

Faculty Senate Meeting Agenda

February 12, 2008, 3:00 P.M.

Lobo Room (3037), Student Union Building

The University of New Mexico

Time	AGENDA TOPICS	TYPE OF ITEMS/ PRESENTER(S)
3:00	1. Approval of Agenda	Action
	2. Acceptance of the January 2007 Summarized Minutes	Action
	3. Faculty Senate President's Report	Information Jackie Hood
	CONSENT AGENDA TOPICS	
	4. Forms C from the Curricula Committee	Action Jackie Hood
	<p><i>Revision of Concentration of B.S. in Community Health , College of Education</i> <i>New Major in B.A. of Languages, College of Arts and Sciences</i> <i>New Ph.D. in Nanoscience, College of Arts and Sciences</i> <i>New Minor in Ph.D. of Applied Mathematics, College of Arts and Sciences</i> <i>New Minor in Ph.D. of Statistics, College of Arts and Sciences</i> <i>Revision of Concentration in Pure Mathematics, College of Arts and Sciences</i> <i>New Major in Bachelor of University Studies, University College</i> <i>Revision of Major in B.S. of Biology, College of Arts and Sciences</i></p>	
	AGENDA TOPICS	
	5. Changes in Graduation	Information Breda Bova
	6. Lobbyists	Information Breda Bova
	7. Accreditation: Learning Outcomes Assessment	Information Wynn Goering, Nancy Middlebrook, and Tom Root
	8. Policies C130 and C140 and Recommendations from the Consultant	Action Jackie Hood
4:45	9. New Business and Open Discussion	
5:00	10. Adjournment	

NOTES:

1. All faculty are invited to attend Faculty Senate meetings.
2. Full agenda packets are available at <http://www.unm.edu/~facsen/>
3. All information pertaining to the Faculty Senate can be found at <http://www.unm.edu/~facsen/>
4. Questions should be directed to the Office of the Secretary, Scholes 103, 277-4664
5. Information found in agenda packets is in draft form only and may not be used for quotes or dissemination of information until approved by the Faculty Senate.

FACULTY SENATE SUMMARIZED MINUTES

2007-2008 Faculty Senate

January 22, 2008

(DRAFT-AWAITING APPROVAL AT THE FEBRUARY 12, 2008 FACULTY SENATE MEETING)

The Faculty Senate meeting for January 22, 2008 was called to order at 3:10 p.m. in the Lobo Room, Student Union Building (SUB). Senate President Jackie Hood presided.

1. ATTENDANCE

Guests Present:

Chief of Staff Breda Bova (Office of the President), Assistant Dean Barbara Carver (Graduate Studies), Staff Council Liaison Loyola Chastain, Interim Provost Viola Florez, Deputy Provost Richard Holder, Chairperson Rebecca Blum-Martinez (Language, Literacy, and Sociocultural Studies), Faculty Affairs and Services Director Raqui Martinez (Office of the Provost), and Sari Krosinsky (UNM Today).

2. APPROVAL OF THE AGENDA

The agenda was approved as written.

3. APPROVAL OF SUMMARIZED MINUTES FOR NOVEMBER 27, 2007 MEETING

The minutes for the November 27, 2007 meeting were approved as written with one abstention.

4. FACULTY SENATE PRESIDENT'S REPORT

The Faculty Senate President reported on the following:

- President Jackie Hood welcomed faculty back from winter break.
- The accreditation site visit is in 2009. UNM received a 10-year renewal at the last accreditation visit. Not much has been completed in the Learning Outcomes Assessment portion. Wynn Goering, Nancy Middlebrook, and Tom Root are working on the accreditation materials for the visit. President Hood asks senators to assist devising an assessment process. President Schmidly announced at the Executive Cabinet meeting that assessment is a major focus of accreditation.
- President Jackie Hood asked the administration for an explanation of the increase in Vice Presidents at UNM. Vice President for Human Resources Helen Gonzales was not able to immediately respond as she is working on the new benefits package.
- Chief of Staff Breda Bova (Office of the President) reported the following:
 - President Schmidly has the questions that the Operations Committee submitted. President Schmidly asks the senate to appoint two people to work with Associate Vice President for Budget, Planning, and Analysis Andrew Cullen for the answers to the submitted questions and then report those answers to the Operations Committee and the Faculty Senate. President Schmidly is committed to providing all the information that is asked for.
 - President Schmidly will attend the March 4, 2008 Faculty Senate Operations Committee meeting.
 - Chief of Staff Bova asks that she be emailed for answers to any other questions.

5. PROVOST'S REPORT

The Provost reported on the following:

- Interim Provost Florez and Executive Vice President for Business and Finance David Harris met with the Operations Committee.
- The university retained a good number of students from the Fall 2007 to Spring 2008 semesters. Interim Provost Florez is awaiting the final numbers.
- Accreditation by the Higher Learning Commission for the entire university is very critical. The accreditation includes the Health Sciences Center (HSC).
- There will be a national search for the Vice President of Research. The position posting is currently a rough draft. Provost Florez is working with Jackie Hood to include senators for the search. The position should be filled by the end of the Spring 2008 semester in order to have the person in place for the summer.
- The college performance reviews are underway. Each college made a presentation to the Executive Cabinet and the Provost's Cabinet. The presentations were overviews of the colleges' strengths, weaknesses, budget, etc. President Schmidly wants the reviews to be held every year and the reviews will become more focused, especially on the colleges' mission and needs.
- The legislative lobbying effort is progressing with the clustering of proposals in areas such as student success, research, environments, etc.

CONSENT AGENDA

6. APPROVAL OF FORMS C FROM THE CURRICULA COMMITTEE

The following Forms C were approved by unanimous voice vote of the Faculty Senate:

- Revision of Department in B.S. ECE Program, School of Engineering

- New Department in B.S. ECE Program, School of Engineering
- Revision of Concentration in Conservation Biology, College of Arts and Sciences
- Revision of M.A. in TESOL, College of Education
- Revision of B.A. in Journalism, College of Arts and Sciences
- Revision of Concentration in Latin American Studies, College of Arts and Sciences

AGENDA TOPICS

7. DISCUSSION ON THE STATE OF FACULTY GOVERNANCE AT THE UNIVERSITY OF NEW MEXICO

Faculty Senate President Jackie Hood divided senators into groups by table. She asked each group to complete two tasks. The first was to devise other questions to ask of President Schmidly and Andrew Cullen. The second was to list what else the faculty and/or the senate could do to ensure faculty governance. The responses from the groups are listed below.

1. Questions and comments for President Schmidly and AVP Cullen:

Mechanism where faculty have input for benefits package (especially Health Care).

Is there a plan to increase faculty salaries to line with peer institutions?

What is the connection between resource allocation and the stated mission of UNM? For example: When a new Vice President position is created, is there an assessment of how that will improve progress towards goals derived from the mission?

Banner Software Issues:

Will we evaluate Banner and improve accordingly? If so, when?

How long are we committed to the Banner System?

Is there a secondary process for unresolved problems?

Is the problem systemic or staff issues (training, consistency, etc.)?

What was the acquisition process for Banner?

What does a system like this cost?

2. What else the faculty and/or the senate could do to ensure faculty governance:

There should be a process for creating Vice Presidents (rationales) like a process faculty has to go through to obtain faculty lines. Salary increases for administrators should be linked to faculty salary increases.

Have a Faculty Regent.

How can we build safety and trust between faculty, regents, administration?

Have more combined faculty and regent committees.

How much do Regents know about Faculty Governance?

Meeting of Faculty Senate Operations Committee and Regents: present concerns of faculty (for example, in various Regent Task Force Committees)

How does the faculty gain access to institutional research data at UNM?

When the Regents and upper administration make decisions regarding UNM, what percentage weight is given to faculty input? 60/40? 50/50? How does this vary for different issues?

Suggest a resolution requesting faculty senate representation on the UNM executive cabinet.

Is there some systematic long-term process for tracking recommendations from FS to Regents (and Regents' action on these)?

Would keeping the Faculty Senate President for more than one year provide continuity?

Is there a way to increase Regent appearances and reports to the Faculty Senate (or vice versa)?

Can we be more informed about the Board of Regents':

Formation

Operation

Key functions

At what points and on what issues do the Regents and Faculty Senate missions overlap? (Assuming Regents deal with far broader issues than the Faculty Senate).

Explain faculty governance to the Regents and get consensus on the duties and responsibilities of the various groups. (President Jackie Hood could give her PowerPoint presentation to them).

Series of town halls by the President with groups of faculty (e.g., one with the HSC; one with the professional schools; several with Arts and Sciences faculty, etc.)

Joint Regents-Faculty Senate meeting held annually.

President invited to present a "state of UNM" or "what we need to be working on together" report each semester at a Faculty Senate meeting.

Webcast the Regents meetings.

"Ask the administration" link be placed on the President's web site in which individuals could post questions and the right person in administration would post the answer (great opportunity to provide real transparency).

8. REPORT FROM THE LIBRARY COMMITTEE

Library Committee Chair Bob Berrens (Economics) provided a brief summary of the committee. The Library Committee meets three times each semester. There currently are vacancies on the committee, but there is a core group of dedicated faculty. There are three graduate students on the committee this year. The success of the Library Committee is greatly aided by the participation of the library administration. The committee works closely with the Deans and Associate and Assistant Deans of University Libraries and their counterparts at the HSC Library and Informatics Center.

The mission of the Faculty Senate Library Committee is to address issues and make recommendations related to University Library policies, budgets, and other issues and to facilitate communication among the libraries and between libraries and faculties.

The committee was involved in addressing the damage and repair of the fire at Zimmerman Library and then the recent flooding. The committee participated in their own focus groups and user focus groups on how to provide services more efficiently. The committee has forwarded University Library budget recommendations to the Faculty Senate for the annual budget summits. The committee has had discussions on digital archive preservations and the DSPACE initiatives. In response to student raised issues, they have discussed the demand and feasibility of pilot programs that may keep select areas of the library potentially open for 24 hours during specific times of year. They hosted a series of open faculty forums for the University Library Dean candidates. The committee regularly discusses space issues and planning.

The University Libraries are critical to all aspects of the core mission of the university. The Faculty Senate passed a Library Committee sponsored resolution in 2005. The resolution states that two percent of all main campus Facilities and Administration (F and A) funds be allocated annually to the University Libraries for support of research at UNM. There needs to be sustained revenue streams for research and to prevent serial and journal cuts. In 2006-2007 New Mexico State University allocated \$717,000 from their F and A for their university libraries, whereas UNM has allocated only \$25,500 per year for the last 20+ years. Other universities typically allocate between one and seven percent. The UNM University Libraries' collections (books, serials, etc.) were funded at more than \$5.8 million per year for expenditures. Peer universities spend more than \$9.2 million per year. Dean Martha Bedard (University Libraries) has briefed the Executive Cabinet on the funding issues and President Schmidly has asked for a history of the funding.

9. NEW BUSINESS

No new business was raised

10. ADJOURNMENT

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Rick Holmes
Office of the Secretary

Faculty Senate Attendance 2007-2008

P - present; E - excused; U - unexcused; R - rep in attendance; H - attended half of the meeting

Full Name	Department	8/28	9/25	10/23	11/27	1/22	2/12	2/26	3/11	3/25	4/8	4/22	Comments
Jonathan Abrams	Internal Medicine	P	U	U	U	X	X	X	X	X	X	X	Resigned 11/28/07.
Margaret Alba	Pathology	P	P	P	P	P							
Leah Albers	Nursing	P	P	R	P	P							Rep: Pat Payne
Robert Berrens	Economics	P	P	E	P	P							
Steven Block	Music	E	P	P	E	P							
Jonathan Brinkerhoff	Teacher Education	P	P	U	U	P							
Steve Cabaniss	Chemistry	P	P	P	P	E							
Mark Childs	Architecture and Planning	P	P	P	P	P							
Gary Cuttrell	Surgery	P	P	E	E	P							
Dennis Davies Wilson	Los Alamos	P	P	P	E	P							
Ed DeSantis	University Honors	P	P	P	P	P							
Lily Dow y Garcia Velarde	Family & Community Medicine	E	X	X	X	X	X	X	X	X	X	X	Resigned 9/24/07.
Santa Falcone	School of Public Administration	X	P	P	P	P							Replaces Constantine Hadjilambrinos
Douglas Fields	Physics and Astronomy	P	P	P	P	P							
Aaron Fry	Art and Art History	P	P	P	P	U							
Kimberly Gauderman	History	P	P	P	P	U							
Patricia Gillikin	Valencia	P	U	X	X	X	X	X	X	X	X	X	Resigned 9/25/07.
Larry Gorbet	Anthropology	P	P	P	P	U							
David Graeber	Psychiatry	U	U	U	U	U							
Joy Griffin	Physical Performance & Development	P	P	P	P	P							
Burke Gurney	Orthopaedics	E	E	P	P	U							
Renee Barela Gutierrez	UNM Taos	X	P	U	U	U							Joined 9/25/07
Constantine Hadjilambrinos	School of Public Administration	U	X	X	X	X	X	X	X	X	X	X	Resigned 9/19/07.
Steve Hersee	Electrical and Computer Engineering	P	P	P	P	X	X	X	X	X	X	X	Replaces Sanjay Krishna for Fall
Deirdre Hill	Internal Medicine	P	P	E	P	P							
Jackie Hood	Organizational Studies	P	P	P	P	P							
Kerry Howe	Civil Engineering	P	P	P	P	P							

Diana Huffaker	CHTM	U	U	U	U	U								
Robert Ibarra	Sociology	P	P	P	U	P								
Peter Ives	University Libraries	P	P	P	P	P								
Donna Jewell	Theatre and Dance	U	U	U	U	U								
Anne Jones	Family & Comm Medicine	P	P	E	P	E								
Kathy Jutila	Internal Medicine	U	U	U	U	U								
Dubra Karnes-Padilla	Valencia	X	U	P	P	P								Replaces Patricia Gillikin
Victoria Kauffman	Mathematics & Statistics	P	P	P	P	P								
Denece Kesler	Internal Medicine	P	P	P	U	E								
Richard Kitchen	Education Specialties	U	U	U	U	U								
Jake Kosek	American Studies	X	X	X	X	U								Replaces Gerald Vizenor
Sanjay Krishna	Electrical and Computer Engineering	X	X	X	X	P								On Sabbatical Fall 2007
Jeanne Logsdon	Organizational Studies	P	P	P	P	P								
Pamela Lutgen-Sandvik	Communication and Journalism	P	P	U	P	P								
Chris McGrew	Orthopaedics	U	U	U	U	U								
Martha Miller	Pediatrics	U	E	P	E	U								
Roxana Moreno	Ind, Fam, & Comm Ed	U	U	U	U	U								
Carol Parker	Law	U	P	P	E	U								
Linda Penaloza	Pediatrics	P	P	E	P	P								
Steven Peterson	Pharmacy	P	P	P	P	U								
Stefan Posse	Psychiatry	E	P	P	P	P								
Mary Power	English	P	P	P	U	P								
Arti Prasad	Internal Medicine	U	U	U	U	U								
Pamela Pyle	Fine Arts	P	P	P	P	P								
Timothy Ross	Civil Engineering	P	E	P	P	P								
Katja Schroeter	Foreign Languages & Literatures	E	P	P	P	E								
Retu Saxena	Internal Medicine	U	U	U	U	U								
Jim Sayers	Gallup	U	U	U	E	P								
Zachary Sharp	Earth and Planetary Sciences	P	P	P	E	E								
Virginia Shipman	Individual, Family and Community Education	P	P	P	P	P								

Howard Snell	Biology	P	P	P	P	P								
Victor Strasburger	Pediatrics	P	E	E	P	P	E			E		E		
Akaysha Tang	Psychology	P	P	U	U	P								
Maria Terry	Surgery	U	U	U	U	U								
Luis Vargas	Psychiatry	P	U	P	E	E								
Gerald Vizenor	American Studies	E	P	P	P	X	X	X	X	X	X	X	X	Resigned 12/03/07.
Gautam Vora	Fin Intl Tech Management	P	P	P	P	U								
Tom White	Family and Community Medicine	P	U	U	P	E								
Teresa Wilkins	Gallup Branch	U	U	U	U	U								
John Wills	Anesthesiology	U	U	U	U	P								
Said Yassin	Surgery	P	E	E	P	P								

To: Richard W. Holder, Deputy Provost

From: Lucie Lapovsky, AGB Consultant

Subject: Policies C130 and 140

Date: January 22, 2008

I commend the University for all of the thought and time put in to reviewing and revising these important policies. I have reviewed the existing policies C130 and C140, the proposed policies by the University Task Force, the approved new policies by the faculty Senate and the notes provided with these policies.

Policy C 130

The Policy Concerning Outside Employment and Conflict of Commitment, C130, discusses the permissibility of outside commitments of full-time University faculty members.

1. All three of the policies encourage faculty participation in outside professional activities which enhance their professional growth and reputation.
2. The current policy includes all faculty while the two proposed policies exclude lecturers from their policies.
3. Limits are placed on these outside activities to ensure that the faculty's primary responsibility is to the University. The current policy restricts all activities beyond those related to the faculty member's full-time University contract, even those at the University, while the two proposals exclude additional University service from outside employment restrictions.
4. The current policy states that outside employment may not exceed one day per week. The Task Force proposal states one day per week and specifies that this is the equivalent of 39 days for nine-month faculty and 52 days for 12 month faculty. The Faculty Senate proposal includes the number of days, 39 and 52, but adds that this is for a five day work week.

Recommendations on Policy 130

It is wise to encourage outside activities that are consonant with a faculty members primary University responsibilities. By the same token, it also is wise to place some limits on these outside activities to ensure both that the faculty member has adequate time to devote to their contractual activities and that it is the primary focus of the faculty member's activities. That being said, it is difficult to understand why Lecturers are excluded from both the proposals. The rationale provided in notes accompanying the information state that lecturers do not have requirements for service or scholarship to the University, only for teaching activities. Lecturers have different job descriptions and an expectation that their time is allocated differently than probationary and tenured faculty but that does not diminish the need for their commitment to their position at the University. The exclusion of Lecturers from this policy treats them in many ways like adjunct faculty who are only expected to do "piece work." I would recommend against

excluding lecturers from the policy. If there are special situations where certain faculty need/want to be able to engage in more outside work than the policy provides, I would recommend that it be individually negotiated in their contracts.

The current policy provides that all work beyond a faculty member's full-time contract be counted against the outside work limits; whereas, the two proposed policies do not count additional compensated work by faculty members at the University against their outside work limits. The distinction between additional work to the University and additional work outside of the University makes sense. Additional work at the University strengthens the commitment and the contribution of full-time faculty to the University. Both proposals continue the requirement included in the existing policy that additional compensated work at the University be approved by the relevant supervisor; this provides adequate controls from faculty becoming overcommitted.

The issue of how the amount of permissible outside work is defined is subtle. All policies provide for either 39 or 52 days of outside work but the approved Faculty Senate policy relates these days to a five day week while the current policy and the Task Force proposal just uses the term week. I am told that the interpretation has always been relative to a seven day week. In many ways the faculty policy is quite ambiguous as to how it would deal with a faculty member who works outside the University more than the specified number of days. I would recommend using the term week in the policy and continuing with the historical University interpretation.

Policy C 140

Policy C 140, The Policy Concerning Extra Compensation Paid by the University, discusses how this work is counted and compensated.

1. The current policy counts compensated work at the University outside of the faculty member's full-time contract against their allowable outside work while both the Task Force and the Senate proposals do not count this work against the workdays allowed for extra work.
2. The existing policy limits the amount of extra compensation a faculty member can make from the University and provides that the extra compensation is calculated as a percent of the faculty's full-time salary. Both new policies provide for a negotiated compensation for the additional work.

Recommendations on Policy C 140

As stated above, not counting additional compensated University work makes sense as it strengthens the commitment of the full-time faculty to the University and there are controls on it as the Department Chairs and Deans have to approve it.

The proposed policies provide a more rational way of establishing compensation for additional University work than the existing policy. Additional work should be compensated at "fair market value" which may have little relationship to the full-time salary of that faculty member.

Policy C130

Approved by the Faculty Senate on 11/27/07

POLICY CONCERNING OUTSIDE EMPLOYMENT AND CONFLICTS OF COMMITMENT

Employment as a full time, tenured, probationary, or clinician educator faculty member at the University of New Mexico in Albuquerque requires an individual's full time professional commitment and expertise. Notwithstanding this, and subject to certain restrictions, full time faculty members subject to this policy (Lecturers of all ranks are exempt from the provisions of this policy) are encouraged to engage in appropriate outside professional activities that will enhance their professional growth and reputation. Outside activities such as writing, consulting, lecturing, and similar outside endeavors contribute to the quality of both instruction and the scholarly or creative work of the faculty, bring great credit to the University and may contribute to the economic development of the state.

Conflict of Commitment

The University of New Mexico has adopted in the Faculty Handbook (Section B, Appendix V) the *Statement on Professional Ethics* of the American Association of University Professors, which includes the statement "Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it." In particular, a "conflict of commitment" exists when the external professional activities of the faculty member are so extensive and demanding of time and attention as to interfere with the individual's responsibilities to the unit to which the faculty member is assigned by contract, to students, or to the University. In particular, the time spent in outside employment may not exceed the equivalent of one workday per five day work week during the contract period. For faculty members with nine-month contracts this is the equivalent of 39 work days, and for faculty members with twelve-month contracts this is the equivalent of 52 work days per contract period.

Outside Consulting

In outside employment faculty members are paid directly by the outside entity and the University is not concerned with the amount of earnings. However, a faculty member should charge fees similar to those charged by firms or individuals doing comparable work, except when advice or services are given free in the public interest.

Prohibited Activities

Faculty members should not provide consulting or other services to an outside entity when those services would conflict or be in competition with services offered by the University itself. In undertaking outside employment the faculty member may not make use of University facilities, equipment, or personnel without prior written approval from the head of the unit responsible for the facilities or personnel. When necessary the Associate Vice President of Business/Comptroller shall determine to what extent the University shall be reimbursed for such use. Work of a routine or repetitive nature such as tests, assays, chemical analyses, bacteriological examinations, etc. which involve use of University property is prohibited except where it is considered in the public interest and where facilities or personnel for doing such work exist only at the University.

University titles, offices, addresses, and telephone numbers may not be used in city directories or similar publications for the purpose of publicizing non-University interests. Consultants must make it clear to outside employers that the work to be undertaken has no official connection with the University. The University cannot assume any responsibility for private consulting activities provided by members of the faculty.

Exceptions for Remunerated Scholarship

It is not the intent of the University to restrict expected scholarly activities of faculty members. In some disciplines, such as the performing arts, professional activity may be remunerated. In many disciplines scholarly service activities such as reviewing, colloquia presentations, etc., are compensated by small honoraria beyond expenses. Such activities, referred to as "remunerated scholarship" generally relate to research or creative work that is expected in a faculty member's discipline. Teaching outside the contracted department for compensation [see **Policy C140**] is not considered to be remunerated scholarship. Such activities would normally be added to a c.v. and be considered in promotion, tenure, merit pay, etc. Activities of remunerated scholarship need not be reported and the hours so spent do not count against the 39 or 52 workday limit unless the Chair or Director finds the extent of such activities threatens a faculty member's ability to carry out his/her regular University duties. In this case approval to continue this activity should be sought.

Reference: See also Regents Policy Manual 5.5

COMPLIANCE

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

PROCEDURES REGARDING OUTSIDE EMPLOYMENT

In consultation with the academic units the offices of the Provost and the Executive Vice President for Health Sciences will be responsible for developing and communicating procedures for this policy. The procedures should address at least the following requirements:

- Notification of outside employment
- Chair/Director/Dean monitoring, reporting, and enforcement responsibilities
- Process for Exceptions to this policy
- Faculty reporting
- Written approval
- Records and supporting documentation maintenance
- Documentation supporting appeals
- Calculations used to monitor the 39/52 day rule
- Practical definitions and guidelines regarding Remunerated Scholarship developed with faculty input.

Policy C140

Approved by the Faculty Senate on 11/27/07

POLICY CONCERNING EXTRA COMPENSATION PAID BY THE UNIVERSITY

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

- 1 Full time regular faculty members may receive extra compensation from the University for additional work done in connection with University-related activities provided that:
 - a) The faculty member wishes to pursue the opportunity for extra compensation;
 - b) Advance approval in writing is given by the Chair of the faculty member's contract department and the Dean or Director of the College or School that houses that department;
 - c) The work done for extra compensation does not in the opinion of the approving authorities:
 - i) Conflict in time with regular University duties and assignments;
 - ii) Constitute a "conflict of interest" situation for the faculty member;
 - iii) Come within the scope of the faculty member's regular responsibilities for which compensation is already being paid.
- 2 The work for extra compensation does not count against the workdays allowed for outside employment. (See Policy C130).
- 3 Extra compensation using funds from research grants or contracts must conform to research policies.
- 4 Extra compensation for teaching beyond the scope of the faculty member's regular teaching responsibilities shall be paid through a STC (Special Teaching Component) on the regular faculty contract. Requests for contracts that include STC's shall be made prior to engaging in the activity by way of a Contract Memorandum that has the approval of the faculty member's chair or director and dean, the administrator of the department for which the special teaching is being done, and the Deputy Provost or the Executive Vice President for Health Sciences.
- 5 Other kinds of special assignments shall be paid on an Extra Compensation Form. The rate of extra compensation will be proposed by the head of the requesting unit.

Reference: See also Regents Policy Manual 5.6

COMPLIANCE

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

PROCEDURES REGARDING EXTRA COMPENSATION

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

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