

Faculty Senate Policy Committee
Meeting Notes
October 6, 2021
3pm – 4:30pm

Members Present: Karen Armitage, Lee Brown (co-chair), Robert Christenson, Monika Nitsche, Karen Patterson (co-chair)

Members Absent: Matthew Hofer, Jacob Ormsby

Ex-Officio Present: Nancy Middlebrook, University Secretary; Barbara Rodriguez, Senior Vice Provost for Academic Affairs, Office of the Provost; Brandon Toensing, Associate University Counsel, Office of University Counsel

Ex-Officio Absent: Amy Levi, Vice President for Academic Affairs, HSC

Guests Present: Jesse Alemán, Associate Dean of Graduate Studies

Staff Present: Carol Stephens, Professional Consultant, Office of the University Secretary; Caitlin Wells, Operations Specialist, Office of the University Secretary

1. Discussion Items and Updates (pre-quorum)

Committee Vacancies

Meeting began at 3:00 pm without quorum. Committee discussed the two remaining vacancies on the committee: one branch campus representative and one additional representative from a department not already represented on the committee. Monika Nitsche suggested two colleagues from UNM-Valencia who may be interested in serving, and co-chairs Lee Brown and Karen Patterson will reach out to Faculty Senate President Finnie Coleman about progress on filling these remaining vacancies.

Update: C07 “Graduate and Professional Student Conduct and Grievance Procedures”

The policy was discussed at the September Faculty Senate meeting and will be on the agenda for a vote at the October 26 meeting. It will then go to the Board of Regents’ Student Success, Teaching and Research (SSTAR) Committee and, if approved, will be on the agenda for a vote at the December Board of Regents meeting.

Quorum was achieved at 3:34 pm and the meeting was called to order by co-chair Lee Brown. The agenda was passed unanimously at 3:35 pm.

2. Action Items

D176 “Graduate and Professional Student Conduct and Grievance Procedures”

Associate Dean of Graduate Studies Jesse Alemán attended the meeting to follow up on his concerns about the informal resolution process in the previous draft of D176. Carol Stephens had incorporated his comments into the policy, and Alemán said that the changes addressed his concerns and that he had no additional comments. The Committee voted unanimously to approve the current version the policy to send out for campus comment. Following a thirty-day campus comment period, the Committee will review those comments, incorporate what is needed, and the policy will go before Faculty Senate in January 2022. After FS approval, it needs to be approved by the President, at which point it will go into effect, possibly as early as February or March 2022.

Approval of Minutes

Minutes from September 6, 2021, meeting were approved unanimously at 3:45 pm.

A53.1 “Policies Applicable to Faculty”

Carol Stephens gave background on the table in A53.1, which lists and cross-references policies in the University Administrative Policies and Procedures Manual, Board of Regents’ Policy Manual, and Faculty Handbook that apply to faculty. Caitlin Wells updated the table with policies that had been added since the last update in 2016, and added several new headings to the chart to reflect policies changes and alternative terms for subjects that might be of interest to faculty. The Committee reviewed the memo outlining the updates and unanimously voted to approve the proposed changes to A53.1 and send them on to the Faculty Senate Operations Committee for final approval.

5. Discussion Items

C70 “Confidentiality of Faculty Records”

Carol Stephens noted that there is a good deal of variance across the university about what is considered a faculty record/personnel file and where these files exist, and there needs to be a robust discussion about these topics. She also noted that the collective bargaining agreements with UA-UNM do contain some definitions of personnel files that seem related to C70 and that updating C70 could be helpful in clarifying things for both unionized and non-unionized faculty. Lee Brown said that Stanford University and several other institutions have policies on faculty personnel records and these could be useful going forward.

Going forward, Carol will take the old policy and put it in the new format, compare that to policies from several other institutions, and also compare it to the personnel file document that Barbara Rodriguez made and shared with the group. Vivian Valencia gave some background on the current policy and why it specifies three personnel files and where those files should be located (i.e., this was to ensure that faculty would be able to locate and access all of the relevant files related to their employment). The Committee determined that it would be helpful to have a document similar to Barbara’s from the HSC perspective, and will request that Amy Levi review the document for main campus and create a similar one addressing what kinds of files are kept on HSC faculty and where those files are located.

Contradictions and Implications within and from the UA-UNM Unit 1 CBA

Lee Brown distributed a document to the Committee prior to the meeting that listed several seeming discrepancies within the UA-UNM Unit 1 Collective Bargaining Agreement (CBA) and between the CBA and the Faculty Handbook. Barbara said she had mentioned some of these issues to the Section B Task Force, and that the Labor Management Committee is aware of and discussing some of those issues.

- C200 (Sabbaticals): Several years ago, FS Policy Committee recommended that five policies be moved to Section B; three were moved, and the two remaining are C200 and C07. For C07, the plan is to move C07 through the approval process as usual and then, once approved, move it to Section B. C200 was approved by Policy Committee and went through a campus comment period circa 2017, and then was tabled by AF&T. Lee Brown proposed that the Policy Committee revive C200 and put it through the same process as C07. Carol will send the Committee the draft of C200 that was approved by Policy Committee in 2017 as well as summary of previous actions. The Committee will review that draft, send it to AF&T for comment, and then send it to the Faculty Operations Committee for approval and then on to the Board of Regents. Once approved by them, it can be moved to Section B.
- C250 (Academic Leave for Principal Lecturers): Karen Patterson noted that policy C250 was in a similar position to C200 on the Work Status Table and that it was also addressed in Lee’s document. Carol said this policy was written to mirror the sabbatical policy, and that C250 has been officially moved to Section B. The CBAs grant academic leave to senior lecturers and above, while the current academic leave policy grants it only to principal lecturers. HSC grants a form of academic leave to clinician-educators at the senior level, as well. So there is a small group of senior lecturers who are not covered by the CBA and are not in HSC who would be

disadvantaged by C250 as currently written. Carol will draft a memo with the Committee's concerns about both academic leave and sabbaticals for Lee and Karen to send to the Section B task force.

- Concerns that CBA negates C07: Carol explained that the CBA only applies once the disciplinary action has been determined. The parts of C07 up to the point of determining disciplinary action will apply to people in the bargaining unit, and then the grievance procedure from the CBA kicks in. C07 still applies to all faculty not in the bargaining unit. Barbara wanted to emphasize that Articles 16 and 17 in the CBA are separate articles: 16 covers the disciplinary process, while 17 is grievances and arbitration.
- Highlighting Unit 1 CBA Article 16.I: This is one portion that relates to C70 (Faculty Records). Faculty records are referred to as "official personnel file" as well as "faculty personnel file." C70 might want to clarify what exactly it is called, what that term means, and that HSC is included.

Work Status Table

Will have to put it off until next meeting, but we know we're covering C70, C250, and C200. This table is more of a parking lot and tracking sheet so that the Committee doesn't lose track of specific policies. Nancy Middlebrook noted that she and Carol might be able to put forward some smaller policy changes that could move fairly quickly through the process (for example, adding wording to the Policy on Policies that allows the Office of the University Secretary to make non-substantive changes such as correcting typos, updating titles of people or offices, etc.).

6. Adjournment

The meeting adjourned at 4:30 pm.