

Faculty Senate Policy Committee
Draft Meeting Agenda, Scholes Hall Room 101, November 7, 2018

Agenda Topics

Updates

1. Committee Membership

2. F70 “Articulation, Degree Approval, Transfers of Course Credit, and Approval of Credentialing Standards” out for campus comment until 11/15/18.

Action Items

1. D170 “Student Attendance” **pg.1**

2. Memo to Operations Committee RE: Status of Policies Ready for Campus Comment **pg. 7**

3. Review of Progress on Committee on Governance Recommendations **pg. 10**

4. Review of Work Status Report **pg. 18**

D170: Student Attendance

Approved By: Faculty Senate

Last Updated: **Draft 9/5/18**

Responsible Faculty Committee: Faculty Senate Policy Committee

Office Responsible for Administration: Dean of Students

Legend: Proposed changes are highlighted in red.

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

POLICY RATIONALE

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

POLICY STATEMENT

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

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

1. UNM Official Absences

Instructors should excuse absences due to UNM official absences which result when a student is required to represent UNM at University functions or related extracurricular activities such as

professional meetings, academic competitions, field trips, research activities, NCAA athletic competitions, or other similar activities.

2. Legally or Administratively Compelled Absence(s)

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

3. Military Obligations

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

4. Illness, Accident, or Death in the Family

Instructors should excuse unexpected absences due to personal or family illness, accident, or death in the family. Instructors may require students who are ill for six (6) class days or longer to obtain official notification from the Dean of Students office or equivalent position designated for graduate or professional schools or colleges and branch community colleges.

5. Disability

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

6. Pregnancy

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

7. Religious Observances

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

3. Request for Reconsideration

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

APPLICABILITY

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

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Research Policy Committee and Operations Committee.

DEFINITIONS

WHO SHOULD READ THIS POLICY

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

RELATED DOCUMENTS

Faculty Handbook

Policy C220 “Holidays”

Policy C260 “Religious Accommodations”

D175 “Undergraduate Student Conduct and Grievance Policy”

D176 “Graduate and Professional Student Conduct and Grievance Policy.”

CONTACTS

Direct any questions about this policy to Dean of Students Office [or equivalent position designated for graduate or professional schools or colleges and branch community colleges.](#)

PROCEDURES

[The following procedures pertain to undergraduate students at the Albuquerque campus. Branch community college, graduate, and professional students should follow the attendance procedures issued by their respective school or college.](#)

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

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

1. Course Attendance Expectations

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

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

2. Verification of Absence

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

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

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

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

HISTORY

Effective:

Unknown (effective date not listed in current policy.)

DRAFT HISTORY

September 5, 2018 –Draft revised to refine policy revisions further.

June 27, 2018 – Draft revised to address different procedures for graduate and professional students and branch community colleges.

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

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

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

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

COMMENTS TO: handbook@unm.edu	FACULTY HANDBOOK HOME	TABLE OF CONTENTS	TABLE OF POLICIES	UNM HOME
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Memorandum DRAFT

Date: November 7, 2018

To: Faculty Senate Operations Committee

From: Faculty Senate Policy Committee

Re: Inquiry About the Status of Policies Awaiting Approval from Faculty Senate Operations Committee to send to Faculty for Review and Comment

The Faculty Senate Policy Committee has sent a number of proposed new or revised policies to the Operations Committee for permission to send them to the faculty for a review and comment period, usually 30 days. At this point, the Policy Committee is not asking Operations to approve the proposed policy or changes only to allow them to go out for comment. After the comment period, the Policy Committee makes any changes needed to properly address faculty concerns. Then the proposed policies go to Faculty Senate for approval. Twenty-five of the proposed revisions or new policies have been with the Operations Committee for more than six months, and three additional critical policies are ready for faculty review and comment. The Policy Committee has significant concerns about these delays.

1. The Policy Committee works diligently with constituencies affected by the proposed policy changes and develops proposed drafts that reflect current practices and align with related policies not just in the *Faculty Handbook*, but also in the *Board of Regents Policy Manual* and the *University Administrative Policy Manual*. This process requires timely action to avoid misalignment if applicable practices or related policies change during policy review process.

If this happens, the Policy Committee has to revisit the proposed draft(s) and address any policy or practice changes that have taken place. This can result in significantly inefficient use of faculty members' time. An example of such a process pertains to Faculty Senate Committee charges. 22 draft policy revisions and/or new policies needed to reflect the reorganization of the Faculty Senate were submitted to the Operations Committee in February 2018. These proposed drafts include Council and Committee charges with policy language pertaining to the applicable Council. In the meantime, faculty have requested changes to Committee charges that are not related to the Council structure but need to take place as soon as possible. For example, the Information Technology Committee required changes to their charge, resulting in an amended policy approved April 24, 2018, with no mention of the Business Council which the IT Committee reports to, since the Business Council has no official charge or role in *Faculty Handbook* policies. This means this IT Policy will need to be amended when the policies related to the Faculty Senate reorganization are approved.

The Operations Committee has recently asked the Policy Committee to prepare proposed revisions to charges for the Curricula Committee, the Undergraduate Committee, and the

Graduate and Professional Committee. These proposed revisions will run into the same timing issues as the IT Committee charge if the 22 policy drafts discussed above do not more through the policy development process in a timely manner.

2. The faculty comment period is time sensitive and should take place while faculty are on campus and have time to adequately review them. Therefore, the comment period does not span semester breaks, the first week of a semester, or finals week. This means the last day to send proposed policies for comment this semester was November 8, 2018. The next opportunity will be January 28, 2019, and the last opportunity for the spring semester will be April 1, 2019.
3. Many of the proposed policy changes have been requested by faculty members. Policy A53 requires that the requestor be notified of the action taken by the FSPC. This notification usually takes place as part of the comment period, but with the current delays, the Policy Committee may need to develop an additional process to provide notification to faculty members anticipating action.
4. The *Faculty Handbook* may begin to lose credibility if policies are not kept up-to-date, and/or are not in alignment with other UNM policies and/or practices.

Below is a list of the policies that have been submitted to the Operations Committee and are awaiting permission to send them to faculty for a review and comment period.

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

A60: Faculty Senate Bylaws

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

A61: Academic Council **(NEW)**

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

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

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

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

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

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

A62: Athletic Council (currently A61.2)

A63: Business Council **(NEW)**

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

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

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

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

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

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

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

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

- A65.2:** Research Allocations Committee (currently A61.15)
- A65.3:** Research Policy Committee (currently A61.16)
- A65.4:** University Press Committee (currently A61.21)

C07 “Faculty Disciplinary Policy,” **C05** “Rights and Responsibilities at the University of New Mexico,” **and A52.1.1** “Faculty Misconduct Review Committee (NEW),” were submitted to the Faculty Senate Operations Committee in March 2018 for approval to send out to faculty for review and comment. The three draft revisions are related to faculty discipline and were approved by the Policy Committee and the Academic and Freedom Committee.

D170 “Student Attendance”—A revised draft was presented to Operations in September, 2018. The proposed revision was developed by a taskforce approved by Operations and appointed by the Policy Committee.

D175 “Undergraduate Student Conduct and Grievance Policy and **D176** “Graduate and Professional Student Conduct and Grievance Policy” have been or will be presented to Operations in the next week or two. These revisions were developed at the request of the Department of Justice. A taskforce was appointed with representatives from affected constituencies. The Policy Committee approved the proposed revisions in October 2018.

Date: October 17, 2018 **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: Thirteen *Faculty Handbook* policies have been completed and eight *Faculty Handbook* policies are under comprehensive review—two of these eight are pending action by CoG and three are pending action by the Faculty Senate Operations Committee. Recommended changes to Regent policies have been submitted to the Policy Office and are pending action by that Office or the Board of Regents. 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.	Completed Policy issued 12/22/15. Policy updated April 2018 to reflect new, changed, and/or deleted policies.

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. The FSPC has drafted 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.	AF&T proposed changing this policy to State of Emergency and moving any information pertaining to discipline to C07. Revised draft approved by AF&T and FSPC 3/7/18. <u>Operations endorsed changes but placed C07 on hold.</u> Revision of C05 is dependent on C07 revision, so C05 is on hold pending decision on C07.
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	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 and FSPC performed extensive review of C07 and approved revisions 3/7/18. <u>Operations placed on hold due to concerns about Ethics Committee role.</u>

	<p>UAP 2210 Campus Violence</p> <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>Completed. 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. Amended policy approved by Faculty Senate 4/25/17.</p>
C20	<p>RPM 5.3 Employment of UNM Graduates</p>	<p>Regent policy that authorizes C20. Update HSC Chancellor title.</p>	<p>Completed. Based on campus comment the Faculty Senate chose not to delete the policy but did revised it to address the concerns raised by CoG. The revision was effective 11/18/17.</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>	<p>FSPC Work Completed—awaiting action by Regents. Policy Committee sent request for change to Policy Offices; unclear when change will be made.</p>

C140	RPM 5.6 Extra Compensation	Update Chancellor title.	FSPC Work Completed—awaiting action by Regents. Policy Committee sent request for change to Policy Offices; unclear when change will be made.
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 systems to drop, and make it clear it is the student's responsibility to make sure a drop happens.	Taskforce completed work, recommendations approved by FSPC and forwards to Operations Committee for approval to send out for comment.
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.	Taskforce completed work, recommendations approved by FSPC and forwards to Operations Committee for approval to send out for comment.
D176	RPM 4.3 Student Grievances	Regent policy that authorizes D176. Update to allow for appeal to BOR.	Taskforce completed work, recommendations approved by FSPC and forwards to Operations Committee for approval to send out for comment.
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.	Completed effective 4/25/17.
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.	Completed effective 10/27/15.
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.	FSPC Work Completed—HSC requested change not made. Awaiting action by Regents. Policy Committee sent request for change to Policy Offices; unclear when change will be made. HSC requested revision but there are legal concerns. Per legal counsel requested change would be illegal. No action taken.

Placeholder Policies in FH: In addition to the references listed above, 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	UAP 2000 Responsibility and Accountability for University Information and Transactions

need to be a separate IT Policy in the Faculty Handbook?	<p>UAP 2030 Social Security Numbers</p> <p>UAP 2500 Acceptable Computer Use</p> <p>UAP 2510 Computer Use Guidelines</p> <p>UAP 2520 Computer Security Controls and Access to Sensitive and Protected Information</p> <p>UAP 2540 Student Email</p> <p>UAP 2550 Information Security</p> <p>UAP 2570 Official University Webpages</p>
Payroll	<p>UAP 2615 Non Standard Payment Processing</p> <p>UAP 2620 Distribution of Pay</p> <p>UAP 2635 Payroll Deductions, W-2s, and Tax Reporting</p> <p>UAP 2650 Payment When Terminating Employment</p> <p>UAP 2670 Garnishments and Other Wage Withholdings</p> <p>UAP 2680 Payroll Overpayments and Collection</p>
Safety and Security	<p>RPM 3.7 Health Sciences Center Institutional Compliance Program</p> <p>RPM 7.14 Risk Management and Insurance</p> <p>RPM 8.2 Law Enforcement on Campus</p> <p>RPM 8.3 Parking and Vehicles on Campus</p> <p>UAP 2210 Campus Violence</p> <p>UAP 2250 Tobacco-Free Campus</p> <p>UAP 2260 Bicycles and Other Non-Motorized Vehicles</p> <p>UAP 2290 Animal Control on University Property</p> <p>UAP 6100 Risk Management</p> <p>UAP 6110 Safety and Risk Services</p> <p>UAP 6130 Emergency Control</p> <p>UAP 6150 Casualty and Liability Insurance and Claims</p>
Student Policies	<p>UAP 2310 Academic Adjustments for Student with Disabilities</p> <p>UAP 2710 Education Abroad Health and Safety</p>

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 -- This Policy is being rewritten to apply only to State of Emergency with discipline items moved to C07 “Faculty Discipline Policy”

FH C09 Respectful Campus—Completed 4/25/17

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.

Policy Committee Work Status Table (updated 10/17/2018)

(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.			
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			
A61.8	Faculty Ethics and Advisory Committee	unknown	June 2015	The Ethics Committee wants to update their charge. Referred to AF&T		Fall '18	AF&T recommendation for the FMRC linked to C07 being discussed with Operations			
Sec B	AF&T			Professor of Practice title. But approval date (1/25/13) does not seem to be added.						
C05	Rights and Responsibilities at UNM	July 1982	12/2/15	COG taskforce asked FSPC to perform a comprehensive review. AF&T recommend change to State of Emergency and move disciplinary language to C07		Spring '18 ???	FSPC approved 3/7/18 to go to Operations. Operations placed on hold pending review.			
C07	Faculty Disciplinary Policy	3/22/11	5/6/15	Assigned to AF&T for review. 1) need to add peer hearing procedures. 2) C Parker has implementation concerns. Stephens working with AF&T on revision		Spring '18 ???	AF&T and FSPC approved 3/7/18 to go to Operations. Operations placed on hold pending review.			
C10	Ombuds for Faculty	new	May 2016	The C09 Respectful Campus Taskforce suggested the Handbook needed a policy on Ombuds for Faculty similar to the staff policy						
C50	Faculty Contracts	unknown	3/6/14	Update and possibly remove annual leave issues if C205 developed			Referred to C Parker. Sent memo to C Parker to remind her			
C150	Political Activities of UNM faculty	Sept 1970	12/2/15	COG taskforce asked FSPC to perform a comprehensive review.						
C170	Endowed Chairs	10/15/13		Add definitions for endowed chairs and named professors. ON HOLD pending AF&T	Related to Sec B issues above		Researched other colleges and universities for definitions			
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. M Baum thinks AF&T requested policy not be changed	2/18/15 to 3/20/15		
C205	Annual Leave	Unknown	01/29/14	Propose a policy be written that reflects current practice and removes annual leave	C50	Depends on C50	Tied to C 50 included in memo to be sent Parker to remind her			18

				information from C50 Faculty Contracts Policy	RPM 5.4; May require BOR approval. Look at HSC policies for outside work					
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						
D75	Classroom Conduct	Unknown	10/5/16	Reassign from info item to Policy document put in new format.			FSPC on hold until competition of D175 & 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	Approved by FSPC; awaiting Operations permission to send out for comment			
D175	Student Grievance Procedure	5/13/2014	June 2016	Inconsistencies between Pathfinder and FH; identified by DOJ as needing immediate attention			Approved by FSPC; awaiting Operations permission to send out for comment	4/7/17 to 5/10/17		
D176	Graduate Student Grievance Procedure	3/1/17		Remove graduate students from d175 and expand D176			Approved by FSPC; awaiting Operations permission to send out for comment			
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	FSPC addressed campus comments, FSPC approved to go out for subsequent comment period.	2/27/18 – 3/29/18 October 2018 ???		

Recently Completed Work

A53.1	Policies Applicable to Faculty	12/22/2015	3/27/2018	Update to reflect new and revised policies		Spring '18	Approved by FSPC 4/4/18	NA	Approved by Operations April 2018	Posted
A61.6	IT Use Committee		6/7/17	IT Use Committee requested changes		Spring '18	Approved by FSPC 4/4/18	3/23/18 - 4/22/18	Approved by FS 4/24/2018	Posted
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
D50	Assignment of Credit Hours	NEW	2/26/18	HLC requires an institutional policy	Glossary of Terms Catalog	Spring '18	Out for campus comment. FSPC approved draft	3/23/18 - 4/22/18	Approved by FS 4/24/2018	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
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	Approved by FS 4/24/2018	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