

Faculty Senate Policy Committee
Meeting Agenda, Scholes Hall Room 101, October 5, 2016 3:30 - 5:00 pm

Updates

1. **E40 “Research Misconduct”** Awaiting review by the Research Policy Committee (RPC)
2. **E90 “Human Beings as Subjects in Research”** Sent to the RPC, but pulled back by Dr. Larson
3. **Section F:** Branch Campus policies taskforce
4. **Work Status Table**—updated version included in agenda **pg. 1**
5. **Progress Report on CoG taskforce pg. 5**
6. **Meeting with Dean of Students to align Pathfinder with D175: Student Grievance**

Action Items

Consent Agenda Topics:

C90 “Dates of Campus Duty” Determine if C90 is okay as is with the interpretation memo addressing recesses issue raised by COE, or if it needs to be revised. **pg. 13**

Key pre-meeting preparation: Review current version of C90 in Faculty Handbook.

Desired outcome: Determine Course of Action.

Agenda Topics

1. **C09 “Respectful Campus”** Final discussions on recommended revision to C09. **pg. 14**

Key pre-meeting preparation: Review revised draft of C09; committee’s changes highlighted.

Desired outcome: Approval to send C09 draft revision to Operations Committee for permission to send to faculty for a 30-day review and comment period.

2. **A61.7 “Curricula Committee”** Final discussions on recommended revision to A61.7. **pg. 26**

Key pre-meeting preparation: Review revised draft of A61.7. Committee’s changes highlighted.

Desired outcome: Approval to send A61.7 draft revision to Operations Committee for permission to send to faculty for a 30-day review and comment period.

3. **D175 “Student Grievance Procedure”** Determine course of action to address discrepancies between the Pathfinder and the Faculty Handbook.

Key pre-meeting preparation: None.

Desired outcome: Determine Course of Action.

4. **C20 Employment of UNM Graduates.** The Committee decided a recommendation memo be sent to the Faculty Senate Operations Committee explaining why C20 "Employment of UNM Graduates" should be deleted. The attached draft memorandum was reviewed by Carol Parker, John Trotter, and Lee Brown. They expressed concerns for the Committee to discuss. **pg. 31**

Key pre-meeting preparation: Review draft memorandum and emails from Carol, John, and Lee.

Desired outcome: Determine course of action.

5. **D75 “Classroom Conduct”** Change from an information item to a full policy. **pg. 36**

Key pre-meeting preparation: Review draft of D75 in new format and identify any concerns.

Desired outcome: Develop an estimated completion schedule and action plan.

Future Business

Policy Committee Work Status Table (updated 9/23/16)

Policy #	Brief Title	Date Last Revised	Date Added to List	FSPC Primary	Summary of Recommended Action	Related Documents & Notes or Concerns	Est. Time to Review	Target Cycle	FSPC Action	Campus Comment Period	Faculty Senate Action	FH Status
NA	Policy Approval Table	new	November 2015		Identify the required approvals for all FH Policies							
A60	Faculty Senate Bylaws	4/27/04	11/4/15	M Baum	COG taskforce asked FSPC to add reference to RP {M 1.7. Committee determined other changes are required. Also look at related Committee policies affected by restructure		3-4 months	Fall '17	M Baum met with FS and they will create report needed to finalize revision by end of AY 16/17			
A61 – A70	Council and Committee Charges				Need to be developed or revised in accordance with revision of A60 above			Fall '17	M Baum met with FS and they will create report needed to finalize revision by end of AY 16/17			
A 61.7	Curricula Committee Policy	9/2016		C Stephens	FS requested changes to committee membership			Fall '16	On 10/5/16 FSPC agenda			
A61.8	Faculty Ethics and Advisory Committee	unknown	June 2015		The Ethics Committee wants to update their charge. Referred to AF&T							
A61.22	Policy Committee	11/27/07	12/2/15	C Stephens	Update Committee membership and draft bylaws		3-4 months	Spring '17				
A91 Standard	Research Centers and Institutes	4/28/15		C Stephens	Need to post standard on FH webpage							
Sec B	AF&T			AF&T and C Parker	Major review of faculty titles with priority on Professor of Practice title. Make sure FH is up to date.	Going out for faculty vote			Done			Posted
C05	Rights and Responsibilities at UNM	July 1982	12/2/15	M Baum L Oakes	COG taskforce asked FSPC to perform a comprehensive review.		4-6 months	Fall '17				
C07	Faculty Disciplinary Policy	3/22/11	5/6/15	AF&T	Assigned to AF&T for review. 1) need to add peer hearing procedures. 2) C Parker has implementation concerns							
C09	Respectful Campus Policy		5/6/15	J. Hood	FSPC assigned review to a taskforce headed by J Hood. C Parker has implementation concerns. Prof Miller has free speech concerns			Fall '16	FSPC made changes and item is on agenda for 10/5/16 FSPC meeting			

C20	Employment of UNM graduates	03/12/51	01/29/14	C Sierra	Comprehensive review to address diversity and recruitment & NM Minority Doctoral Loan-for Service Program	RPM 5.3	12 months	Fall '16	FSPC recommends deletion. Memo with justification for deletion on 10/5/16 agenda for FSPC meeting			
C50	Faculty Contracts	unknown	3/6/14	Stephens & Parker	Update and possibly remove annual leave issues if C205 developed		10 months	Spring '17	Refer to C Parker. Send memo to C Parker to remind her			
C90	Dates of Campus Duty	unknown	9/14/16	K. Gauderman	Discuss recesses and determine if clarification is needed.							
C150	Political Activities of UNM faculty	Sept 1970	12/2/15	M. Muller	COG taskforce asked FSPC to perform a comprehensive review.		4-6 months	Spring '17				
C170	Endowed Chairs	10/15/13		AF&T	Add definitions for endowed chairs and named professors. ON HOLD pending AF&T	Related to Sec B issues above	5 months	Spring '17	Researched other colleges and universities for definitions			
C190 Standard	Implementation	new		C Stephens	Incorporate C Parkers webpage							
C200	Sabbatical Leave	05/14/04	01/29/14	Cunningham	Good enough for now, but needs to be updated.	RPM 5.4; May require BOR approval	18 months	Spring '17	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	M Muller	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	5 months	Spring '16 or not at all depends on C50	Tied to C 50 include in memo to be sent Parker to remind her			
C210	Sick Leave	08/29/78	01/29/14	L Brown	Out of date. Needs to be completely rewritten	C50 RPM 5.4; May require BOR approval	20 months	Fall '17	Discussed at 2/4/15 meeting. Per FSPV Chairs leave alone.			
C225	Professional Leave	8/29/78	11/4/15	C Stephens	COG taskforce asked FSPC to add reference. FSPC identified a few other required changes		2-3 months	Spring '17	Approved by OPS for campus comment.	Ends 4/19/16	Approved by FS 4/26/16	
C230	Military Leave	8/29/78	10/13/14	C Stephens	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	20 months	Fall '17	Discussed at 2/4/15 meeting			
C240	Leave of Absence Incident to Political Activity			M.Muller	See C 150 above							
C250	Academic Leave for Lectures	10/8/13	July 2015	C Stephens	Need to align with proposed changes to Sabbatical		3-4 months	Spring '17				
C305	Emeriti Policy	4/27/10	12/20/15	AF&T	Add dept. processes and criteria for emeriti status. Under consideration by		6 - 9 months	Spring '17				

					AF&T							
D75	Classroom Conduct	Unknown	10/5/16		Reassign from info item to Policy document put in new format.				On FSPC 10/5/16 agenda			
D170	Student Attendance	unknown	12/2/15	L Oakes	COG taskforce asked FSPC to perform a comprehensive review. Address military withdrawal and religious needs,	Pathfinder, Dean of Students pro, Catalog	2-3 months	Spring '17				
D175	Student Grievance Procedure	5/13/2014	June 2016		Inconsistencies between Pathfinder and FH; identified by DOJ as needing immediate attention				OnFSPC 10/5/16 agenda			
E40	Research Misconduct	4/13/04	9/2015	R Larson	Address ORI Concerns	RPM 5.13	4 months	Spring '17	Awaiting RPC review			
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	6 months	Spring '17	Went to RPC, pulled back by Dr. Larson			

Recently Completed Work

NA	Information Items		2014		OUS IT staff working on building webpage		3 months		Approved		NA		Posted Jan 2016
A53	Development of Policy	4/28/15	10/2015	C Stephens	Add process for individuals requesting policy changes or new policy. Add definitions.		1 month	Fall '15	To FS for electronic vote deadline 12/22/15	Policy change for comment, definition for OPS	Approved 12/22/16		Posted 1/19/16
A53	Development of Policy	1/19/16			Update definition of Standard to require approval by FSPC				Due to Operations suggested changes, FSPC rescinded approval.			Removed from action items	
A53.1	Policies Applicable to Faculty	NA	10/8/15	COG task force	Reference all RPM and UAP policies applicable to faculty	numerous	1 month	Fall '15	To FS for electronic vote deadline 12/22/15	10/21/15 to 11/21/15	Approved 12/22/15		Posted 12/22/15
A88	New Units	10/11/94	2013	C Stephens	RPC proposing changes to remove research units from policy. A91 resolved and draft prepared for A88 to FSPC 3/4/15 mtg.	A91 Research Centers and Institutes		Spring '15	FSPC addressed campus comments and submitted draft to Faculty Senate for approval.	3/17/15 to 4/17/15	approved 10/27/15		Posted in October 2015
A91	Research Centers and Institutes	4/28/15	11/4/15	C Stephens	COG request reference be added.		1-2 months	Spring '16	Approved by FSPC; going to OPS with other similar policies	NA only need OPS approval	Ops approved 3/7/16		Posted 3/31/16
A91	Research Units	new	2013	C Stephens	Reveiwed by Hanson and Trotter	A88 A91#1 Standard for non-HSC centers	5 months	Spring '15	Approval to send out for faculty comment	2/18/15 to 3/20/15	Approved 4/28/15		Posted 4/40/15
C60	Visiting Scholars				Put in new format, no significant changes.	RPM 5.5, 5.6, FH C130 FH C180 UAP 2615 Will Require BOR approval	3 months	Spring '16	Approved by OPS for campus comment.	Ends 4/19/16	Approved by FS 4/26/16	Posted	
C190	Lecturer	11/26/13	6/4/14	C Parker	As a condition of approval	Need to send		Spring	FSPC recommends	Not		Approved	Posted

	Annual and Promotion Reviews				Faculty Senate asked the Policy Committee to work with C Parker and P. Ganderton to develop procedures to address their Concerns	standard to Carol Parker for her to post to Provost's website		'15	procedures are developed by the college with approval by faculty, dean, and provost/Chancellor. Need to develop a standard based on C. Parker's memo	required		by FS Operations	2/19/15
C220	Holidays	Unknown	12/2/15	C Stephens	COG taskforce asked FSPC to perform a comprehensive review.	UAP 3405	2-3 months	Spring '16	Approved by OPS for campus comment.	Ends 4/19/16	Approved by FS 4/26/16	Posted	
C260	Religious Accommodations	New	Jan 2016	L Oakes	Provide guidance to faculty, supervisors, and students pertaining to requests for religious accommodations.				Approved by OPS for campus comment.	Ends 4/19/16	Approved by FS 4/26/16	Posted	
E60	Sponsored Research	unknown	2/27/14	RPC	More involvement by Research Council in proposals and F&A allocation decisions	RPM 5.9 UAP2010 UAP 2425	1-3 months	Fall '15	Addressed Campus Comments. Submitted to FS for approval	2/18/15 to 3/20/15	approved 10/27/15		Posted in October 2015
E70	Intellectual Property	9/14/10	10/11/14	RPC	What policy issues does the memo raise	8/12/14 memo from Dougher, Abdallah, Larson, & Roth			Withdrawn by VP Research and HSC Chancellor				
XXX D10	Clery Act Policy	New	12/20/15	C Stephens	Required by Dept of Justice, currently in the form of a link to a memo		2-3 months	Spring '16	Requirement will be met by the proposed UAP Policy "Clery Act Compliance			No longer needed.	

Date: September 26, 2016 *Draft*

To: Committee on Governance

From: Co-Chairs, Faculty Senate Policy Committee

Re: Progress Report on CoG Task Force Recommendations Pertaining to Implementation of Faculty Constitutional Amendments

Considerable progress has been made in addressing the CoG Task Force recommendations: five Faculty Handbook policies have been completed and eight Faculty Handbook policies are under comprehensive review. Below is the table of the CoG recommendations with a column added to indicate completed tasks as well as descriptions of work under way.

**CoG Taskforce Recommendations for FH policy revision and Administrative policy review.
Status of Faculty Senate Policy Committee (FSPC) Action**

Legend: Blue highlight indicates FSPC action completed; Green highlight indicates work is under way; No highlight means no action taken yet.

FH Policy	References to be added	Reason and/or Other Recommendations or Concerns	FSPC Action
A20	RPM 2.14 Branch Colleges and Off Campus Education Centers RPM 3.4 Health Sciences Center and Services UAP 1000 UNM History, Mission, and Organizations	A20 should be revised to better articulate the scope and how it relates to other policy documents.	
A50	RPM 5.1 The Faculty's Role in the University's Academic Mission	Regent policy that authorizes A50. Should RPM 2 nd para info be in A50? Is requirement for Regent approval too general?	
A53.1	Policies Applicable to Faculty	Review COG taskforce draft of comprehensive policy listing all policies applicable to faculty.	FSPC reviewed, sent to campus for review and comment with new Policy issued 12/22/15.
A60	RPM 1.7 Advisors to the Board of Regents	Regent policy lists Faculty Senate President as advisor to the Board of Regents.	In addition to the change requested by COG, A60 needs to be revised to reflect the reorganization of Faculty Senate (FS) councils and committees. FS is reviewing

			the reorganization with a final report to COG by the end of the academic year. To enable quick revision after the final report, the FSPC is preparing draft revisions of A60 and the council and committee charges. Approval and issuance of revised A60 and related policies will depend on FS progress.
A88	RPM 5.1 The Faculty's Role in the University's Academic Mission	RPM 5.1 gives faculty a role in the creation and reorganization of academic units.	Completed
A91	RPM 5.1 The Faculty's Role in the University's Academic Mission	RPM 5.1 gives faculty a role in the creation and reorganization of research centers and institutes.	Completed. Effective 3/7/16
C05	RPM 2.4 Diversity and Campus Climate RPM 5.1 The Faculty's Role in the University's Academic Mission UAP 2210 Campus Violence	These policies provide important information that should be referenced in the Faculty Handbook. Policy content which focuses on a state of emergency seems inconsistent with C05 title. Content that should be in this policy seems to be missing. The taskforce requests the Committee conduct a full review of this policy and perhaps broaden C05 to provide a positive description of faculty rights and responsibilities.	
C07	RPM 2.5 Sexual Harassment RPM 2.6 Drug Free Environment RPM 2.9 University Archives and Records RPM 6.4 Employee Code of Conduct and Conflicts of Interest policy UAP 2140 Possession of Alcohol on University Property UAP 2200 Whistleblower Protection and Reporting Suspected Misconduct and Retaliation UAP 2210 Campus Violence	These policies provide important information that should be referenced in the Faculty Handbook. Include these references in C07 because they discuss behavior that can result in disciplinary action.	AF&T Committee is reviewing this policy for changes. A preliminary draft revision has been completed and is under final review by AF&T. Next it will be reviewed by the Policy Committee. Estimated approval and issuance is end of the academic year.

	<p>UAP 2215 Consensual Relationships and Conflicts of Interest</p> <p>UAP 2730 Sexual Harassment</p> <p>UAP 3715 Code of Conduct</p> <p>UAP 3720 Conflicts of Interest UAP 3270 Suspected Employee Impairment at Work</p> <p>UAP 3290 Professional Development and Training</p>		
C09	<p>UAP 2200 Whistleblower Protection and Reporting Suspected Misconduct and Retaliation</p> <p>UAP 2210 Campus Violence</p>	<p>These policies provide important information that should be referenced in the Faculty Handbook.</p>	<p>In addition to the changes requested by COG, C09 has been reviewed by the Respectful Campus taskforce for implementation concerns and free speech issues raised by Professor G. Miller in FS meetings. The taskforce work is completed, and C09 is on the 10/5/16 FSPC agenda. Estimated approval and issuance is December 2016 depending on substance of campus comments.</p>
C20	<p>RPM 5.3 Employment of UNM Graduates</p>	<p>Regent policy that authorizes C20. Update HSC Chancellor title.</p>	<p>FSPC is recommending deletion of this Policy and is sending a justification memo to FS Operations Committee. On FSPC 10/5/16 agenda.</p>
C70	<p>RPM 2.17 Public Access to University Records</p> <p>RPM 5.7 Confidentiality of Faculty Records</p> <p>RPM 6.8 Disclosure of Information About Employees</p> <p>UAP 2300 Inspection of Public Records</p> <p>UAP 3710 Personnel Information Disclosure Policy</p>	<p>These policies contain information that is important for faculty to know—such as “opt out procedures” to protect home address, phone#, personal cell phone #, and personal email addresses.</p>	
C130	<p>RPM 5.5 Outside Employment</p> <p>RPM 6.4 Employee Code of Conduct and Conflicts of Interest Policy</p> <p>UAP 3720 Conflicts of Interest</p>	<p>RPM 5.5 authorizes C130.</p> <p>RPM 6.4 and UAP 3720 provide conflict of interest restrictions and state law pertaining to financial disclosure requirements.</p>	

C140	RPM 5.6 Extra Compensation	Update Chancellor title.	
C150	RPM 2.7 Use of University's Name and Symbols RPM 6.5 Political Activity UAP 1010 University External Graphic Identification Standards UAP 2060 Political Activity UAP 3740 Media Response	Useful information for faculty engaging in political activity. Newly revised political activity policy number changed to 2060. Either revise C150 to state UAP 2060 does not apply to faculty or ask Policy Office to update 2060 to reference process for leave for faculty to serve in legislature.	Draft under review led by Martha Muller.
C220	Holidays	Update for current holidays and add language asking instructors to accommodate student religious holidays. See UAP 3405 for useful language.	Completed. Effective 4/26/16
C225	RPM 7.7 Travel UAP 4030 Travel Reimbursement and Per Diem	These policies provide important information that should be referenced in the Faculty Handbook.	FSPC Work Completed. Effective 4/26/16; however original policy was approved by the Board of Regents, so issuance is pending determination if the Regents have to approve the revision.
C230	Military Leave of Absence	Required by law, C230 is outdated and provides little guidance. Needs to address tenure clock—tricky because based on federal law; need assistance from legal counsel. See UAP 3425 for guidance.	
NEW	Domestic Abuse Leave	This leave is required by NM State Law. Do faculty need a separate policy?	
C305	RPM 6.3 Privileges and Benefits	Regent policy authorizes C304.	
NEW	Copyright Policy and Law	Consider developing a policy on copyrights. See Pathfinder for useful language.	
D100	RPM 4.8 Academic Dishonesty	Regent policy that authorizes D100. Does D100 need to be revised to include full RPM definition?	
C240	RPM 6.5 Political Activity by Employees	Regent policy authorizes C240.	Draft under review led by FSPC Chair Martha Muller.
D170	Student Attendance	Need to add a section to address military withdrawal, recognize the use of on-line	Draft under review led by FSPC member Leslie Oakes.

		systems to drop, and make it clear it is the student's responsibility to make sure a drop happens.	
D175	RPM 4.2 Student Code of Conduct RPM 4.3 Student Grievances	Regent policy that authorizes D175; and RPM 4.2 describes conduct subject to D175.	DOJ has identified discrepancies between D175 and Student Grievance Procedure. FSPC identified significant differences that require comprehensive review. On 10/5/16 FSPC agenda.
D176	RPM 4.3 Student Grievances	Regent policy that authorizes D176. Update to allow for appeal to BOR.	
E10	RPM 5.11 Classified Research	Regent policy authorizes and restricts classified research. Update E10 #4 for HSC counterparts.	
E20	RPM 5.12 Overseas Research	Discusses overseas research. Revise references in E20 to state the provisions of E40. E60 & E70 apply.	
E40	RPM 5.13 Research Fraud	Authorizes and requires E40. Update HSC titles.	In addition to changes requested by COG, HSC has requested significant changes to address federal requirements. Reference is included with current revision draft of E40 awaiting review by the Research Policy Committee.
E60	RPM 5.9 Sponsored Research UAP 2425 Recovery of Facilities and Administration Costs UAP 2480 Incentives to Program Participants UAP 2470 Sub-Award Administration	These policies provide important information that should be referenced in the Faculty Handbook.	Completed effective 10/27/15.
E70	RPM 2.15 Science and Technology Corporation at UNM RPM 5.8 Intellectual Property	Describes requirements for protection and commercialization of intellectual property. Update HSC titles; possibly add sentence from RPM 2.15; add STC requirements from RPM 2.15 to E70.	

E80	RPM 5.17 Conflict of Interest Waiver for Technology Transfer	Authorizes E80. Update HSC title.	
E90	RPM 5.14 Human Beings as Subjects in Research	Provides guidance for E90.	In addition to changes requested by COG, HSC has requested significant changes to address federal requirements. Policy under review the Policy Committee then will go to RPC for review.
E100	RPM 5.15 Use of Animals in Education and Research	Provides guidance for E100. Is the FH Policy title complete?	
E110	RPM 5.10 Conflict of Interest in Research	Provides guidance for E110.	

Placeholder Policies in FH: In addition to the references listed below, the taskforce identified a few general topics that are not discussed in the FH, but that have a number of important RPM or UAP policies that are applicable to faculty, which made it difficult to associate the applicable policies with a FH policy that would reference them. These topics include employee benefits, information technology, safety and security, and student policies. The taskforce recommends that the Policy Committee review these topics to determine if a high level faculty policy should be developed to address the issue and contain references to applicable RPM or UAP policies.

Employee Benefits	RPM 6.11 Dependent Education Benefits UAP 3600 Eligibility for Employee, Retiree, and Dependent Benefit Plans UAP 3625 Retirement UAP 3630 Worker's Compensation UAP 3635 Unemployment Compensation UAP 3640 Supplemental Retirement Savings Plans UAP 3650 Flexible Spending Accounts UAP 3700 Education Benefits UAP 3745 Service Awards UAP 3750 Counseling, Assistance, and Referral Service UAP 3790 Domestic Partners
Information Technology and Security—Does there need to be a separate IT Policy in the Faculty Handbook?	UAP 2000 Responsibility and Accountability for University Information and Transactions UAP 2030 Social Security Numbers UAP 2500 Acceptable Computer Use UAP 2510 Computer Use Guidelines

	UAP 2520 Computer Security Controls and Access to Sensitive and Protected Information UAP 2540 Student Email UAP 2550 Information Security UAP 2570 Official University Webpages
Payroll	UAP 2615 Non Standard Payment Processing UAP 2620 Distribution of Pay UAP 2635 Payroll Deductions, W-2s, and Tax Reporting UAP 2650 Payment When Terminating Employment UAP 2670 Garnishments and Other Wage Withholdings UAP 2680 Payroll Overpayments and Collection
Safety and Security	RPM 3.7 Health Sciences Center Institutional Compliance Program RPM 7.14 Risk Management and Insurance RPM 8.2 Law Enforcement on Campus RPM 8.3 Parking and Vehicles on Campus UAP 2210 Campus Violence UAP 2250 Tobacco-Free Campus UAP 2260 Bicycles and Other Non-Motorized Vehicles UAP 2290 Animal Control on University Property UAP 6100 Risk Management UAP 6110 Safety and Risk Services UAP 6130 Emergency Control UAP 6150 Casualty and Liability Insurance and Claims
Student Policies	UAP 2310 Academic Adjustments for Student with Disabilities UAP 2710 Education Abroad Health and Safety

Major Concerns with:

UAP 2100 “Sustainability” Please review UAP 2100 pertaining to academic freedom. Sec 3.2.2 of UAP 2100 addresses faculty's role and Sec 5 addresses curriculum and research. The taskforce raised the following concerns about 2100:

- 1) Does there need to be a partner policy that protects academic freedom?
- 2) Should University Counsel be asked if this should even be a policy—isn't it more a value?
- 3) Can a faculty member be disciplined for not complying with UAP 2100? If so, should C07 be revised to address academic freedom concerns?

UAP 3425 “Military Leave and Related Service” Please review UAP 3425 to determine applicability to faculty and students. There is concern as to how the policy would relate to the tenure clock. Also there are specific grade, credit, and graduation legal requirements for faculty pertaining to students who are called to active service during a semester. The Policy Committee should determine if changes need to be made to UAP 3425 or whether a separate Faculty Handbook policy should be developed.

Political Activities, Freedom of Speech and Media Response Policies. Please review UAP 3740 to determine if changes are needed to address the faculty role. This should be done in conjunction with a review on C150, RPM 2.1, RPM 6.5, UAP 2220, and UAP 3735, which pertain to political activity and freedom of speech. After review by the Policy Committee, requests should be made to the Policy Office for any revisions to applicable RPM and/or UAP policies.

Public Records. The Committee may want to revisit the discussion of public records and how faculty information is or is not released in response to an Inspection of public records request.

FIRE Report: The Foundation for Individual Rights in Education issued the report “Spotlight on Speech Codes 2015: The State of Free Speech on our Nation’s Campuses.” Professor Geoffrey Miller performed an analysis on UNM policies that he feels support or undermine academic free speech. He raised concerns, which may or may not be valid about the policies listed below. The taskforce wanted to bring his concerns to the attention of the Policy Committee for possible review.

FH A20 Vision, Mission, and Value Statements

FH C05 Rights and Responsibility at UNM

FH C09 Respectful Campus—this Policy was reviewed by a taskforce with legal counsel present and all free speech issues were addressed in the proposed draft that will go out for campus comment in October 2016.

FH C150 Political Activity—Professor Miller had only good comments for this policy, but as the Committee reviews it for other issues raised by the taskforce, it might be helpful to read Professor Miller’s analysis on this policy.

C90: Dates of Campus Duty

Policy

Except for authorized holidays, vacations, or other recesses listed in the academic calendar or otherwise announced, it is the obligation of each faculty member to perform all assigned duties and commitments within the period designated by the beginning and ending dates of service in a particular contract period. Standard faculty appointments are for the academic or fiscal year. For academic appointments, faculty members will be notified of the date they are expected to be available for duty. (Normally, one week before the start of Monday classes at the beginning of each regular semester.) The period of duty for department chairpersons, if different from that of other faculty members will be as determined by the several colleges and schools.

C09: Respectful Campus

Approved By: Faculty Senate

Effective: February 4, 2014 **Draft Revision 9/23/16 (Recent Committee changes highlighted in purple)**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Office of the Provost and Office of the HSC Chancellor

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

POLICY RATIONALE

The University of New Mexico (UNM) is committed to freedom of academic inquiry and encourages an environment of spirited and open debate. UNM does not attempt to shield people from ideas they may find unwelcome, disagreeable, or even offensive. At the same time, UNM is committed to providing a respectful campus that includes a working, learning, and social environment where all members of the UNM community including, but not limited to, regents, administrators, faculty, staff, students, and volunteers work together in a mutually respectful, psychologically-healthy manner. UNM strives to foster such an environment because a respectful campus is a necessary condition for success in teaching and learning, in research and scholarship, in patient care and public service, and in all other aspects of UNM's mission and values.

POLICY STATEMENT

Everyone at UNM has a right to be treated with respect and a responsibility to treat others with respect. When these rights and responsibilities are honored and practiced, the UNM campus is a respectful one. This Policy describes the values, behaviors, and cornerstones that characterize a respectful campus and to which all members of the UNM community should aspire. Actions that are destructive to a respectful campus will not be tolerated. All members of the UNM community who have witnessed or been a target of destructive actions are encouraged to raise concerns in accordance with the Policy.

1. Values and Behaviors

A respectful campus exhibits and promotes the following values and behaviors:

1.1. Displaying personal integrity and professional ethics (Faculty Handbook, Section B, Appendix V).

1.2. Practicing fairness.

- 1.3. Exhibiting respect for individual rights and differences.
- 1.4. Demonstrating respect for diversity and difference.
- 1.5. Being responsible and accountable for one's actions.
- 1.6. Emphasizing communication and collaborative resolution of problems and conflicts.
- 1.7. Developing and maintaining confidentiality and trust.

2. Cornerstones of a Respectful Campus

The commitment to a respectful campus calls for promotion of an environment where the following principles are upheld:

- 2.1. UNM strives for an atmosphere where individuals at all levels and in all units value each other's contributions and treat each other with respect.
- 2.2. Individuals in positions of authority serve as role models in the promotion of a respectful campus. Promoting courtesy, civility, and respectful communication is consistent with the responsibility of leadership.
- 2.3. Individuals at all levels are allowed to discuss issues of concern in an open and honest manner, without fear of reprisal or retaliation.
- 2.4. The right to address issues of concern does not grant individuals license to make untrue allegations, unduly inflammatory statements, or unduly personal attacks; to harass others; to violate confidentiality requirements; or to engage in other conduct that violates the law or UNM policy.

3. Destructive Actions

Actions that are destructive to a respectful campus will not be tolerated. Credible reports of destructive actions will be addressed in accordance with applicable UNM policy, and substantiated findings that an individual has engaged in destructive actions will lead to appropriate consequences.

3.1. Destructive Actions Covered by This Policy

This Policy covers the destructive behavior described in sections 3.1.1 through 3.1.2. Credible reports of such actions will be addressed in accordance with the Procedures Section of this Policy.

3.1.1. Bullying Behavior

Bullying is defined by UNM as repeated mistreatment of one individual or a group of individuals. This mistreatment can include, but is not limited to, the following behaviors:

3.1.1.1. Verbal Bullying

Verbal bullying, which can be oral, written, or electronic, includes repeated slandering, ridiculing, or maligning of a person or persons; addressing abusive and offensive remarks to a person or persons in a sustained or repeated manner; shouting at others in public and/or in private where such conduct is so severe or pervasive as to cause or create a hostile educational or working environment or unreasonably interferes with a person's work or school performance or participation.

3.1.1.2. Nonverbal Bullying

Nonverbal bullying includes, but is not limited to, directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away.

3.1.1.3. Threatening Behavior toward a Person's Job or Well-Being

Making threats, either explicit or implicit, to the security of a person's job, position, or personal well-being can be bullying. It is not bullying behavior for a supervisor to address an employee's poor job performance and discuss potential consequences within the framework of UNM policies and procedures, or for a professor or academic program director to advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program if uncorrected.

3.1.1.4. Anonymous Bullying

Anonymous bullying includes withholding or disguising one's identity while treating a person in a malicious manner, sending insulting or threatening anonymous messages, placing objectionable objects among a person's belongings, or leaving degrading written or pictorial material about a person where others can see.

Differences of opinion, conflicts, or problems in workplace relationships may occasionally occur as a normal part of working life and should not be considered bullying.

3.1.2. Single Incident of Destructive Behavior

Bullying is defined as a repetitive pattern of behavior; however, a single incident of the bullying behavior defined above may be so severe or egregious that it creates a hostile environment and may be reported and addressed according to the provisions of this Policy.

3.2. Destructive Actions Covered by Other UNM Policies

Credible reports of the destructive actions described below will be addressed in accordance with the applicable policy listed.

3.2.1. Violent Behavior—refer to [UAP 2210](#) “Campus Violence.”

3.2.2. Sexual harassment--refer to [UAP 2730](#) "Sexual Harassment Policy."

3.2.3. Other forms of harassment—refer to [UAP 2720](#) “Equal Opportunity, Affirmative Action, and Non-Discrimination.”

3.2.4. Retaliation-- refer to [UAP 2200](#) "Whistleblower Protection and Reporting Suspected Misconduct and Retaliation Policy."

3.2.5. Conduct which can adversely affect UNM’s educational function, disrupt community living on campus, or interfere with the right of others to pursue [the pursuit of](#) their education or to conduct their UNM duties and responsibilities--refer to UNM *Faculty Handbook*, Section C05, "Rights and Responsibilities at the University of New Mexico." "Visitor Code of Conduct," "Student Code of Conduct," and UAP 2220 "Freedom of Expression and Dissent."

3.2.6. Unethical conduct--refer to UNM *Faculty Handbook*, [Section B, Appendix V](#), "Statement of Professional Ethics."

4. Supervisor Responsibilities

Supervisors, at all levels, are responsible for addressing indications of destructive actions and resolving them in an appropriate, fair, and prompt manner in accordance with applicable UNM policy.

APPLICABILITY

This Policy is applicable to all UNM faculty and academic administrators, including the Health Sciences Center and Branch Campuses. The reporting and investigatory procedures listed in this policy document are applicable whenever a UNM faculty member or academic administrator is accused of actions destructive to a respectful campus. However, when a resident, fellow, or faculty member in the School of Medicine is accused by a student of violations of this Policy, the reporting and investigatory procedures described in the UNM School of Medicine “Teacher Conduct and Learner Complaints” should be followed.

Whenever other members of the UNM Community are accused of actions destructive to a respectful campus, refer to the following policies for reporting and investigatory procedures:

- Staff member accused: Report the destructive behavior in accordance with [Policy 2200](#) “Whistleblower Protection and Reporting Suspected Misconduct and Retaliation” and [Policy 2240](#) “Respectful Campus.”

- Student accused: Report the destructive behavior to the Dean of Students Office.
- Unknown Identity of Alleged Wrongdoer: In incidents of anonymous destructive behavior when the wrongdoer is unknown, a staff or faculty member should report the destructive behavior to his or her supervisor, and a student should report the destructive behavior to Dean of Students Office or any of the resources listed in [Policy 2200](#) "Whistleblower Protection and Reporting Suspected Misconduct and Retaliation."

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

Bullying. Refer to Section 3.1.1 above for detailed definition.

WHO SHOULD READ THIS POLICY

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

RELATED DOCUMENTS

University Administrative Policies and Procedures Manual:

[Policy 2200](#) "Whistleblower Protection and Reporting Suspected Misconduct and Retaliation"

[Policy 2210](#) "Campus Violence"

[Policy 2220](#) "Freedom of Expression and Dissent"

[Policy 2240](#) "Respectful Campus"

[Policy 2720](#) "Equal Opportunity, Non-Discrimination, and Affirmative Action"

[Policy 2730](#) "Sexual Harassment"

[Policy 3220](#) "Ombuds/Dispute Resolution Services for Staff"

[Policy 3750](#) "Counseling, Assistance, and Referral Services"

Faculty Handbook:

[Policy C05](#) "Rights and Responsibility at the University of New Mexico"

[Policy C07](#) "Faculty Disciplinary Policy"

[Policy C70](#) "Confidentiality of Faculty Records"

[Section B, Section 5.5.](#) "Suspension" and "Appendix V"

UNM Pathfinder:

[Student Code of Conduct](#)

[Visitor Code of Conduct](#)

UNM School of Medicine ["Teacher Conduct and Learner Complaints."](#)

CONTACTS

Direct any questions about this Policy to the Office of the Provost or the Office of the HSC Chancellor.

PROCEDURES

Behaviors reasonably believed to constitute actions destructive to a respectful campus as described in this Policy should be reported in accordance with the procedures listed herein. These procedures are designed to encourage use of informal and/or formal processes for reporting and resolving destructive behavior. Individuals impacted by the negative behavior may use any of the procedures listed below. Taking informal action does not preclude individuals from taking formal action.

Extreme incidents that result in a fear for one's safety should be reported directly to UNM Police in accordance with [UAP 2210](#) "Campus Violence."

1. Informal Processes

When the destructive actions described in this Policy occur, it is in the best interest of UNM and all parties involved that the actions be stopped as soon as reasonably possible. When possible and practical under the circumstances, all efforts should be made to address and resolve complaints informally.

In many cases resolution can be achieved by bringing the negative behavior to the attention of the impacted individual's supervisor or the alleged wrongdoer's supervisor. If the impacted individual is not comfortable reporting the destructive actions to a supervisor, the individual may report the actions in accordance with the other provisions described in this document.

UNM processes and resources can help individuals with informal resolution. These resources include Counseling, Assistance, and Referral Services (CARS) for faculty and staff, HSC Office of Professionalism, Ombuds Dispute Resolution Services for Faculty, Ombuds Dispute Resolution Services for Staff, Ombuds Dispute Resolution Services for Graduate Students, and the Dean of Students Office for undergraduate students, and are described in Section 8 below.

2. Formal Processes and Written Complaints

2.1. A formal written complaint pursuant to this Policy should be brought to the attention of the person who has direct supervisory responsibility over the individual(s) whose actions are in question (e.g., chairperson, supervisor, director, dean, Provost, Chancellor for Health Sciences), or who is the supervisor of the unit in which the alleged destructive behavior occurred. A formal complaint may also be made by using the procedures specified in [UAP 2200](#) "Whistle Blower Protection and Reporting Suspected Misconduct and Retaliation," which includes a UNM Hotline phone number.

2.2. A complainant should report suspected destructive behavior as soon as reasonably possible, preferably within 60 days from the time the complainant becomes aware of the suspected destructive behavior. The complaint should only include those events that

occurred no earlier than one year before the date of the complaint. The complaint should include as much of the following as possible:

- 2.2.1. Clear specific allegations against the named person or persons.
- 2.2.2. Dates, times, locations, and witnesses to incidents, when possible.
- 2.2.3. Factual description of events with direct quotes where possible.
- 2.2.4. Indication of how each incident made the complainant feel.
- 2.2.5. Documentary evidence.
- 2.2.6. Description of any action the complainant or others have already taken.

2.3. A report of destructive behavior that is made under this Policy may or may not identify a specific individual as the alleged wrongdoer. A report of anonymous destructive behavior can be made under this Policy, even though the alleged wrongdoer is unknown. Regardless of the identification of an alleged wrongdoer, the procedures delineated below will be followed, including an investigation if warranted.

2.4. Regardless of the mechanism chosen for the formal complaint, a written complaint must be prepared and signed by the complainant or – if the complainant chooses to remain anonymous – by the preparer. All written complaints must be brought to the attention of the cognizant supervisor. If an alleged wrongdoer is named in the report, the report will be shared with the person accused of the behavior so that he or she is made aware that the behavior described may have been perceived as destructive to a respectful campus. The alleged wrongdoer may provide a written response within **14 calendar days from receipt of the written complaint**, ~~the time frame specified by the supervisor~~. The written response from the alleged wrongdoer will be provided to the complainant.

2.5. Upon receipt of a formal written complaint, the responsible supervisor should interview the complainant, unless the complaint has been anonymous. If an alleged wrongdoer is named, the supervisor should interview both the complainant and the alleged wrongdoer. **Following Based on the written complaint**, the interview(s), **and written responses**, the responsible supervisor may make an initial effort to effect an informal resolution of the matter, but only if an informal approach has not already been tried prior to the receipt of the formal complaint. The supervisor may suggest any of the processes specified in this document or other informal processes as appropriate. In most cases, the alleged wrongdoer may be given a reasonable opportunity to correct or otherwise cease the behavior before any formal action is taken.

If informal processes are not pursued or are not successful in resolving the matter, the supervisor will make a determination whether the allegation, if substantiated, would constitute a violation of this Policy. If so, the supervisor will initiate an investigation as specified below. If the supervisor determines that the alleged destructive behavior would not be a violation of C09, but might be a violation of another UNM policy, the supervisor will refer the matter for review and action as appropriate. If the supervisor determines that the alleged destructive behavior would not be a violation of UNM policy, but that the situation would benefit from some positive intervention, the supervisor should intervene as appropriate. If the supervisor determines that no further action is needed, the supervisor will submit a written report that includes a copy of the initial complaint, a description of the

findings, and the reasons for not conducting an investigation in accordance with Section 3 of these Procedures. The report will be submitted to the supervisor's supervisor with a copy to the complainant and the alleged wrongdoer. If the complainant is not satisfied with the determination, he or she may appeal the decision in accordance with Section 4 of these Procedures.

2.6. Faculty may also consult with the Academic Freedom and Tenure Committee (AF&T) if there are allegations of possible violations that are within the jurisdiction of the AF&T Committee. If the AF&T Committee decides that the complaint is within their jurisdiction, they will follow the procedures in Section B of the Faculty Handbook.

3. Investigation

The procedures specified below apply to cases in which both the complainant and the alleged wrongdoer are named. In cases in which the complaint is anonymous or the alleged wrongdoer is not named, or both, the Office of University Counsel (OUC) will advise the responsible supervisor on how to modify the specified procedures.

The responsible supervisor is charged with initiating the investigation within **14 calendar 10 UNM business** days of receiving the written complaint, or following the conclusion of informal processes if they have been unsuccessful. It is of paramount importance that the investigation be conducted by an unbiased investigator. Prior to initiating the investigation, the responsible supervisor must confer with the OUC for guidance in interpreting this Policy and in formulating the specific steps to be followed in conducting an unbiased investigation and in preparing the final investigatory report. The OUC will inform the supervisor of the responsible supervisor that it has counseled the responsible supervisor on the specific matter. Following the advice of OUC, the supervisor who receives the complaint may appoint an independent investigator with no connection to either the complainant or the alleged wrongdoer; the investigator may appoint a three to five person ad hoc investigatory committee of independent, unbiased individuals whose UNM status is similar to that of the complainant and that of the alleged wrongdoer.

As soon as it has been determined who will conduct the investigation and how it will be conducted, the investigator will notify the complainant, the alleged wrongdoer, and the supervisor of the alleged wrongdoer, that an investigation has been initiated. If either the complainant or the alleged wrongdoer wishes to request that a different investigator be appointed, a written request, including a detailed justification, must be provided to the supervisor of the alleged wrongdoer within **seven calendar five-UNM-business** days. The supervisor will take the request into consideration and will either confirm the appointment of the original investigator or will appoint a different investigator. The parties will be notified of the supervisor's decision no later than **seven calendar five-UNM-business** days after receipt of the request. If the investigator decides to appoint an ad hoc committee to assist with the investigation, the alleged wrongdoer and the complainant will be notified in writing and given **14 calendar 10-UNM-business** days to submit a written objection to the membership of the ad hoc committee. The investigator will take the objections into consideration before finalizing the appointments. The membership of the investigatory committee must be finalized no later than

28 calendar 20-UNM-business days after the alleged wrongdoer and complainant have been provided with the initial notification referenced above.

The investigation should normally include interviews with all parties to the complaint, as well as any others who the complainant or alleged wrongdoer believes will be able to provide information relevant to the complaint. Additional information may be provided by any of the parties at any point during the investigation. The investigation should normally be completed no later than 42 calendar 30-UNM-business days after the formal written complaint has been brought to the supervisor of the alleged wrongdoer, or after the membership of the ad hoc committee has been finalized, whichever is later. If the investigation cannot be completed within this time frame, a written notification of the delay, and the reasons for delay, should be provided to the complainant, the alleged wrongdoer, and the supervisor of the alleged wrongdoer. When the investigation has been completed, a confidential report of the investigation will be sent for appropriate action to the supervisor of the alleged wrongdoer, with a written copy provided to the alleged wrongdoer and the complainant, unless the complainant is anonymous. The confidential report will include, at a minimum, the following information:

- Identity of investigator and others involved in conducting the investigation
- Allegations and responses
- Investigative process, including the number of witnesses interviewed, but excluding the identities of the witnesses
- Summary of facts
- Final determination of whether this Policy was violated

The investigator may also choose to include recommendations in the report. Information or recommendations pertaining to disciplinary action will not be included in any documents provided to the complainant.

The investigator will make reasonable efforts to maintain confidentiality. The identities of the alleged wrongdoer and the complainant should be treated with sensitivity. It is recommended, but not required, that the investigator ask everyone involved in the investigation, including witnesses, to sign confidentiality agreements.

The investigator is responsible for thoroughly documenting the investigation and creating an investigatory file. Except as noted in Section 7 below, this file will be maintained in the alleged wrongdoer's personnel file. The file is confidential and shall be secured in accordance with Policy C70 "Confidentiality of Faculty Records." The file should include the following:

- Formal written complaint and responses
- Evidence collected from all sources, including interviews
- If applicable, documentation associated with the selection of ad hoc committee members, including any objections made by the alleged wrongdoer and complainant
- If applicable, signed confidentiality agreements
- If applicable, ad hoc committee meeting minutes
- Copy of investigation report

4. Appeals of Investigatory Findings

If the responsible supervisor does not resolve the issue to the satisfaction of the parties to the complaint or within the required time frame, the parties will have 14 calendar ~~10 UNM business~~ days from the date on which they received written notification of the results of the investigation to appeal the decision to the next higher level person in the supervisory chain, who will review the record and determine whether the investigation was reasonably conducted and the findings supported by the evidence. The reviewing official will usually obtain the advice of OUC on how to conduct the review. The reviewing official may uphold, reverse, or modify the findings or may remand the matter for further investigation. A written copy of the reviewing official's decision, concerning whether a violation of this policy occurred, will be provided to the supervisor of the alleged wrongdoer and the initial investigator; a summary statement will be provided to the alleged wrongdoer and the complainant. If the reviewing official's determination is not satisfactory to the complainant or the alleged wrongdoer, a final appeal can be made to the Provost or Chancellor for Health Sciences, who in his or her discretion may review the record. Absent discretionary review by the Provost or Chancellor for Health Sciences, the decision of the reviewing official, concerning whether a violation of this policy occurred, shall be final. If the Provost or Chancellor for Health Sciences reviews the matter, his or her decision shall be final.

5. Actions Following Investigation

If the final determination is that an individual has violated this Policy, UNM shall take appropriate action, which may include disciplinary sanctions up to and including dismissal from UNM in accordance with Policy C07 "Faculty Disciplinary Policy."

Whether or not an individual is found to have violated this Policy, reasonable efforts will be undertaken to ensure that complainants who make allegations of destructive actions in good faith and others who cooperate in good faith with inquiries and investigations of such allegations are not retaliated against for initiating or participating in the investigation. Refer to UAP Policy 2200 for information on retaliation.

6. False Information

An employee who knowingly gives false information or knowingly makes a false report of alleged violation of this Policy or who knowingly provides false answers or information in response to an ongoing investigation will be subject to disciplinary action, up to and including dismissal, by UNM.

7. False or Inaccurate Accusations

It is important to protect individuals from false, unsubstantiated, or inaccurate accusations. Therefore, when an allegation of violation of this Policy is not substantiated, the file containing all documents relating to the report, review, or investigation will be sealed and delivered to University Counsel's office. The file will be stored for six years after the date the file is sealed, after which time it may be destroyed.

8. UNM Processes and Resources That Can Assist Individuals Impacted by Destructive Actions

The following UNM processes and resources are available to assist individuals impacted by destructive actions. Participation is voluntary. With the agreement of the individuals involved, these services may be utilized in a stand-alone fashion or before, during, or after the investigatory procedure.

8.1. The UNM Counseling, Assistance, and Referral Services (CARS) is an important resource available to all benefits-eligible UNM faculty and staff. CARS can help faculty or staff members to better understand their experience, facilitate resilience, identify options and take action in a constructive manner. Refer to UAP [Policy 3750](#) “Counseling, Assistance, and Referral Services.”

8.2. The HSC Office of Professionalism provides services to the members of the HSC, including faculty, learners, and staff. Services include advice regarding university policies and available resources, remedial and growth-oriented coaching, and group/team-based interventions.

8.3. Ombuds Dispute Resolution Services for Faculty is a confidential, impartial, informal and independent resource for addressing concerns about respectful campus interactions and for exploring the possibility of resolving difficulties at the least adversarial level. Services include confidential respectful consultations about experiences and concerns, discussion of options, information about policies and relevant UNM resources, collaborative problem-solving, and mediation. In the mediation process, the individuals decide if and how they will resolve their difficulties and they can write agreements for moving forward. These services are voluntary and are available to faculty at all levels and to faculty administrators. This office coordinates services with Ombuds Dispute Resolution for Staff, Ombuds Dispute Resolution for Graduate Students, and with the Dean of Students office as needs arise.

8.4. Ombuds Dispute Resolution Services for Staff provides constructive conflict management support for staff and faculty who supervise staff as described in UAP [Policy 3220](#) “Ombuds/Dispute Resolution Services for Staff.” This is an informal, confidential, impartial, and independent resource.

8.5. Ombuds dispute resolution services are available for graduate students at the Office of Graduate Studies. With the graduate student’s permission, the Ombuds for Graduate Students coordinates with the Ombuds for Faculty or the Ombuds for Staff for any continued services.

8.6. The Dean of Students Office is available to undergraduate students for addressing concerns about respectful campus interactions.

DRAFT HISTORY

September 23, 2016 – Revised draft based on Policy Committee’s review

June 1, 2016—Revised draft based on Policy Committee’s review.

May 18, 2016—New draft based on discussion of May 17 draft.

May 17, 2016 – New draft based on discussion of May 3, 2016 drafts and John Trotter’s suggested changes.

May 14, 2016 – New draft based on discussion of May 3, 2016 drafts.

May 3, 2016 – Prepare two different versions of draft for task force’s consideration.

Differences pertain to the placement of statements pertaining to UNM Resources such as CARS and Ombuds/Dispute Resolution Services for Faculty.

April 28, 2016—Highlighted draft prepared based on task force discussions to date.

HISTORY

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

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

June 16, 2011—Approved by UNM President

March 22, 2011—Approved by Faculty Senate

COMMENTS TO:
handbook@unm.edu

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A61.7: Curricula Committee

Approved By: Faculty Senate

Last Updated: **Draft 9/22/16**

Responsible Faculty Committee: Curricula

Office Responsible for Administration: Office of the University Secretary

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

POLICY RATIONALE

The primary role of the Curricula Committee, in cooperation with the Senate Graduate Committee and the Undergraduate Committee, is responsible for maintaining and enhancing the quality of the curricula in the University of New Mexico (UNM), its branches, and its graduate centers.

POLICY STATEMENT

The Curricula Committee shall consist of ~~fifteen~~ faculty members from the main campus including the chairperson, and one faculty member from each of the branch campuses. Faculty members will be appointed by the Faculty Senate; three from Arts and Sciences, [one from the humanities (including foreign languages), one from the social and behavioral sciences, one from the natural/physical sciences and math], and one each from Architecture and Planning, Dental Hygiene Programs, Education, Engineering, Fine Arts, Honors College, University Libraries, Law, Management, Medicine, Nursing, Pharmacy, Population Health, ~~Public Administration~~, two students appointed by the Associated Students of UNM (ASUNM) and the Graduate and Professional Student Association (GPSA), respectively. Ex-officio members shall include the Registrar, ~~the~~ a Collection Development Librarian, a faculty member from the Office of the Provost, ~~the Associate Provost for Academic Affairs~~, an Advising Manager from the Provost's Committee on Advising, and one representative from the Graduate and Professional Committee. The chairperson is elected by the Committee.

The functions of the Committee shall include, but not be limited to, all of the following.

1. Reviewing the recommendations of the Senate Graduate Committee concerning all proposals for major changes in programs (Form C), including new degrees, new programs, new majors and minors, name changes, and substantive changes in existing programs, and transmitting them to the Faculty Senate for final approval.
2. Reviewing and making recommendations on all proposals for minor course changes (Form A), new courses (Form B), minor changes in existing programs (Form C), originating from

students, departments, programs, divisions, schools, colleges of the University and its branches and graduate centers, and Faculty Senate committees.

3. Participating, together with members of the Senate Graduate and Professional Committee and Undergraduate Committee, in periodic reviews of instructional units and programs.
4. Hearing curricular disputes and recommending means for their resolution.
5. Initiating occasional reviews of curricular offerings and policies at UNM.
6. Recommending to the Faculty Senate both programs and the application of curricular policies.
7. Overseeing the approval and ongoing assessment of the Core Curriculum in consultation with the Faculty Senate.

APPLICABILITY

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

DEFINITIONS

No specific definitions are required for the Policy Statement.

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

WHO SHOULD READ THIS POLICY

- Academic chairs, directors, and deans
- Non-academic managers and directors
- Vice presidents and other executives

RELATED DOCUMENTS

["Plan for Assessment of Courses in the UG General Education Core Curriculum Template"](#)

CONTACTS

Direct any questions about this policy to the UNM Office of the University Secretary.

PROCEDURES

1. Procedures for Adding Courses to the Core Curriculum

1.1 Documentation Required

Departments wishing to add courses to the UNM Core Curriculum must submit a Form C for each proposed new course. The Form C should be accompanied by the following material:

- Identification of the area into which the course will fit (writing/speaking, math, science, social/behavioral sciences, humanities, non-English language, fine arts.)
- Rationale for adding the course to the core.
 - Justification for adding the course to the Core.
 - How will this course benefit UNM students?
 - Why does it belong in the UNM Core Curriculum?
 - Impact statement on the effect this addition may have upon other departments/courses currently in the Core.
 - Current and predicted enrollments for the next three years.
 - Demonstrated example of “Annual Report on Assessment.”
- Budget/Faculty Load statement.
 - Budget impact statement.
 - Resources (faculty/facilities) that the department has for teaching the course.
 - Memo from Dean or College Curriculum Committee regarding financial support for five to ten years.
- Student learning outcomes and proposed techniques to assess those outcomes. [See UNM Outcomes Assessment template "Plan for Assessment of Courses in the UG General Education Core Curriculum Template.”
- Documentation of UNM and HED Core Competencies addressed. (Unless the courses are not applicable to HED standards, i.e. non-English language UNM Core).
- Complete syllabus and course schedule including time on topics and suggested text.

1.2 Approvals

- Approval by department’s college curriculum committee/dean
- Review by the Faculty Senate Undergraduate Committee
- Approval by Faculty Senate Curricula Committee
- Office of the Provost
- Vote by Faculty Senate
- HED’s “New Mexico Common Core Curriculum Course Evaluation” form and New Mexico Common course number (NMCCN) if one exists
 - Provost’s Office
- Provost’s Office will inform Registrar’s office of addition to the UNM Core

1.3 Timeline

- Departments must submit the Form C to Curriculum Workflow early in the fall semester.
- Faculty Senate Curriculum Committee must receive proposal by December 1 for the opportunity for inclusion in the upcoming course catalog.

2. Procedures for Deleting Courses from the Core Curriculum

2.1 Documentation Required

Departments wishing to delete courses to the UNM Core Curriculum must submit a Form C for each course to be deleted. The Form C should be accompanied by the following material:

- Identification of the area into which the course fits (Writing/Speaking, Math, Science, Social/Behavioral Sciences, Humanities, Non-English Language, Fine Arts.)
- Rationale for deleting the course from the core.
 - Justification for deleting the course from the Core.
 - Impact statement on the effect this deletion may have upon other departments/courses currently in the Core.
 - Enrollment history for the previous three years.
- Budget/Faculty Load statement.
 - Budget impact statement.
 - Memo from Dean or College Curriculum Committee regarding support for removing this course from the core.

2.2 Approval Procedures

- Approval by department's college curriculum committee/dean
- Review by the Faculty Senate Undergraduate Committee
- Approval by Faculty Senate Curricula Committee
- Office of the Provost
- Vote by Faculty Senate
- HED's "New Mexico Common Core Curriculum Course Evaluation" form and New Mexico Common course number (NMCCN) if one exists.
 - Provost's Office
- Provost's Office will inform Registrar's office of deletion from the UNM Core.

2.3 Timeline

- Departments must submit the Form C to Curriculum Workflow early in the fall semester.
- Faculty Senate Curriculum Committee must receive proposal by December 1 for the deletion in the upcoming course catalog.

HISTORY

February 4, 2014 –Amended procedures approved by Faculty Senate Operations Committee
January 29, 2014 –Amended procedures approved by Faculty Senate Policy Committee
June 16, 2011 –Approved by UNM President
March 22, 2011 – Approved by Faculty Senate

DRAFT HISTORY

[September 22, 2016 – Amended draft policy to add and delete members from committee composition.](#)

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C20: Employment of UNM Graduates

Policy

Approved by Faculty on March 12, 1951

As a general policy, no person who has received a degree from the University of New Mexico shall hereafter be employed as a regular member of the faculty in a position which may lead to permanent tenure unless subsequent to the last degree at the University of New Mexico, he or she has taken at least one academic year of advanced work at another reputable institution or has established himself or herself professionally elsewhere. Such work or professional experience must be in his or her teaching field.

At the discretion of the Provost/Vice President for Academic Affairs or the Vice President for Health Sciences for Health Sciences faculty, an exception may be made to this general policy in the case of a person who has taken a master's degree, its equivalent, or pursued other substantial graduate work at another reputable institution before receiving a more advanced degree at the University of New Mexico.

In case of the above or any other exceptions to the general policy, it is recommended that the Provost/Vice President for Academic Affairs consult with the Academic Freedom and Tenure Committee before taking action.

For further information refer to "Employment of UNM Graduates" Section 5.3

(<http://policy.unm.edu/regents-policies/section-5/5-3.html>), *Regents' Policy Manual*.

RE: Draft memo from Policy Chairs to Operations Committee recommending deletion of C20

John A Trotter Ph.D. <JTrotter@salud.unm.edu>

Mon 8/8/2016 12:15 PM

To: Carol Stephens <stephens@unm.edu>; Carol Parker <cparker@unm.edu>; Lee K Brown <LKBrown@salud.unm.edu>;
Cc: Kenedi Hubbard <kthubbard@unm.edu>; Candyce Torres <ctorres@unm.edu>;

Carol,

I think the letter looks fine. I would only ask whether there have been any arguments in favor of such an exclusionary policy, here or elsewhere. If there are none, that would be worth stating. If there are some, but they seem to be more theoretically useful than they are in practice, that would also be worth stating. Why was the original policy adopted?

John

From: Carol Stephens [mailto:stephens@unm.edu]

Sent: Monday, August 08, 2016 10:37 AM

To: Carol Parker <cparker@unm.edu>; John A Trotter Ph.D. <JTrotter@salud.unm.edu>; Lee K Brown <LKBrown@salud.unm.edu>

Cc: Kenedi Hubbard <kthubbard@unm.edu>; Candyce Torres <ctorres@unm.edu>

Subject: Draft memo from Policy Chairs to Operations Committee recommending deletion of C20

Hi Carol, John, and Lee,

Hope you're having a good summer. At the June meeting, the Policy Committee decided they wanted the Committee chairs to submit a recommendation memorandum to the Faculty Senate Operations Committee explaining why the Committee feels C20 "Employment of UNM Graduates" should be deleted. I prepared the attached draft memo based your emails and Committee discussions. I would appreciate it if you could review the attached draft memo to ensure I captured your concerns correctly. I would also appreciate any changes or suggestions you may have. Thanks--Carol

Carol Stephens
stephens@unm.edu
505-220-4877

"May your choices reflect your hopes, not your fears" -- Nelson Mandela

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Date: August 4, 2016 *Draft*

To: Faculty Senate Operations Committee

From: Co-Chairs, Faculty Senate Policy Committee

Re: Faculty Handbook Policy C20 "Employment of UNM Graduates"

Faculty Handbook Policy C20 "Employment of UNM Graduates" was last approved by UNM faculty on March 12, 1951. Given the dated nature of this policy, the Faculty Senate Policy Committee performed a thorough review of this policy. This Policy has proven to be counter-productive to many UNM goals, resulting in numerous exceptions to the Policy granted on an institutional-wide basis. Therefore, the Faculty Senate Policy Committee recommends C20 be eliminated/deleted, and is requesting endorsement by the Operations Committee to send this recommendation to faculty for a 30-day review and comment period.

Some of the problems encountered with this Policy include:

1. C20 may limit/prevent participation by UNM and its students in The Minority Doctoral Assistance Loan for Service Program sponsored by the NM Department of Higher Education.

This Program is designed to increase the number of minorities and women available to teach engineering, physical or life sciences, mathematics and other academic disciplines in which minorities and women are demonstrably under-represented in NM colleges and universities. To be eligible for the loan and subsequent loan forgiveness, the recipient must have a commitment from the sponsoring institution that a tenure-track faculty position will be available in the individual's discipline when they complete their doctoral degree and are ready to return to the institution as faculty.

<http://www.hed.state.nm.us/students/minoritydoc.aspx>

2. Lee K. Brown, MD, Chair of the HSC Council indicated in an email 5/31/2016, "this Policy is totally inappropriate for HSC, particularly the School of Medicine (SOM)" for the following reasons:

"It is not at all unusual for potential faculty physicians to receive their medical degree and all post-graduate training at UNM, even some who receive tenure-track appointments (particularly our MD-PhD graduates). I agree that it is desirable to bring individuals to UNM who are able to suggest potential solutions that have worked elsewhere. Unfortunately, the manifold difficulties we have in recruiting faculty to SOM (one of my major tasks as senior vice chair of clinical affairs) argues strongly against this policy. Were the recruiting environment more salubrious (higher faculty salaries, regents and central administration committed to shared governance, better resources, and a state with less poverty, lower crime rate, better public schools, and less rampant government corruption) then the policy might make some sense. Since we all recognize that much of this is unlikely to change in the near or even long term, we'd be better off eliminating C20 altogether. My opinion."

3. Carol Parker, Senior Vice Provost, expressed the following concerns about C20 pertaining to main campus and the branch campuses.

- “In some cases, people (hiring officials) are oblivious of the fact that C20 exists and ~~then~~ unknowingly make such hires. In other cases, hiring officials know about it and request exceptions which results in ~~a lot of~~ uncertainty as to how to proceed because the policy ~~is so obtuse as to does not state~~ what problem it is trying to solve, or provide guidance ~~and~~ on what basis an exception could be granted.
- I ~~[[Carol Parker]]~~ asked the Dean of Graduate Studies ~~OGS dean~~ a few months ago if OPGS tells our graduate students about C20 and they do not (OGS she did not ~~even~~ know about C20 until I brought it to their her attention). Consequently our students apply for UNM faculty positions ~~our jobs~~ and then are upset outraged to learn about C20 ~~and they are upset with UNM and the faculty administrators are unsure as to how to proceed.~~
- C20 cuts off Branch campuses ~~are arbitrarily cut off~~ from a potential pool of good teaching candidates, and in turn our graduates are cut off from potential jobs at the branches by C20.”

However, if the policy is to be retained it needs to be revised to provide clarity. Below is some possible language.

Rationale:

It is important that UNM’s faculty composition reflect wide-ranging viewpoints relevant to the missions of creation and dissemination of knowledge. This is especially important at the level of graduate education [describe why].

Policy:

Faculty hired into professorial appointments which may lead to a tenured position should normally not include UNM’s own terminal-degree graduates unless they have had at least one academic year of advanced work at another reputable institution or have established themselves professionally elsewhere. Such work or professional experience must be in his or her research (??) field.

At the discretion of the Provost/Vice President for Academic Affairs or the Vice President for Health Sciences for Health Sciences faculty, an exception may be made to this general policy in the case of a person who has taken a master's degree, its equivalent, or pursued other substantial graduate work at another reputable institution before receiving a more advanced degree at the University of New Mexico; or if hiring one of UNM’s terminal degree graduates will in and of itself further the rationale of this policy.

This policy does not apply to other faculty appointments made in furtherance of other missions, e.g., branch faculty, lecturers serving UNM’s teaching mission, and research faculty.

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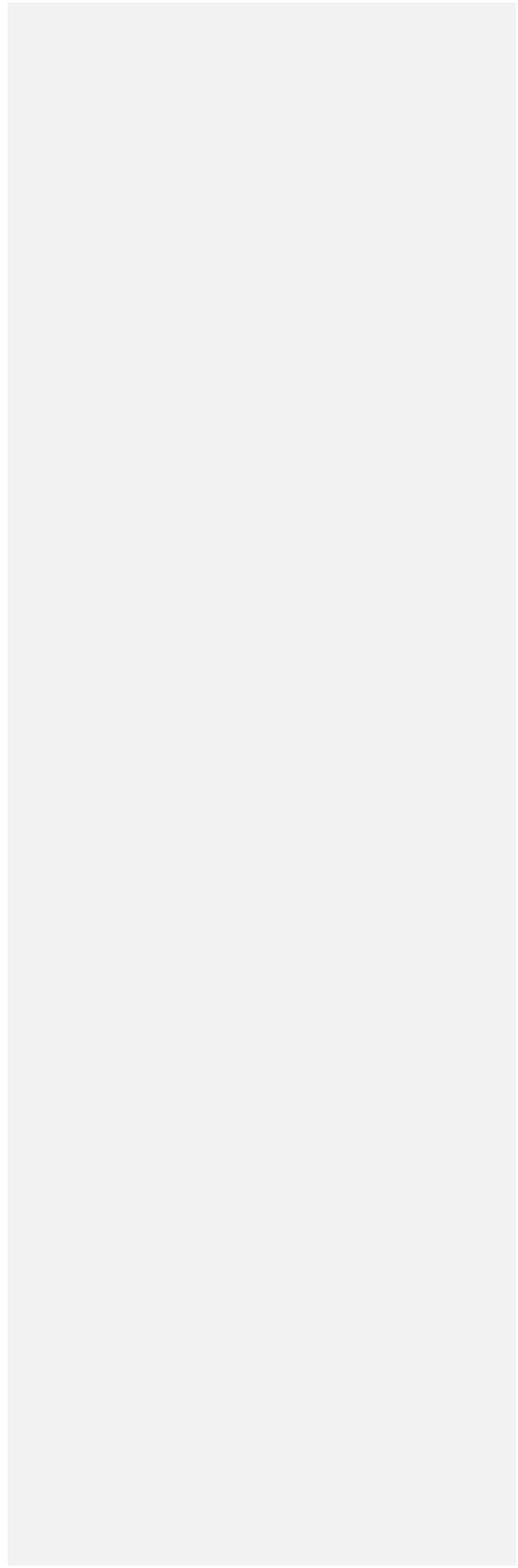
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4. Other critics have stated that C20 could led to discriminatory results given that UNM doctoral students are more likely to be minorities.



D75: Classroom Conduct

Approved By: Faculty Senate

Last Updated: **Draft 9/23/16**

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

The University of New Mexico (UNM) promotes a working, learning, and social environment where all members of the UNM community work together in a mutually respectful, psychologically-healthy environment (from C09). Appropriate classroom conduct is necessary to provide an environment where everyone feels safe, supported, and encouraged to express her or his views and concerns, and is critical to student success.

POLICY STATEMENT

The classroom instructor is responsible for all classroom conduct, behavior, and discipline. UNM policy permits only enrolled students, persons authorized by the instructor, and administrative personnel to be admitted to instructional areas during scheduled periods. UNM policy and New Mexico state law also prohibit all forms of disruptive or obstructive behavior in academic areas or any actions which would disrupt scheduled academic activity. The instructor may refer situations involving classroom misconduct to the Dean of Students for additional action under the Student Code of Conduct as published in the UNM *Pathfinder*.

Any person or persons in unauthorized attendance or causing a disturbance during scheduled academic activity shall be identified by the instructor and asked to leave. Persons refusing such a request may be removed by UNM Police and are liable to legal prosecution.

Smoking, eating and drinking are prohibited in all classrooms and teaching laboratories, including seminars.

Use of classrooms and other areas of academic buildings during nonscheduled periods is permitted only in accordance with departmental, college, or university practices.

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

No definitions specific to this Policy.

WHO SHOULD READ THIS POLICY

- Faculty members
- Staff in Office of the Dean of Students
- Academic administrators

RELATED DOCUMENTS

[Faculty Handbook Policy C09 “Respectful Campus”](#)

The Pathfinder—UNM Student Handbook. [“Student Code of Conduct”](#)

CONTACTS

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

PROCEDURES

None at this time

HISTORY

Effective:

Need to identify effective date of original policy.

DRAFT HISTORY

September 23, 2016 – Place in new policy format and change from information item to Policy document.

COMMENTS TO:
handbook@unm.edu

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