Faculty Senate Policy Committee

Meeting Minutes
January 29, 2014
10:00 a.m. to 2:00 p.m.

Members Present: Martha Muller (Chair), Charles Cunningham, Christine Sierra and Lee Brown

Ex-Officio: Melanie Baise, Associate University Counsel, University Counsel Office
Carol Parker, Associate Provost, Office of the Provost & EVP for Academic Affairs
Vivian Valencia, University Secretary, Office of the Secretary

Members Absent: Joseph Barbour, Kimberly Gauderman, and Vice-Chair, Melinda Tinkle

Staff Present: Candyce Torres, Office of the Secretary, Administrative Coordinator
Carol Stephens, Office of the Secretary, Professional Consultant

Guest Present: None

Meeting began at 10:00am

1. The Faculty Senate (FS) Policy Committee was called to order at 10:00AM on Wednesday, January 29, 2014 in Scholes Hall, Robert's Room with Chair, Martha Muller.

   The FS Policy Committee Chair, Martha Muller, informed the Committee of the addition of "Consent Agenda Topics" for all FS Policy Committee meetings in an attempt to help the Committee gain momentum and move forward. **C09: Respectful Campus**, **A53: Development and Approval of Faculty Policies,** and **A61.7 Curricula Committee** were introduced as "Consent Agenda Topics" for this meeting.

   Action- Chair moved to accept these as agenda topics with the Committee's approval. **C09** has reached completion with the FS Policy Committee and will move forward to the FS Operations Committee for their approval. Once **C09** is approved it will be posted in the Faculty Handbook. **A53** and **A61.7** will be submitted for campus comment for 30 days, and then go to the Faculty Senate for their approval.

2. **Informational items**. The Chair declared that the goal of the FS Policy Committee is to have a process and deadlines in place when reviewing policies in order to help the Committee move forward. Keeping the Faculty Handbook regularly updated to maintain the most current status is also an objective. Information statements contained in the Faculty Handbook present an issue. There is a need to update and reorganize the content of informational pieces within the Handbook. University Secretary Vivian Valencia shared some background regarding informational items. Historically, the Handbook was a source of all relevant campus information pertaining to Faculty. Currently, all schools, colleges, and appropriate units have their own websites that reflect all of the relevant information. Rather than keeping the information statements in the Handbook, it could be useful to retain certain elements from those sources such as links. This is so Faculty can be directed to the appropriate place when researching information. If all informational statements remain in the original structure, it could cause more issues with consistency, clarity, and efficiency as it is outside of the Committee's purview to maintain. Moving forward, the FS Policy Committee Chair declared that the Office of the University Secretary (OUS) would handle revising the informational items within the Faculty Handbook. This will enable the Committee to give more attention, and focus to the actual policy statements within the Handbook. As time progresses, OUS would present anything pertinent regarding informational items, (updates, revisions, exc.) to the FS Policy Committee to be presented as "Consent Agenda Topics" for the Committee's approval.

   Vivian Valencia shared some information with the Committee that surfaced from a meeting held on January 28, 2014. The meeting was initiated by the University Policy Office Director, Pamina Deutsch. The meeting addressed what policies within the University Administrative Policy (UAP) Manual and Faculty Handbook overlap, and cause confusion about applicability. It was suggested at the meeting to come up with a policy document, and statement in the Faculty Handbook that defines the Handbook's applicability. In addition, there is a need to clarify/define what happens when the Faculty Handbook is silent on a particular issue. The University Secretary Office Consultant, Carol Stephens, drafted policy document **A53.1 Policies Applicable to Faculty** designed to delineate in one document those UAP policies that are applicable to Faculty. The administrative policies referenced in **A53.1** are applicable to all UNM employees, and are therefore pertinent to faculty as they are legal in nature. Faculty as well as staff are entitled to those protections. Policies that reflect employee benefit information are also referenced in **A53.1**. For distinction, administrative policies that cannot be applied the same to faculty and staff will need to be retained separately in the UAP Manual and Faculty Handbook. For example **C205: Annual Leave** and **C280: Leave Without Pay** will remain in the Handbook but need to be revised to diminish inconsistency. For example, Leave Without Pay affects faculty different because of the sabbatical factor. The Policy Office informed Vivian Valencia that the FS Policy Committee will need to

adjust the Faculty Handbook Policy **C280: Leave Without Pay** as it does not inform faculty that insurance will continue by default, unless the person declares their cancelation. At the January 28th meeting, Carol Parker suggested that she and Jewel Washington, Human Resources Interim Director, go through the UAP Manual and state which policies do not apply to faculty.

Carol Stephens prepared a Faculty Handbook analysis spreadsheet that is a proposal of how to prioritize action needed for each item (policy and information) contained within the Faculty Handbook. The work would be accomplished in cycles which will aid in adhering to deadlines. They are labeled cycles to account for the campus comment period; as well as Faculty Senate approval. . Chair Martha Muller confirmed that this spreadsheet is a proposal to structure and help the Committee stay organized as well as outline deadlines for revising the Faculty Handbook. More importantly, the Chair declared that moving ahead, the Committee would use this spreadsheet as a guide for policy revision assignments. Essentially, a Committee member would serve as primary reviewer on their assigned policy with two secondary reviewers alongside to get the policy updated. The designated reviewers would propose their recommendations to the FS Policy Committee when applicable. Lee Brown proposed that one policy be assigned to each Committee member to review by the next Committee meeting. In addition, Lee Brown suggested that the Committee prioritize the choice of policy by date.

Action- The FS Policy Committee was in favor of deleting the informational items in the Faculty Handbook and replacing it with references (links, websites, exc.) to direct faculty to the most current information. OUS will report back to the Committee with an annotated document of how the informational items will be captured. The FS Policy Committee will review the proposal for approval. Additionally, Lee Brown recommended listing UAP policies that are superseded (do not apply to faculty) within policy **A53.1** for clarity.

Action- Policy assignments were determined: Christine Sierra is assigned to **C20: Employment of UNM Graduates**, Charles Cunningham is assigned to **C200: Sabbatical Leave**, Lee Brown is assigned to **C210: Sick Leave**, and **C205: Annual Leave** is assigned to Chair, Martha Muller. Kimberly Gauderman and Joseph Barbour will be solicited for their policy review choice. Carol Stephens will send any preliminary work that she has done to these reviewers.

Carol Stephens informed the committee of concerns regarding whether these policies apply to part-time faculty. Many of the older policies specifically state “limited to full-time faculty.” Faculty demographics have changed so much that having an awareness of the part-time and temp categories are vital. Vivian Valencia informed the FS Policy Committee of an Academic Freedom and Tenure (AF&T) Committee project. AF&T has authority and purview over **section B** of the Faculty Handbook. AF&T Chair Elizabeth

Hutchinson has asked Faculty Senate President Richard Holder to chair a workgroup along with Carol Stephens and Vivian Valencia to analyze these issues. The work group will return with a proposal to change faculty titles. Vivian Valencia indicated that that particular proposal from the workgroup should be vetted by the FS Policy Committee for their input before going to AF&T for their review. Carol Parker informed the Committee of a separate initiative with AF&T involving the review of faculty appointment titles in **B2** of the Faculty Handbook. There is a sub group that is reviewing titles that implicate the Research Office. That is an initiative with AF&T and the Office of the Vice President for Research (OVPR).

Action- At this meeting Carol Parker requested a resource that she expressed could benefit the review of informational items, and Sections C and B2 of the Faculty Handbook. Her proposal is to develop a chart based on a close analysis of the language in **B2** that identifies regular appointments versus temporary, ranks, etc. to try and parse out what is contained in **B2** from a structural standpoint.

3. Carol Parker informed the FS Policy Committee that significant changes are being proposed to **C140: Extra Compensation.** On main-campus, **C140** represents extra compensation that occurs outside of the contract obligation. Carol Parker indicated that the Board of Regents are requesting that **C140** be revised to provide for annual reporting, accountability, and transparency. Further, complicating the desire to create transparency was the fact that since Banner was implemented there has never been an ability to effectively/transparently pay **C140,** thus contaminating the base salary data. Carol Parker has been working with the Deans and Department Administrators to have a uniform approach of dispersing extra compensation payments. New account codes (special teaching components, teaching overload, teaching non-credit instructors, and extended university/online) were created and processes setup by University Controller Liz Metzger to accomplish this. The approach is that these payments are to never go into the contract ; The base contract has to occur separately. There is currently no Banner process for this. At the moment, the University will have to rely on the existing **non-standard payment form.** Accountability will be the Deans responsibility to approve. The Provost Office will not approve extra compensation. The Provost Office does not know if the work done within a department is justified, if it should be factored into the base pay or if the work done is above and beyond what the obligation is to the base contract. To provide for accountability, the Deans must also have written guidelines in place when approving payment. The **Special Teaching Component (STC)** is another issue within this policy. Carol Parker worked to sort out how STCs were being paid and she maintained that **STCs** are to be excluded from the defined workload contract and placed into the category of extra compensation. This way, payroll will have a start and end date while providing for data; thereby enabling transparency. Carol Parker has been working with Vivian Valencia and Carol Stephens to draft a policy that would launch this approach. Carol

Stephens indicated that the **C140** document presented by Carol Parker at his meeting is distinguished in color. Carol Stephens took Carol Parker's draft of **C140** and compared it to the existing **C140** in the Faculty Handbook. Everything in black is the current Faculty Handbook policy language; the proposal is to delete the strike out. Everything in red is additional information.. Based on the current language of the policy, Carol Parker feels that she can move a bulk of the money out of contracting and into non-standard payments. There are about five words in the existing policy; the ones that say "**STCs** should be in the contract" will make it impossible to submit **STCs** through **non-standard payments**. The language is referenced in policy draft **C140** on page 20; first struck out paragraph of this meeting's agenda packet:

> ~~2. Extra compensation for teaching beyond the scope of the faculty member's regular teaching responsibilities shall be paid through a Special Teaching Component (STC) on the regular faculty contract. Requests for contracts that include STCs 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 Provost/Executive Vice President for Academic Affairs or the Chancellor for Health Sciences.~~
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> ~~3. Other kinds of special assignments shall be paid on an Extra Compensation Form. The rate of extra compensation will be proposed by the head of the requesting unit and should reflect fair market value for activities associated with the assignment.~~

Action- Carol Parker petitions that some language be included to provide for an understanding that STCs are not expected to continue. If there is an expectation of continuance, renegotiating the base contract would need to happen as **STCs** are temporal in nature. The Committee will caution using the word "temporary" in the policy language for implication purposes.

Action- The Committee suggested investigation to stop distinguishing STCs. Add definitions for special teaching components, teaching overload, teaching non-credit instructors, extended university/online, and incentive pay to the definitions of **C140**. Add, per section B 1.2.3 of the Faculty Handbook to define what service is. Remove **Compliance** from **C140** to provide for consistency in the Faculty Handbook. Compliance is located on page 21 of this meeting's agenda packet:

> **Compliance**
> Intentional failure to comply with the provisions of this policy will be considered a violation of UNM policy and may lead to appropriate corrective action which can include censure, warning, disciplinary probation, or dismissal, as set forth in *Policy C07 "Faculty Disciplinary Policy."*

C280: Leave Without Pay. The most current version of this policy is dated 1/28/14. HSC Vice-Chancellor suggested that the FS Policy Committee determine whether leave without pay applies to part-time faculty.

Action- Under the **Policy Statement**, revise the leading sentence to state, "Any faculty members, excluding adjuncts, except for adjunct appointments are eligible for leave of absences without pay after two years of service at UNM." Revise the last sentence in **C280** under number one in the **Procedures** section by removing the word, "**extremely**" and inserting "**rare**," take out "**as recommended by the President**" and replacing with "**as approved by the President**." Under paragraph two of the **Policy Statement**, take out the words "**apparent**" and "**regular**" ending the sentence at "agency".

Action- Carol Stephens will look over the **Policy Rationale** and make recommendations. She will send her comments to the FS Policy Committee for their review to be added as a consent agenda item for the next FS Policy Committee meeting.

A83: Annual Reports.

The language in this policy is stagnant. This policy needs a revised **Policy Statement** that explains the **Policy Rationale** on why the University of New Mexico establishes a reporting mechanism and its purpose. The **Policy Statement** should be as broad-based as possible and with the new policy format, the **Procedures** section should be revised to fit the climate and needs of the University in its present moment. The FS Policy Committee concluded to delete **A83: Annual Reports.** Other reporting mechanisms will be developed.

Action-The FS Policy Committee moved to delete policy **A83: Annual Reports.**

Action- Prior to the next scheduled meeting, each Committee member will do background on their assigned policy. Members will come prepared with their gathered information for the next scheduled Committee meeting. The next meeting is scheduled for March 5, 2014. Each responsible party will present their findings to the Committee (Chair Martha Muller, Lee Brown, Christine Sierra, and Charles Cunningham) and the FS Policy Committee will determine what action to take at that time.

4. The meeting adjourned at 2:00PM
   Candyce Torres
   Administrative Coordinator
   February 10, 2014