Committees		4/20/17	Branch campus taskforce working on updating policies		Spring '18	FSPC approved 12/6/17, Operations approved to go out for campus comment.	2/27/18 – 3/29/18		

Recently Completed Work

A66	Policy Committee	11/27/07	6/7/1715	Update Committee membership.		Fall '17	FSPC approved draft	10/13/17 11/13/17	Approved by FS 11/28/2017	Posted
A91 Standard	Research Centers and Institutes	4/28/15		Need to post standard on FH webpage						POSTED to FH Resources page
C20	Employment of UNM graduates	03/12/51	01/29/14	Comprehensive review to address diversity and recruitment & NM Minority Doctoral Loan-for Service Program	RPM 5.3 Does not need to be revised	Fall '17	FSPC and Operations recommended deletion, but based on campus comments revised draft to reflect current practices	4/17/17 – 5/18/17 and 10/13/17 11/13/17	Approved by FS 11/28/2017	Posted
D90	Posthumous Degrees			Revise to address new situations		Fall '17	FSPC approved; Approved by OPS for campus comment.	10/13/17 11/13/17	Approved by FS 11/28/2017	Posted
E40	Research Misconduct	4/13/04	9/2015	Address ORI Concerns	RPM 5.13 may need to be revised.	Fall '17	ORI endorses per Dr Larson. RPM 5.13 may need to be revised.	4/7/17 to 4/21/17	Approved by FS 4/25/17	Posted Sept 2017
E90	Human Beings as Subjects in Research	11/15/1966	1/27/16	IRB and Dr. Larson propose revisions	RPM 5.13 & 5.14; FH E40	Fall '17	ORI endorses per Dr Larson. RPM 5.14 may need to be revised.	March 2017	Approved by FS 4/25/17	Posted Sept 2017
E110	Conflict of Interest in Research	5/12/2003	5/2017	Coffee Brown requesting change to definition of significant financial int.	RPM 5.10	No action	Policy Committee not making requested change on advice of legal FSPC advised by legal counsel proposed change is contrary to state law.			Issue Closed—No changes on advice of legal
F10	Role and Functions of UNM Branch Community Colleges		4/20/17	Branch campus taskforce working on updating policies			FSPC approved; Approved by OPS for campus comment.	10/13/17 11/13/17	Approved by FS 11/28/2017	Posted
F90	AF&T Appointment and Grievance Procedures		Oct 2017	Branch campus taskforce working on updating policies			Approved by AF&T and FSPC. Went to faculty for vote and was approved.		Approved by full faculty in Nov 2017	Posted
F100	Teaching Load		4/20/17	Branch campus taskforce working on updating policies			Approved by AF&T and FSPC. Went to faculty for vote and was approved.		Approved by full faculty in Nov 2017	Posted

Faculty Senate Policy Committee
Meeting Schedule
2018-2019
Location: Scholes Hall, Room 101
3:30PM-5:00PM

Dates:

Wednesday, September 5, 2018

Wednesday, October 3, 2018

Wednesday, November 7, 2018

Wednesday, December 5, 2018

Wednesday, February 6, 2019 (long-meeting)

Wednesday, March 6, 2019

Wednesday, April 3, 2019

Wednesday, June 5, 2019 (long-meeting)



Policy Committee Members 2017-2018

[Charge of the Committee](#) | [Meeting Minutes/Notes](#)

Co-Chair: Kimberly Gauderman

Co-Chair: Martha Muller

Committee mailing list (posting restricted to members):

FS_POLICY_COMM-L@unm.edu

Meetings are held on the first Wednesday of every month from 3:30 pm - 5:00 pm at the Scholes Hall, Room 101. [Meeting Calendar](#).

Member	Member Type	Term
Faculty		
Kimberly Gauderman Associate Professor History Department kgaud@unm.edu	<i>Faculty from College or School</i>	2016-2019 <i>Co-Chair</i>
Barbara Hannan Professor Philosophy Department bhannan@unm.edu	<i>Faculty from College or School</i>	2015-2018
Leslie Oakes Associate Professor ASM Department of Accounting oakes@mgt.unm.edu	<i>Faculty from College or School</i>	2015-2018
Martha Muller Associate Professor Pediatrics Infectious Disease MLMuller@salud.unm.edu	<i>Faculty from Health Sciences Center</i>	2015-2018 <i>Co-Chair</i>
Marsha Baum Professor School of Law Administration baum@law.unm.edu	<i>Faculty member</i>	2015-2018
Jamal Martin Lecturer III Africana Studies drjamal@unm.edu	<i>Faculty member</i>	2015-2018
Melinda Tinkle Associate Professor	<i>Faculty member</i>	2017-2020

College of Nursing MTinkle@salud.unm.edu		
Ex-Officio Non-Voting		
Amy Levi Interim Associate Dean College of Nursing amylevi@salud.unm.edu	<i>HSC Vice Chancellor for Academic Affairs</i>	
Richard L Wood Associate Professor Sociology Department rlwood@unm.edu	<i>Provost/EVP for Academic Affairs</i>	
Kenedi Hubbard University Secretary Office of the University Secretary kthubbard@unm.edu	<i>University Secretary</i>	
Advisor Non-Voting		
Kimberly Bell Deputy University Counsel University Counsel Office kibell@salud.unm.edu	<i>University Counsel</i>	2017-2018 Non-Voting
Total Members: 11		

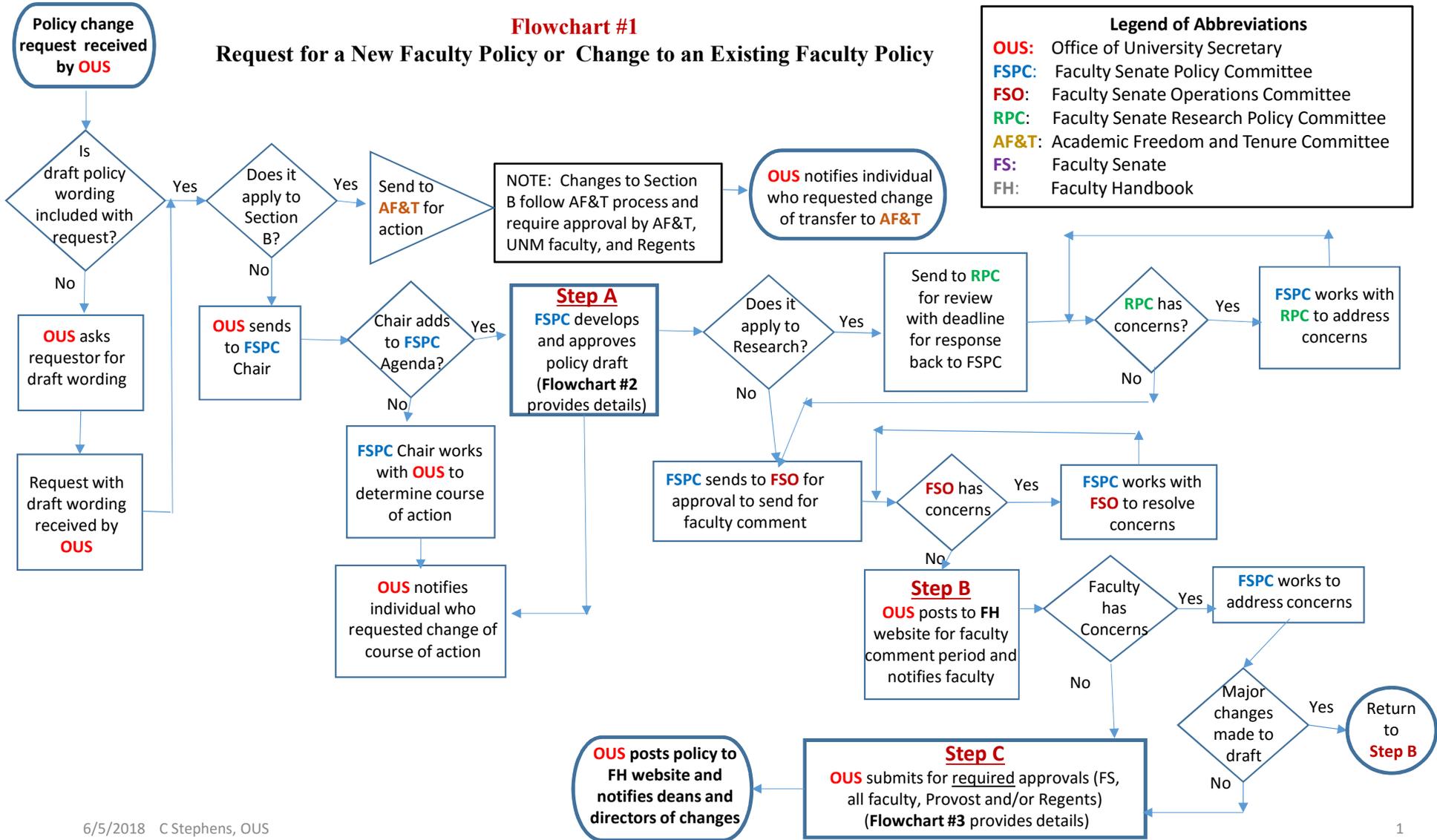
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Flowchart #1

Request for a New Faculty Policy or Change to an Existing Faculty Policy

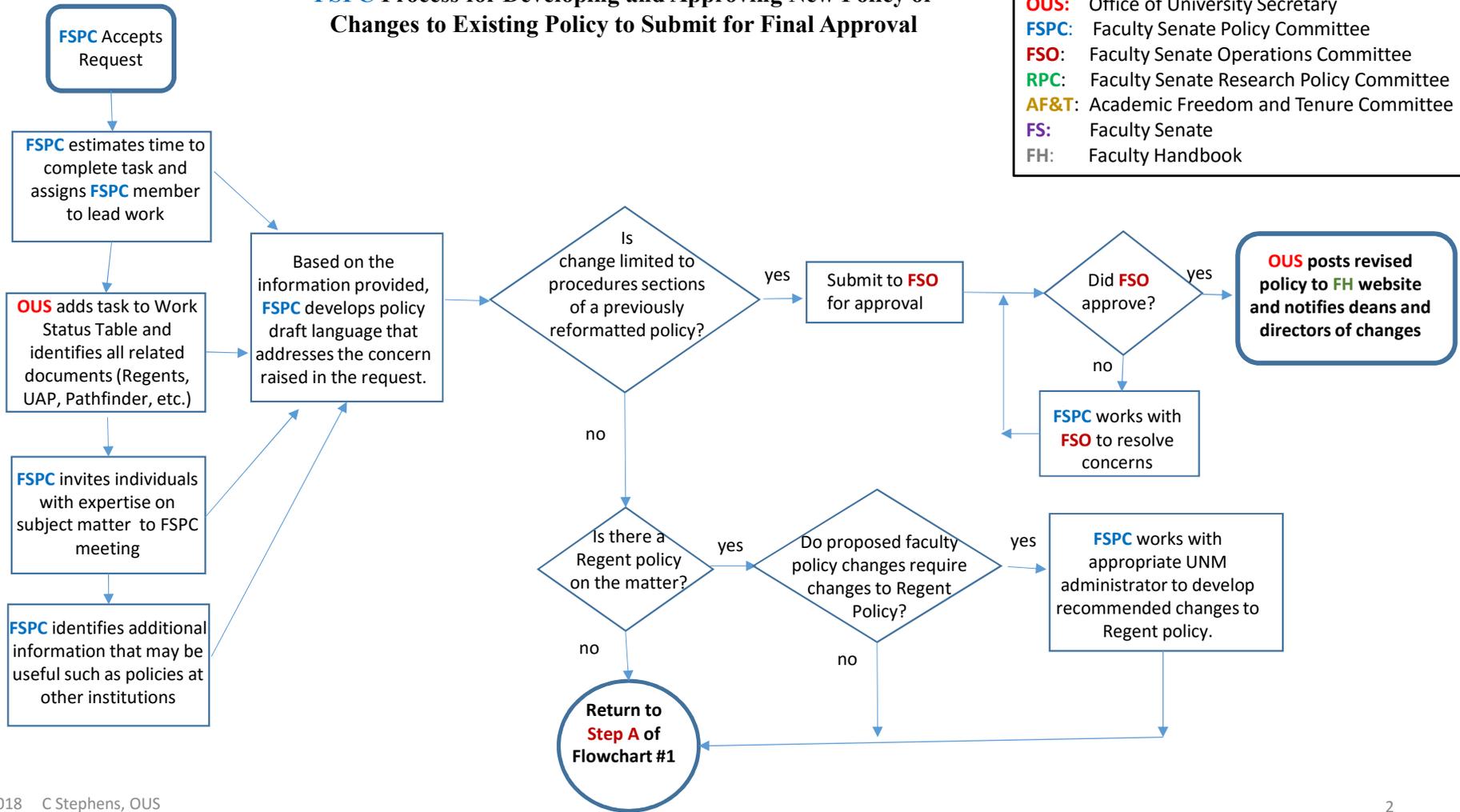
Legend of Abbreviations

- OUS:** Office of University Secretary
- FSPC:** Faculty Senate Policy Committee
- FSO:** Faculty Senate Operations Committee
- RPC:** Faculty Senate Research Policy Committee
- AF&T:** Academic Freedom and Tenure Committee
- FS:** Faculty Senate
- FH:** Faculty Handbook

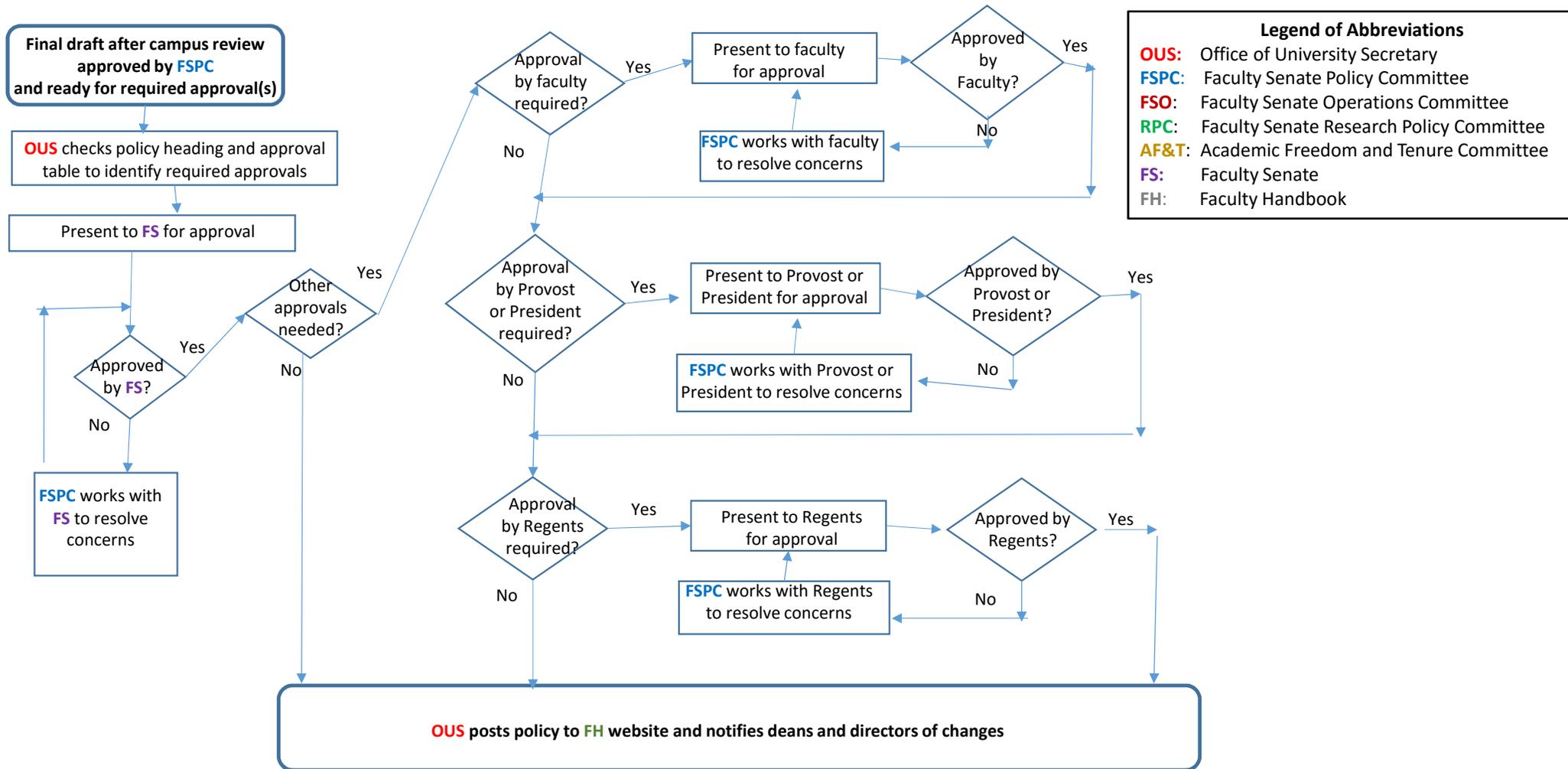


Flowchart #2 (Step A of Flowchart #1)
FSPC Process for Developing and Approving New Policy or Changes to Existing Policy to Submit for Final Approval

Legend of Abbreviations	
OUS:	Office of University Secretary
FSPC:	Faculty Senate Policy Committee
FSO:	Faculty Senate Operations Committee
RPC:	Faculty Senate Research Policy Committee
AF&T:	Academic Freedom and Tenure Committee
FS:	Faculty Senate
FH:	Faculty Handbook



Flowchart #3 (Step C of Flowchart #1)
OUS submits for required approvals (FS, all faculty, Provost and/or Regents)



Legend of Abbreviations	
OUS:	Office of University Secretary
FSPC:	Faculty Senate Policy Committee
FSO:	Faculty Senate Operations Committee
RPC:	Faculty Senate Research Policy Committee
AF&T:	Academic Freedom and Tenure Committee
FS:	Faculty Senate
FH:	Faculty Handbook

DRAFT Memorandum

Date: May 30, 2018

To: Faculty Senate Policy Committee

From: Carol Stephens, Consultant, Office of the University Secretary

Re: 21 Policies Awaiting Approval from Faculty Senate Operations Committee to send to Faculty for Review and Comment

Draft revisions of three policies related to Faculty Discipline which were approved by the Policy Committee and the Academic and Freedom Committee were submitted to the Faculty Senate Operations Committee in March 2018 for approval to send out to faculty for review and comment.

A52.1.1 "Faculty Misconduct Review Committee"

C05 "Rights and Responsibilities at the University of New Mexico"

C07 "Faculty Disciplinary Policy"

Eighteen draft revisions and/or new policies needed to reflect the reorganization of the Faculty Senate were submitted to the Faculty Senate President in September 2017 for review and the Operations Committee in February 2018 for approval to send out to faculty for review and comment.

A60: Faculty Senate Bylaws

A60.1 Faculty Senate Councils and Committees. **(NEW)**

A61: Academic Council **(NEW)**

A61.1: Admissions and Registration Committee (same number as current)

A61.2: Curricula Committee (currently A61.7)

A61.3: Graduate Committee (currently A61.11)

A61.4: Honorary Degree Committee (currently A61.12)

A61.5: Teaching Enhancement Committee (currently A61.18)

A61.6: Undergraduate Committee (currently A61.19)

A62: Athletic Council (currently A61.2)

A63: Business Council **(NEW)**

A63.1: Budget Committee (currently A61.4)

A63.2: Campus Development Advisory Committee (currently A61.5)

A63.3: Faculty and Staff Benefits Committee (currently A61.9)

A63.4: Governmental Relations Committee (currently A61.10)

A63.5: Information Technology Use Committee (currently A61.6)

A64: Health Sciences Center Council (currently A61.23)

A65: Research and Creative Works Council **(NEW)**

A65.1: Library Committee (currently A61.14)

A65.2: Research Allocations Committee (currently A61.15)

A65.3: Research Policy Committee (currently A61.16)

A65.4: University Press Committee (currently A61.21)