

Faculty Senate Policy Committee
Meeting Notes
April 5, 2023
3pm – 4:30pm
Zoom Meeting

Members Present: Karen Armitage; Robert Christenson; Elizabeth Elia; Eve Espey; Min Ro Lee; Karen Patterson

Ex-Officio Present: Nancy Middlebrook, University Secretary; Barbara Rodriguez, Senior Vice Provost for Academic Affairs; Akshay Sood, Interim HSC Vice President for Faculty Affairs; Brandon Toensing, Associate University Counsel

Guests Present: Heather Koopman, American Council on Education (ACE) Fellow

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

The meeting was called to order by Karen Patterson at 3:01 p.m.

1. Approvals

Agenda was approved as written. Notes from March meeting were approved as written.

2. Updates

C70 “Confidentiality of Faculty Records”

This policy is still tabled by the Regents Student Success, Teaching, and Research (SSTAR) Committee. It might be moved onto the agenda for the May 2023 meeting.

Political Activities Policies: C150 “Political Activity” and C240 “Leave of Absence Incident to Political Activity”

The changes to C150 and the deletion of C240 were approved by the SSTAR Committee. The policies will be on the consent agenda for the full Board of Regents meeting on April 10, 2023.

C200 “Sabbatical Policy”

The comment period for this policy closed and AF&T will start reviewing the comments. If there are substantial changes, the policy may go back out for a second comment period (which may be shortened).

Eve Espey asked about the approval process for the policy. Once AF&T completes their review and revisions, the policy will go out for a vote of the full faculty and then go to the Regents. Not all policies that fall under AF&T’s authority go through the same process, but many of them do require the full faculty vote and Regents approval. The approval process for all policies in the new format is specified within that policy, and when a policy is moved to the new format, it is approved by the same body that approved it previously (in this case, full faculty and Regents).

Carol Stephens also reviewed the above the line/below the line approvals processes. A quorum for a vote of the faculty is 10 percent of voting faculty, and then a majority of that quorum is required to pass any policies.

Eve Espey asked if there is any precedent for having different requirements for different types of faculty. Stephens and Middlebrook said that the concept for the Faculty Handbook is “One University” and that policies are meant to apply to faculty across the board. There are some times when standards are implemented that differ (for example, the standards for creating and approving research centers differ between HSC and the rest of campus), but for almost all other policies, they apply across all faculty. There are a few exceptions, notably when it comes to branch campus tenure not being transferable to central campus.

Barbara Rodriguez said that C200 will not apply to UA-UNM, and that their main reference point for sabbatical leave is the sabbatical section of the Collective Bargaining Agreement. Karen Patterson clarified that the Faculty Handbook continues to apply to issues that are not covered by the CBA. Vivian Valencia noted that the policy will be voted on by the full faculty although not all faculty will be affected. Nancy Middlebrook will talk with Patterson and AF&T leadership to look into this more.

E30 “Research Data Policy”

Policy E30 is out for comment. The comment period ends April 21, and the comments could be ready to review at either the May meeting or the first meeting in Fall 2023.

A53.1 “Policies Applicable to Faculty”

Caitlin Wells will be working on updating the table in A53.1 to include any new or updated policies from the Board of Regents’ Policy Manual and the University Administrative Policies and Procedures Manual. It should be ready for Policy Committee review at either the May 2023 or the September 2023 meeting.

3. Discussion/Action Items

C80 “Faculty Office Hours” and C90 “Dates of Campus Duty”

The Committee is addressing these policies after someone brought up the need to update language in C90 referring to “recesses.” Carol Stephens combined C90 with C80, which also addresses faculty availability, and arranged them in the new policy format. The policy also addresses the fact that work and student consultations might take place remotely, and that office hours should be published in the syllabus.

Heather Koopman mentioned that there had been discussions about changing the term “office hours” to something else, as the term “office” can have negative connotations to students. The Committee discussed this, along with the fact that “office hours” might occur virtually, and decided to change the terminology to reflect changing practices. They also noted that the hours could be posted in the learning management system. The title of the policy was changed to “C80: Faculty Assigned Duties, Commitments, Availability to Students.” The Committee voted to send the policy out for campus comment. The comment period will end shortly after the end of the semester, and the Committee will be able to address those comments at the first Fall 2023 meeting.

Standard E30#1 “Research Data Management”

Carol Stephens updated the standard to conform to the changes made in policy E30. If the Policy Committee decides to move this standard forward, the approving committee will be the Faculty Senate Research Policy Committee. She suggested provisional approval, as E30 has not yet been approved and the standard might still require some changes if there are any changes to E30. Then, the policy and the standard can move forward together through the approval process. The main change to the standard was modifying titles to specify that they refer to research data. There is a page of the Faculty Handbook for standards, so it will eventually be posted there.

The Committee voted to move the standard forward.

A66 “Policy Committee”

The Committee reviewed FHB Policy A66, which is the charge for the Policy Committee. Patterson suggested adding wording to the policy to note that Faculty Handbook policies are shared governance, and that while the Collective Bargaining Agreements take precedence over the Faculty Handbook, the Faculty Handbook applies on issues where the CBAs are silent. The Faculty Senate serves a role in faculty governance. Stephens agreed that these were good inclusions, but they might be better suited to A53, as opposed to A66, which is the specific charge of the Policy Committee.

Stephens said that A60.1 lays out the role of the Faculty Senate committees and who is eligible to serve, and this might also be a good place to include that language. Patterson, Stephens, and Middlebrook will take a look at this.

Stephens noted that there could be confusion for faculty when trying to figure out whether the CBAs or the Faculty Handbook applies to a given situation. Barbara Rodriguez asked that the Committee keep in mind that the CBAs do not apply to all faculty, and recommended that the Committee avoid incorporating too much language from the CBAs into the Faculty Handbook. She suggested that changes referring to the CBAs direct faculty to the appropriate document. Valencia suggested that each policy could have a link in the policy header that notes whether the policy applies to faculty covered by a CBA, and if not, directs them to the appropriate resource. Stephens noted that there is already an applicability section in each policy, and that there is no reason why this couldn't be moved further up in the policy. Middlebrook said that she, Valencia, and Stephens can review these suggestions over the summer and bring back some recommendations when the Committee convenes again in the fall.

C100 “Faculty Workload,” C110 “Teaching Assignments,” F100 “Teaching Load”

These policies all have to do with faculty workloads, and there has been a lot of conversation about these topics. There has been a suggestion that since C100 and C110 exist, there might no longer be a need for F100, and branch faculty could be folded into the existing C policies. F100 does allow for a higher workload than in C100, but depending on how discussions about workload sort out, this could not be an issue. Patterson will continue to talk to the Branch Community Colleges Council and others to get feedback and keep this work moving forward. C100 and C110 are also very dated and need to be revised. If anyone has suggestions for revisions, send them to her.

4. Future Business

There is one more meeting left in this year. The Committee will have a lot of work with E30 comments and possibly discussing the faculty workload policies, but it would be helpful for Committee members to think about ways to include the language about CBA applicability into existing policies. Stephens said that one thing that was helpful last year was to take some time in the May meeting to prioritize policies for the coming year. Patterson agreed and said that this would be added to the agenda.

5. Adjournment

The meeting adjourned at 4:30 p.m.