

Faculty Senate Policy Committee DRAFT 2
Meeting Agenda, Scholes Hall Room 101, April 4, 2018, 3:30 pm – 5:00 pm

Updates

1. Operations Committee status report: C07 “Faculty Discipline Policy,” C05 “State of Emergency,” and A 52.1.1. “Faculty Misconduct Review Committee”
2. Policy Committee Meeting Schedule
3. A63.5 “Information Technology Committee” and D50 “Assignment of Credit Hours” out for campus comment
4. D170 “Student Attendance”
5. Faculty Senate Bylaws and Related Council and Committee policy drafts

Agenda Topics

Consent Agenda Topics: None

Action Items

1. Approval of policies that went out for comment period ending 3/24/18 to go to Faculty Senate for final policy approval: **pg. 1**
 - F70** “Articulation, Degree Approval, Transfers of Course Credit, and Approval of Credentialing Standards”
 - F80** “Representation on Faculty Senate and Its Committees”
2. Committee Membership: extension of terms and election of chairs
3. A 53.1 ““Policies Applicable to Faculty” **pg. 10**
4. Finalize Comments on Proposed UAP Policy Revisions: (review draft memo) **pg. 12**
 - UAP 2560 “Information Technologies Governance”
 - UAP 6130 “Emergency Control”
5. Discussion of UNM Hospitals Policy “Medical Staff Disruptive Practitioner Policy” **pg. 14**
6. Work Status Report. **pg. 22**

Faculty Handbook

From: Jonathan Wheeler
Sent: Tuesday, April 3, 2018 3:40 PM
To: Faculty Handbook
Subject: Policy A61.6 Information Technology Use Committee comments

Thanks again to the Policy Committee for their work on this policy revision. In consultation with the HSC faculty, I would like to request the re-addition to the end of the first paragraph of the policy statement the following:

Where beneficial to the combined missions of the Main, HSC, Law, and branch campuses, review and recommendations relating to cross campus initiatives will be conducted in accordance with existing University Administrative Policy 2560, Information Technology (IT) Governance.

Please let me know if I can provide further information.

Thank you,
Jonathan Wheeler
Chair, Faculty Senate IT Use Committee
(505) 277-1687

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

Approved By: Faculty Senate

Effective Date: Draft 2/28/17

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Office of the Provost

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

POLICY RATIONALE

Articulation: Though the branch colleges operate under an admissions policy different from that of the main campus, their The branch community college degree offerings are approved by the University of New Mexico (UNM), and many of their courses carry transfer credit toward UNM main campus baccalaureate degrees. This connection or articulation of programs means that branch college faculty members may be required to meet a more specific set of approval standards in order to teach transferable courses than to teach non-transferable courses. The policies that which govern the articulation of degree programs, the determination of course credit, and the approval of credentialing standards faculty approval between the for UNM branch community colleges the main campus are presented below.

POLICY STATEMENT

A. Degree, Certificate, and Credential Approval

1. All associate degree programs offered at the main campus in Albuquerque are authorized to be offered at the branches, upon approval by the appropriate college and department or program on the Albuquerque UNM main campus.
2. To meet local needs, The branch community colleges are authorized to develop and offer with the approval of the Undergraduate Committee, the Curricula Committee, and the Faculty Senate, programs leading to all Associate the degrees, of Associate of Arts, and Associate of Sciences and The branches are also authorized to develop and offer, with the approval of the Office of the Provost/Executive Vice President for Academic Affairs, programs leading to the degree of Associate of Applied Sciences, as well as provide certificates and workforce credentials, provided the programs go through the required approval process for such programs at UNM main campus. The transferability to the main campus of credit for courses in these programs will be determined in accordance with the policy statements B. 1, 2, and 3 below.

B. Transfer of Course Credit, Certificates, and Credentials

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

1. Transferable credits earned in lower division courses that already appear in the any UNM campus catalog and/or UNM campus schedule of classes which have been submitted by the branches and approved for credit by the appropriate department or program and the UNM Curricula Committee, and the branch instructor, content, and level of performance for said courses having been approved by the appropriate main campus department or program, will be accepted by the appropriate UNM campus as though they were earned on the main campus of origin. at the University in Albuquerque. Under the following provisions: the course sections must meet the catalog course description in the UNM campus of origin, and the course must follow the same student learning objectives or competencies as the sections at the campus of origin. As needed, syllabi, final exams, and/or other course materials may be requested by the corresponding department or program for articulation.
2. Proposed new lower division courses must follow the same approval process as any other course offered at UNM main campus and, if designed for transfer credit, must be approved by the appropriate department or program and/or college. which do not appear in the UNM Catalog and/or the UNM Schedule of Classes will be accepted by the University as though they were earned on the main campus if they have been designed by the branches in cooperation with the appropriate main campus department or program and college; approved for credit by the appropriate department or program and college and by the UNM Curricula Committee; and approved for their instructor, content, and level of performance by the appropriate main campus department or program.
3. Any lower division courses that have not gone through the required approval process prior to being offered are generally not acceptable for baccalaureate credit towards a UNM degree or certificate.
4. New and existing lower division courses designed by the branches which do not appear in the UNM Catalog and/or the UNM Schedule of Classes, and which have not been approved by a main campus department and the UNM Curricula Committee prior to being offered, are generally not acceptable for baccalaureate credit except (a) by petition and approval from the UNM degree granting unit, or (b) if determined to be equivalent to a main campus course by the UNM department or program which offers that course.
5. Special curricular offerings are authorized to meet local educational needs which are not being met by other institutions in the area. The transferability to the main campus of credit for these offerings will be determined in accordance with the policy statements B. 1, 2, and 3 above.

C. Faculty Approval of Credentialing Standards for Course Delivery

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

1. Approval standards for transferable courses. Branch college courses carrying pre-designated transferability shall be offered by approved faculty. Tenured/tenure track faculty, by virtue of the standards required for their appointment, are automatically approved to teach transferable courses in their fields of credentialed expertise. Non-tenured/tenure track faculty, and tenured/tenure track faculty teaching outside their fields of credentialed expertise, must be approved to teach transferable courses before or as early as possible during the first semester in which they offer those courses. To be approved to teach transferable courses, faculty members shall meet written standards appropriate to the courses they are to offer.
2. Formulation of standards. The faculty approval standards for each transferable course shall be formulated in writing and adopted jointly by the appropriate branch college and main campus administrators. Normally these will be the administrators immediately responsible for supervising course offerings in a particular field: e.g., the chairs (or directors or coordinators or heads) of the departments or programs in the relevant discipline. Once formulated, the standards for each course shall be transmitted to, and

reviewed by, the Office of the Provost/Executive Vice President for Academic Affairs. The standards shall be kept on file by the Office of the Provost and by the branch college and main campus administrators who formulated them. They shall be transferred to, and applied in a consistent manner by, subsequent administrators, and they shall be revised only by joint written agreement of the appropriate administrators holding office at the time. All revisions shall be promptly transmitted to, and reviewed by, the Office of the Provost/Executive Vice President for Academic Affairs. Approval standards for each transferable course should be submitted to the Office of the Provost no later than June 1, 2006. After that date, and until such time as standards for the course are submitted, the main campus department shall be presumed to approve all instructors employed by the branch to teach that course. The implementation of faculty approval standards for each transferable course, as described in paragraphs 3-5 below, shall not begin until the standards for that course have been formulated, adopted, and reviewed as stipulated in this paragraph.

3. *Implementation of standards.* The determination that a prospective instructor meets the faculty approval standards for a transferable course shall initially be made by the appropriate administrator (department chair, program director, coordinator, or head) at the branch college. Approval of the instructor shall then be reviewed and confirmed or denied by the college's Dean of Instruction. If the Dean confirms the approval, the branch college may hire the instructor prior to receiving main campus approval. The approval shall then be forwarded to the Branch Executive Director for recommendation to the appropriate main campus department chair or program director; it shall be submitted no later than the third week of the semester. The approval shall be accompanied by copies of the faculty member's vita and syllabus for the course in question. The main campus administrator shall confirm or deny the approval before or as early as possible during the first semester in which the faculty member offers the course. This decision shall be promptly communicated in writing to the appropriate branch campus administrator, the Dean of Instruction, and, if the approval is denied, the Office of the Provost/Executive Vice President for Academic Affairs.
4. *Denial of approval.* If faculty approval is denied, the main campus administrator shall communicate the reasons for this decision in writing to the appropriate branch college administrator, the Dean of Instruction, and the Office of the Provost/Vice President for Academic Affairs. This communication shall refer specifically to the written faculty approval standards for the course in question but may include other considerations as well. Courses already in progress shall not be cancelled solely because faculty approval is denied or delayed. If approval is denied, the branch college administrator shall work with the main campus administrator to identify and employ an eligible substitute instructor. If no eligible substitute can be obtained, the faculty member who began the course shall finish it under the supervision of the branch college administrator; but the same faculty member shall not be employed again to teach the same course, or any other course that has comparable approval standards, unless s/he has received branch and main campus approval to do so before the course begins.
5. *Exemptions from standards.* Faculty members may teach transferable courses without meeting established approval standards only if the appropriate branch college administrator submits, and the Dean of Instruction supports, a request for an individual exemption from the standards. The request shall be accompanied by a detailed explanation of the reasons for the request and by the proposed faculty member's vita and syllabus for the course in question. The request shall be submitted to the appropriate main campus administrator no later than two weeks before the semester begins. If the request is not approved by the appropriate main campus administrator before the course begins, the course shall not be offered by the proposed instructor.
6. *Non-transferable courses.* Branch college courses not carrying pre-designated transferability shall be offered by faculty who meet the appointment standards set forth in the college's statement on appointment and retention (see section F60 below), and who are recommended for appointment by the appropriate branch college administrator (department chair, program director, coordinator, or head), the Dean of Instruction, and the Branch Executive Director. In making recommendations concerning all faculty appointments, administrators shall act in accordance with the standards and procedures set forth in the branch college statement on appointment and retention and in section F60 below. All faculty appointments are subject to review by the Provost/Executive Vice President for Academic Affairs.

APPLICABILITY

All UNM academic faculty, staff, and administrators.

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

DEFINITIONS

No specific definitions are required for the Policy Statement.

WHO SHOULD READ THIS POLICY

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

RELATED DOCUMENTS

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

CONTACTS

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

PROCEDURES

No specific procedures are required at this time.

DRAFT HISTORY

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

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

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

HISTORY

April 2005--Approved by the Faculty Senate

COMMENTS TO:
handbook@unm.edu

[FACULTY HANDBOOK HOME](#)

[TABLE OF CONTENTS](#)

[TABLE OF POLICIES](#)

[UNM HOME](#)

F80: Representatives on Faculty Senate and Its Committees

Approved By: [Faculty Senate](#)

Effective Date: **Draft 9/25/17**

Responsible Faculty Committee: [Policy Committee](#)

Office Responsible for Administration: [Office of the University Secretary](#)

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

POLICY RATIONALE

The Faculty Constitution affirms the rights of branch community college faculty to be represented in the Faculty Senate and to decide upon the faculty governance procedures best suited to the effective functioning of each individual branch community college.

POLICY STATEMENT

In accordance with the procedures established by the Faculty Senate and its component committees, branch community colleges shall have representation on the Faculty Senate Standing Committees and the Faculty Senate. Faculty at branch community colleges shall have the right to create faculty governance bodies, policies, and procedures for their campuses, provided those assemblies do not conflict with the authority and functions of the Faculty Senate described in the Faculty Constitution.

APPLICABILITY

All UNM faculty and academic administrators.

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

DEFINITIONS

No specific definitions are required for the Policy Statement.

WHO SHOULD READ THIS POLICY

- [Faculty](#)
- [Department Chairs, academic deans and other academic administrators and executives](#)

RELATED DOCUMENTS

UNM Regents' Policy Manual **Policy 2.14** "Branch Colleges and Off-Campus Education Centers"
Faculty Handbook **A51** "Faculty Constitution, Article II"

CONTACTS

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

PROCEDURES

[No specific procedures at this time.](#)

DRAFT HISTORY

[October 24, 2016 – Prepare revised draft to reflect changes requested by the Section F taskforce.](#)

HISTORY

COMMENTS TO:
handbook@unm.edu

[FACULTY HANDBOOK HOME](#)

[TABLE OF CONTENTS](#)

[TABLE OF POLICIES](#)

[UNM HOME](#)

Faculty Handbook

From: Dennis Davies-Wilson
Sent: Tuesday, February 27, 2018 9:25 AM
To: Faculty Handbook
Subject: F70 Policy revisions

I am confused by the first sentence under B.1. of the proposed policy revision for F70.

It states "...will be accepted by the appropriate UNM campus as though they were earned on the campus of origin."

The "campus of origin" to me implies the campus where the courses were taken; therefore, they were already earned on the campus of origin. Isn't the intent of the statement supposed to mean "as if they were earned on the campus of transfer?"

Thank you for your consideration.

Dennis Davies-Wilson
Library Director
UNM-Los Alamos Library
4000 University Dr.
Los Alamos, NM 87544
(505) 661-4685

Memorandum

Date: March 27, 2018

To: Dr. Kimberly Gauderman, Co-Chair, Faculty Senate Policy Committee
Dr. Martha Muller, Co-Chair, Faculty Senate Policy Committee
Kenedi Hubbard, University Secretary

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

Re: Updates for Policy A53.1 “Policies Applicable to Faculty”

On December 22, 2015, Policy A53.1 “Policies Applicable to Faculty” was approved. This policy is designed to list policy topics that are applicable to faculty that have policies located in either the Regents’ policy Manual and/or the University Administrative Policies and Procedures Manual and provide links to the applicable Policy Manual. Due to the nature of this policy, it needs to be updated regularly to reflect new and/or deleted policies. I have conducted a review of the Regents’ Policy Manual and the University Administrative Policies and Procedures Manual to identify any necessary updates to Policy A53.1, and listed below are the required changes.

The Policy indicates that tis table may be amended with the approval of the Faculty Senate Policy and Operations Committees, so we will need to include this on an upcoming Policy Committee agenda.

Current changes required:

Topic	Required Changes
Academic Dishonesty	Remove D10 (it is now in the information section of FH)
Appeals	ADD RPM 4.3
Code of Conduct (Employee)	Delete UAP 3715 because it is no longer a policy
Code of Conduct (Student)	Correct FH C175 to FH D175
Data Governance	ADD UAP 2580; new policy issued 4/21/17
Dental Insurance	Correct RPM 7.14 to RPM 6.3
Gratuities	Delete UAP 3715 and replace with UAP 3720
Minors on Campus	ADD UAP 2205; new policy issued 3/8/16
Lactation Support	ADD UAP 2750; new policy issued 12/17/15
Recreational Drones	ADD UAP 2265; new policy issued 3/8/16
Rights and Responsibilities	Delete UAP 2730 and replace with UAP 2740
Sexual Harassment	Delete UAP 2730 and replace with UAP 2740
Sexual Misconduct	ADD topic with RPM 2.5, FH C07, and UAP 2740
Student Records	Remove D195 (it is now in the information section of FH)

Upcoming changes required:

When the revisions to C05 and C07 are approved and posted, the following changes will need to be made.

Topic	Required Changes
Academic Freedom and Tenure	Add C07
Possession of Alcohol on University Property	Replace C05 with C07
Appeals	Add C07
Archives	Replace C05 with C07
Consensual Relationships and Conflicts of Interest)	Remove C05
Confidentiality of Faculty Records	Add C07
Diversity and Campus Climate	Remove C05
Emergency Control	ADD C05
Faculty Misconduct and Review Committee	ADD topic with FH 52.1.1 and FH C07
Fraudulent or Dishonest Activities	ADD FH C07
Leave Without Pay	ADD FH C07
Misconduct --Research	ADD FH C07
Research Misconduct	ADD FH C07
Reporting Suspected Misconduct and Retaliation, Whistleblower Protection	ADD FH C07
Rights and Responsibilities	Replace FH C05 with FH C07
Sexual Harassment	Sexual Harassment
State of Emergency	ADD topic with RPM 3.2 and FH C05
Whistleblower Protection and Reporting Suspected Misconduct and Retaliation	ADD FH C07

cc: Candyce Torres, Administrative Coordinator, Office of the University Secretary

Memorandum

Date: April 3, 2018

To: Pamina Deutsche, Director of UNM Policy

From: Dr. Kimberly Gauderman, Co-Chair, Faculty Senate Policy Committee
Dr. Martha Muller, Co-Chair, Faculty Senate Policy Committee

Re: Comments on UAP Policies out for Review

Policy 2560 “Information Technologies Governance”

1. Under the proposed revision, the role of faculty is not clearly defined or ensured. Given the critical role of information technologies in UNM’s academic and research missions, we recommend a faculty member, appointed by the Faculty Senate, serve on the IT Governance Council.

Under the current policy members appointed to the IT Cabinet “include representatives from IT service providers and key IT users (e.g. representatives from the Faculty Senate, ASUNM, and GPSA).” The proposed revision deletes the IT Cabinet, perhaps replacing it with the IT Governance Council. Under the proposed revision representation from the Faculty Senate, ASUNM and GPSA is limited to the IT Academic Technologies Advisory Board and IT Research Technologies Advisory Board through the membership listings of each individual board. This does not ensure faculty representation and is tenuous with the addition of the sentence “The University President may add or remove advisory boards as needed 2.1.”

2. Please add branch community colleges to section 2.3 to ensure branches are included in cross-campus technology efforts when appropriate.
3. Section 8. Related Policies: Please add *Faculty Handbook* Policy A61.6” Information Technology Committee.”
4. Please replace the term “branch campus” with branch community college(s) per New Mexico Statute (21-14-1) and recently revised Faculty Handbook Policy F10.

Policy 6130 “Emergency Control”

This Policy needs to be more comprehensive and robust, especially when discussing the role of the Emergency Management Committee. Faculty have recently expressed considerable concern about safety issues in the redesign of Smith Plaza, in particular when paired with the planned changes to class schedules which expand the number of classes taking place after dark.

1. Procedures should be included in this Policy to inform faculty, staff, and students how to report safety concerns and how concerns will be addressed.
2. Membership of the Emergency Management Committee should be expanded to include a faculty member, appointed by the Faculty Senate, to ensure that academic and research issues, programs, schedules, and facilities are considered as “the Committee reviews incidents, plans, exercises, and

provides recommendations to help ensure that the University is prepared to deal with any incident.” (Policy 6130:Section 2.2)” There should also be a representative from each college and school.

3. The Committee’s role should be expanded to include a comprehensive incident assessment action plan to review all academic areas to ensure there is an appropriate incident response plan for each site. The recent active shooter training provides general instructions for routine spaces, but many of the spaces at UNM are not conducive for the action recommended in the training. For example, the classrooms in Mitchell Hall do not lock and do not have heavy furniture available for blocking the door. These types of areas need site specific instructions for incident response by individuals in these rooms should there be an emergency, and/or be updated to allow for adequate incident response.

Thank you for your consideration of these recommendations.

cc: Pamela Pyle, President, Faculty Senate
Kenedi Hubbard, University Secretary

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

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

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

Thanks very much.

Best,
Lee

Lee K. Brown MD

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

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

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



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

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

POLICY STATEMENT

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

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

APPLICABILITY

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

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

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

POLICY AUTHORITY

Associate Dean for Clinical Affairs

REFERENCES

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

DEFINITIONS

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

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

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

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

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

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

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

IMPLEMENTATION PROCEDURES

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

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

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

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

SUMMARY OF CHANGES

New

RESOURCES/TRAINING

Resource/Dept	Internet/Link
Associate Dean for Clinical Affairs	

DOCUMENT APPROVAL & TRACKING

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

ATTACHMENTS

Policy Committee Work Status Table (updated 4/3/2018)

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

Policy #	Brief Title	Date Last Revised	Date Added to List	Summary of Recommended Action	Related Documents & Notes or Concerns	Target Cycle	FSPC Action	Campus Comment Period	Faculty Senate Action	FH Status
NA	Policy Approval Table	N/A	November 2015	Identify the required approvals for all FH Policies						
A52.1.1	FMRC Charge		Feb 2018	Recommended by AF&T linked to C07		Spring '18 ???	AF&T and FSPC approved 3/7/18 to go to Operations. Operations placed on hold pending review.			
A53.1	Policies Applicable to Faculty	12/22/2015	3/27/2018	Update to reflect new and revised policies		Spring '18	On FSPC 4/4/18 agenda			
A60	Faculty Senate Bylaws	4/27/04	11/4/15	Major changes required to reflect the Faculty Senate restructure. COG taskforce asked FSPC to add reference to RPM 1.7. Final action awaiting FS report to COG		Fall '18	Drafts reviewed by FSPC 2/7/18 and sent to Operations 2/27/18 for review			
A61 – A70	Council and Committee Charges			Charges need to be developed for new councils and committee charges need to be revised to reflect FS restructure in accordance with revision of A60 above		Fall '18	Drafts reviewed by FSPC 2/7/18 sent to Operations 2/27/18 for review			
A63.5 (A61.6)	IT Use Committee		6/7/17	IT Use Committee requested changes		Spring '18	Out for campus comment	3/23/18 - 4/22/18		
A61.8	Faculty Ethics and Advisory Committee	unknown	June 2015	The Ethics Committee wants to update their charge. Referred to AF&T		Fall '18	AF&T recommendation for the FMRC linked to C07 being discussed with Operations			
Sec B	AF&T			Professor of Practice title. But approval date (1/25/13) does not seem to be added. .						
C05	Rights and Responsibilities at UNM	July 1982	12/2/15	COG taskforce asked FSPC to perform a comprehensive review. AF&T recommend change to State of Emergency and move disciplinary language to C07		Spring '18 ???	FSPC approved 3/7/18 to go to Operations. Operations placed on hold pending review.			
C07	Faculty Disciplinary Policy	3/22/11	5/6/15	Assigned to AF&T for review. 1) need to add peer hearing procedures. 2) C Parker has implementation concerns. Stephens working with AF&T on revision		Spring '18 ???	AF&T and FSPC approved 3/7/18 to go to Operations. Operations placed on hold pending review.			
C50	Faculty Contracts	unknown	3/6/14	Update and possibly remove annual leave issues if C205 developed			Referred to C Parker. Sent memo to C Parker to remind her			
C150	Political Activities of UNM faculty	Sept 1970	12/2/15	COG taskforce asked FSPC to perform a comprehensive review.						
C170	Endowed Chairs	10/15/13		Add definitions for endowed chairs and named professors. ON HOLD pending AF&T	Related to Sec B issues above		Researched other colleges and universities for definitions			
C190	Implementation Standard	new		Incorporate C Parkers webpage						
C200	Sabbatical Leave	05/14/04	01/29/14	Good enough for now, but needs to be updated.	RPM 5.4; May require BOR approval	???	Addressed campus comments. FSPC sent draft to AF&T for review	2/18/15 to 3/20/15		22

C205	Annual Leave	Unknown	01/29/14	Propose a policy be written that reflects current practice and removes annual leave information from C50 Faculty Contracts Policy	C50 RPM 5.4; May require BOR approval. Look at HSC policies for outside work	Depends on C50	Tied to C 50 included in memo to be sent Parker to remind her			
C210	Sick Leave	08/29/78	01/29/14	Out of date. Needs to be completely rewritten	C50 RPM 5.4; May require BOR approval		Discussed at 2/4/15 meeting. Per FSPC Chairs leave alone.			
C225	Professional Leave	8/29/78	11/4/15	COG taskforce asked FSPC to add reference. FSPC identified a few other required changes		Spring '17	Approved by OPS for campus comment.	Ends 4/19/16	Approved by FS 4/26/16	Needs approval of faculty and Regents
C230	Military Leave	8/29/78	10/13/14	Review for consistency with revised admin policy; need to address tenure and also new military recruiting policy which Kim will send me	UAP 3425 Military recruit law	???	Discussed at 2/4/15 meeting			
C240	LOA Incident to Political Activity			See C 150 above						
C250	Academic Leave for Lectures	10/8/13	July 2015	Need to align with proposed changes to Sabbatical		??? depends on C200				
C305	Emeriti Policy	4/27/10	12/20/15	Add dept. processes and criteria for emeriti status. Under consideration by AF&T						
D50	Assignment of Credit Hours	NEW	2/26/18	HLC requires an institutional policy	Glossary of Terms Catalog	Spring '18	Out for campus comment	3/23/18 - 4/22/18		
D75	Classroom Conduct	Unknown	10/5/16	Reassign from info item to Policy document put in new format.			FSPC on hold until competition of D 175 & D 176			
D170	Student Attendance	unknown	12/2/15	COG taskforce asked FSPC to perform a comprehensive review. Taskforce work progressing	Pathfinder, Dean of Students pro, Catalog	Fall '18	Taskforce meeting and developing drafts. Are there OEO concerns?			
D175	Student Grievance Procedure	5/13/2014	June 2016	Inconsistencies between Pathfinder and FH; identified by DOJ as needing immediate attention			On hold pending determination by CoG	4/7/17 to 5/10/17		
D176	Graduate Student Grievance Procedure	3/1/17		Remove graduate students from d175 and expand D176			On hold pending determination by CoG			
E40	Research Misconduct	4/13/04	9/2015	Address ORI Concerns	RPM 5.13 may need to be revised.	Fall '17	ORI endorses per Dr Larson. RPM 5.13 may need to be revised.	4/7/17 to 4/21/17	Approved by FS 4/25/17	Posted Sept 2017 May need to be approved by Regents—previous versions were
F70	Articulation, Degree Approval ...		4/20/17	Branch campus taskforce working on updating policies		Spring '18	Went out for campus comment--On FSPC 4/4/18 agenda for approval to go to Faculty Senate for final approval 4/24/18.	2/27/18 – 3/29/18		
F80	Representation on FS and Its Committees		4/20/17	Branch campus taskforce working on updating policies		Spring '18	FSPC approved 12/6/17, Operations approved to go out for campus comment.	2/27/18 – 3/29/18		23

Recently Completed Work

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