

4-24-2007

## Faculty Senate Summarized Minutes, 4/24/2007

UNM Faculty Senate

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# FACULTY SENATE SUMMARIZED MINUTES

**2006-2007 Faculty Senate  
April 24, 2007  
(DRAFT-AWAITING APPROVAL)**

The Faculty Senate meeting for April 24, 2007 was called to order at 3:12 p.m. in the Lobo Room, Student Union Building. Senate President Virginia Shipman presided.

## **1. ATTENDANCE**

**Guests Present:** Deputy Provost Richard Holder, Associate Vice President Curt Porter (Budget, Planning and Analysis), Shelley Rael (Staff Council), and Vanessa Shields (Staff Council).

## **2. APPROVAL OF THE AGENDA**

The agenda was approved as written.

## **3. APPROVAL OF SUMMARIZED MINUTES FOR MARCH 27, 2007 MEETING**

The minutes for the March 27, 2007 meeting were approved as written.

## **4. POSTHUMOUS DEGREE FOR VINCENT LOMONACO**

Virginia Shipman read the following posthumous degree request for Vincent Lomonaco.

*The College of Education would like to request that a Posthumous Degree be awarded to Vincent Lomonaco for Spring 2007. Mr. Lomonaco was an undergraduate student working towards a Bachelor of Science in Education, majoring in Elementary Education with a minor in Social Studies. Mr. Lomonaco had completed all of his professional coursework in the College of Education. He maintained a cumulative grade point average of 3.38 and had a total of 121 credit hours toward the minimum of 128 credit hours of coursework to graduate. He was enrolled in classes in Fall 2006 & Spring 2006. He passed away this Spring semester.*

*Thank you for your consideration.*

The posthumous degree was unanimously approved by the Faculty Senate and will be presented to the family of the deceased.

## **5. FACULTY SENATE PRESIDENT'S REPORT**

The Faculty Senate President reported on the following:

- President Shipman thanked the senate for the opportunity to serve as Faculty Senate President. She was able to see who shares in faculty governance such as the staff, students, other faculty, and administrators. President Shipman said that the administration and the Board of Regents are working hard for the university.
- President Shipman suggests that faculty be involved with committees as much as possible. There is a proposal on the agenda to restructure the Faculty Senate committees. The proposal is the first step in a process that will continue next academic year.

## **6. TUITION INCREASE AND EXPENDITURE UPDATE**

Associate Vice President for Budget Planning and Analysis Curt Porter reported on the 2007-2008 academic year tuition increase. The Board of Regents (BOR) approved a 5.38 percent tuition and fee increase. The BOR will be meeting to approve the budget on May 8, 2007. A one percent tuition increase generates approximately \$915,000. A one percent raise in compensation for faculty and staff requires a tuition increase of 2.2 percent. The New Mexico Legislature has not appropriated any new money for UNM during the last two legislative sessions. This trend may continue for two or three more sessions. The tuition credit was eliminated this year however.

Associate Vice President Porter reported that tuition revenue is down. The New Mexico high school graduation rate is expected to decline over the next 10 years. UNM will need to look outside the borders of New Mexico to increase enrollment. New money will have to come from new students. A proposed initiative is to set up recruiting offices in California and Texas

Associate Vice President Porter presented the following proposed initiatives to be funded by the tuition and fee increase:

### **Marketing and Branding Initiatives**

#### **\$300,000 recurring funds**

#### **Marketing Contractor (RFP) \$200,000**

These funds would be used to contract with an outside marketing firm for the purpose of redefining the UNM brand and aiding in its recognition in New Mexico and throughout the Southwest. In conjunction with the University's Communication and Marketing Departments, the successful firm would be responsible for developing the strategy, theme, and creative implementation of the University's new branding campaign. Additional responsibilities would include integrating the developed strategies and theme into the proposed capital campaign.

#### **Institutional Videography \$50,000**

In the competitive higher education market, visual representation of campus life is essential. UNM has a limited amount of usable video material, and due to budget constraints has produced mediocre institutional spots that do not begin to reflect the vibrancy of the on campus university community. This comprehensive project would include TV spots, institutional DVD's, and online streaming.

#### **Cooperative advertising program \$50,000**

These funds would be used to implement a pilot program to match advertising dollars to schools, colleges, and programs that align with the institutional branding initiative. The funds would maximize the national, regional, and statewide benefit of marketing at the program, college, and branch level, as well as encourage the development of new and expanded marketing initiatives.

The project would work via an application process by which institutional initiatives would be presented, and units and programs would submit proposals that align with those initiatives that best promote the unit and the University. The University would also be able to enter into larger, more frequent contracts, thereby reducing the advertising costs per unit. At its inception, the program would match dollar for dollar the contributions of the individual units, with this strategy being reviewed after results are evaluated.

### **Scholarships and Financial Aid**

This proposal recommends using a portion of interest earnings from the Regent's Endowment to create a new National Merit Scholarship program and provide additional Need Based Aid.

#### **National Merit Scholarship Program**

New Mexico currently has a relatively large population of graduating high school seniors who are National Merit Scholars, and many are lost to out of state institutions that offer generous scholarship packages to students with National Merit status. UNM enrolls a few of these students through it's Regent's Scholars Program, but the limited number of Regent's Scholarships available each year makes it difficult to attract

all of these talented incoming freshman. Likewise, most of the Regent's Scholarships are used to attract extremely gifted and talented students who may not be National Merit Scholars. The creation of this program will allow the University to recruit and retain those who are truly New Mexico's best and brightest, as well as top achievers from across the country.

### **Increase need-based aid**

In addition, endowment returns will be used for increased levels of need-based aid. With the increased cost of attending college -tuition, fee, book, and living expenses are all on the rise –this funding will assist those of our students who need it the most. Several studies show that students from low economic backgrounds have a more difficult time transitioning to college, and this need based aid will allow these students to work less and concentrate more on their education, increasing the likelihood of success.

NOTE: It is important to note that in the recent past, these endowment revenues have been used for minor capital improvements at the University. However, with the increase in BR&R formula funding (from 40% to 70%), we find ourselves able to use state monies for these improvements, freeing up endowment funds for programs that benefit students in the most fundamental ways.

### **Division of Enrollment Management \$450,000 Recurring Funds**

#### **Creation of Division of Enrollment Management \$250,000**

The proposed funding would be used to establish the Division of Enrollment Management at UNM. Given the projected changes in state demographics, specifically the decline of graduating high school seniors, UNM must revitalize its efforts in the recruitment, enrollment, and student support services. If UNM wants to realize its long-term goals of enrollment growth and improved quality of service, we need to refocus our enrollment and recruitment practices toward a more modern, relevant, and effective model.

This proposal recommends funds for the establishment of a Division of Enrollment Management, led by a Vice President for Enrollment Management (VPER). The VPER will be responsible for managing the refocusing and revitalization of the recruitment and admission processes at UNM. The VPER will also provide leadership and strategic direction in the increased effort of out of state recruiting.

#### **Regional Recruiting. \$200,000**

Funding would be used to increase UNM's presence in key out of state areas for regional recruiting. There is a high demand for California high school students who do not attend the UC system to attend a public research institution with doctoral degree offerings. Similarly, there are Texas high school students who opt not to attend the Texas Universities, and wish to matriculate to out of state research universities. By focusing regional recruiting efforts in areas such as Southern California, Houston, and San Antonio, UNM can strategically grow its out of state enrollment while simultaneously increasing its national profile.

### **Retention & Graduation Initiatives \$750,000 recurring funds**

#### **Revise and strengthen core curricula. \$200,000**

Each semester, over 1,000 students fail to complete core English and Mathematics courses. The "Do Not Pass" rate for these classes is typical of large, urban, public universities like UNM.

The English and Mathematics Departments are proposing an intensive redesign of the structure and delivery of their core classes: more 8-week class sections, expanded "hybrid" and on-line course offerings; modular offerings (e.g., separate 1 credit hour sections as opposed to a single 3 credit hour requirement); and specialized sections of certain math courses based on student history. For those students not yet ready to take college level English or Mathematics course, we will offer expanded sections of Freshman Interest Group (FIG) classes aimed at providing additional recitation sessions while simultaneously improving study and time management skills.

**Improve access to critical courses. \$200,000**

Academic Departments currently have fixed budgets that vary incrementally from year to year. Individual colleges have limited budget flexibility to respond to student demand for certain courses. As a result, they are not always able to provide sufficient sections of high demand classes in a timely manner.

The new funding initiative would create a "strategic course reserve," with the explicit purpose of funding most-needed courses at both the undergraduate and graduate level. This would provide colleges the flexibility to add sections of high demand courses as student demand and enrollment fluctuates from semester to semester.

**Strengthen opportunities for campus employment. \$200,000**

Nearly half of all UNM seniors have off campus jobs to finance their education. Most often commutes to campus and stringent work schedules have negative impacts on student performance, making it more difficult for students to perform well and stay on track for graduation. Despite the benefits of a college degree, students generally choose, or are forced to choose, to work at the sacrifice of continuing their education.

As a result, we propose additional funding for on campus employment, which combines competitive wages and flexibility conducive to maintaining a successful course load. The proposed funding would go to fund undergraduate work study and student employment positions, as well as graduate and teaching assistantships.

**Improve teaching and learning environment. \$150,000**

UNM has several academic support programs of proven effectiveness. The most effective of these programs, not surprisingly, are functioning beyond their current capacity. These funds would go to increase staff and operating costs at CAPS and the academic service centers (AASS, AISS, EI Centro, & WRC).

**Division of Institutional Diversity  
\$550,000 recurring funds****Background**

Funding would be used to develop and staff a Division of Institutional Diversity at UNM. Being the only Carnegie Very High Research University (VHRU) designated Hispanic Serving and the only VHRU with over 30% underrepresented minority students, UNM is in a very unique and favorable position to serve as the national leader for issues relating to minority education and research. Given its favorable student body demographics and geographic location, UNM must move forward by embracing its vastly diverse student body, while striving to improve the successes of these students and increasing diversity in the faculty ranks.

**Proposal**

This proposal would fund the establishment of a Division of Institutional Diversity, led by a Vice President for Institutional Diversity (VPID). The VPID would be responsible for university initiatives related to increasing and maintaining diversity and fostering equal opportunity for all faculty, staff, and students. UNM recognizes that developing a more diverse student body, staff, and faculty is fundamental to achieving our teaching, research, public service, and patient care missions. Recruitment, retention, and nurturance of underrepresented undergraduate and graduate students, faculty, and personnel of all levels will enhance our educational, social, and economic impact in the local, state, and national communities.

**Responsibilities**

Once established, the VPID would provide leadership to university functions relating to matters such as affirmative action and Title IX, as well as work closely with the campus ethnic student service centers: African American Student Services, American Indian Student Services, EI Centro de la Raza, and the Women's Resource Center. UNM recognizes the amazing job done by these student service centers, and understands the key role they play in recruiting, retaining, and graduating underrepresented students. Thus, a key role of the Division of Institutional Diversity would be to provide support for these key student

service centers.

It is conceivable that the VPID would hold a dual appointment as Vice Provost to provide a direct link to the academic missions of the university. Other areas of responsibility would be developing and implementing strategies for recruitment and development of minority graduate students and faculty members. The VPID would also be responsible for providing leadership for academic and curricular changes that encourage racial and cultural diversity and awareness.

### **Use of Funds**

The funding in this request would provide one new FTE at the Vice President level two new FTE's at the Director level, as well as two FTE's for office support and budget staff: and funds for office operating costs.

### **Minority Faculty Funding \$200,000 recurring funds**

#### **Background**

As noted in the Division of Institutional Diversity proposal, UNM is the only Carnegie Very High Research University (VHRU) designated Hispanic Serving and the only VHRU with over 30% underrepresented minority students. This fact places UNM in a very unique and favorable position to serve as the national leader for issues relating to minority education and research. However, the proportion of faculty members from underrepresented minority groups at UNM is much lower. Given its favorable student body demographics and geographic location, UNM must move forward by embracing its vastly diverse student body, while striving to improve the successes of these students by increasing diversity in the faculty ranks.

#### **Proposal**

The proposed funds would be committed to strategically increasing the percentage of minority faculty members at UNM. The funds would be administered by the Office of the Provost, and utilized for recruitment activities, new positions, counter-offers, opportunity hires (e.g., hiring candidates when they become available, even if it is in advance of an anticipated vacancy), etc.

More important, however, than this allocation of funds is the long-term commitment and comprehensive strategy to recruit and retain faculty from underrepresented groups. To this end, we are also proposing the authority to recruit minority faculty to join the university in Fall 2008. By making this commitment now, we can begin the year-long recruitment process immediately, and ensure that these faculty members will be teaching and conducting research at UNM in Fall 2008.

## **CONSENT AGENDA**

### **7. APPROVAL OF SPRING 2007 DEGREE CANDIDATES**

The Spring 2007 Degree Candidates were approved by unanimous voice vote of the Faculty Senate.

### **8. APPROVAL OF FORMS C FROM THE CURRICULA COMMITTEE**

The following Forms C were approved by voice vote of the Faculty Senate:

- New Concentration of Clinical Research in Master of Biomedical Sciences, *School of Medicine*
- Revising of B.S. in Nursing-Basic Option, *College of Nursing*
- Revision of B.S. in Nursing-RN BSN Completion Option, *College of Nursing*
- Revision of B.S. in Nursing-RN BSN Completion Option, *College of Nursing*

## **AGENDA TOPICS**

## **9. COMMITTEE RESTRUCTURE PROPOSAL**

President Virginia Shipman presented the following recommended changes to the Faculty Senate Committee structure. The recommendations are the result of the ongoing committee restructuring project that was begun in Fall 2006. The proposal passed by unanimous voice vote of the Faculty Senate.

The Faculty Senate Operations Committee recommends the following changes to the current committee structure.

After more than a year of discovery and fact-gathering, the Operations Committee, along with the corresponding administrative contacts for the committees (if applicable), the committee chairs (if applicable), and the Committee Restructuring retreat members determined that the committees listed below no longer function according to their charge. Issues will be addressed by task force or ad hoc committee:

### **Bachelor of University Studies**

Request of Dean Peter White to be disbanded. No other school or college has an advisory board. The B.U.S. committee is no longer needed as University College is solvent and functional with its own dean.

### **University Honors**

Request of University Honors Director Rosalie Otero. University Honors functions have changed and a committee of the senate is no longer required.

### **Junior Faculty Mentoring (ad hoc)**

Committee no longer functions and was a temporary ad hoc committee. Standing committee not required. Issues will be addressed by task force or ad hoc committee as needed.

### **Dean Evaluation (ad hoc)**

Committee completed task and survey instrument was created. Standing committee no longer required. Responsibility for oversight and review of Dean's evaluation will be moved to the Operations Committee and the Faculty Senate President.

### **International Affairs**

No members. Does not meet. Issues will be addressed by task force or ad hoc committee as needed.

### **Student Conduct**

No members. Does not meet. Issues will be addressed by task force or ad hoc committee as needed.

### **Student Publications**

No members. Does not meet. Issues will be addressed by task force or ad hoc committee as needed.

The committees listed below no longer function according to their charge and should be moved to their corresponding administrative unit for staffing, tasks, oversight, etc. The Faculty Senate would have a representative on these committees, but the committees would no longer be committees of the Faculty Senate.

### **University Press**

Transfer to University Press for oversight by Director. Committee functions are more administrative than policy review.

### **Student Union**

Transfer to the SUB Director.

**The following committees will be consolidated and/or have their charges revised:**

**Computer Use and Teaching Enhancement.**

Committees have been working jointly.

### **Campus Planning**

Charge revision submitted by the committee and temporarily accepted until re-evaluated during the 2007-2008 academic year.

### **The following committee has revised its charge:**

#### **Undergraduate Committee**

Charge revision submitted by the committee.

### **The fact-gathering discovered that the following committees should remain unchanged at this time and will be reviewed during the 2007-2008 academic year:**

Admissions and Registration  
Athletic Council  
Budget  
Curricula  
Faculty Ethics and Advisory  
Faculty Staff Benefits  
Governmental Relations  
Graduate  
Honorary Degree  
Intellectual Property  
Library  
Research Allocations  
Research Policy  
Scholarship

### **10. SMOKE FREE CAMPUS PROPOSAL**

Faculty Senate President Virginia Shipman and Staff Council President Vanessa Shields presented the following Smoke Free Campus Proposal for endorsement by the Faculty Senate. There was much debate surrounding a smoke free campus versus a tobacco free campus. Many senators said that without implementation and enforcement plans, the proposal lacked any authority. Other senators felt that since the Health Sciences Center and the School of Medicine are in the process of going smoke free, that main campus should follow suit.

The endorsement of the proposal was defeated with eight votes for, fourteen against, and two abstentions.

The Faculty Senate supports the following resolution from the Staff Council for a smoke-free campus. The Faculty Senate urges the Board of Regents to institute a smoke-free campus policy that has a clear description of enforcement.

UNM Staff Council  
Author: Donald Burge  
Employee Rights and Policy Review Committee  
Resolution 2007-#1, amended

Presented to Staff Council on January 16, 2007

For vote: February 20, 2007 Action:  Passed  Failed

1. WHEREAS the UNM Board of Regents has requested constituent input concerning the use of tobacco on the UNM campus, and
2. WHEREAS the deleterious effects of the use of tobacco are well known, and
3. WHEREAS the United States Surgeon General has reported that no amount of second-hand smoke is safe for non-tobacco users, and
4. WHEREAS the University of New Mexico Hospital is moving to a smoke free environment and the UNM Health Sciences Center is considering such a policy, and
5. WHEREAS the existing campus smoking policy which requires that there be no smoking within buildings or a "reasonable distance away from doorways, open windows, enclosed walkways, and ventilation systems" of buildings is inconsistently enforced, and
6. WHEREAS the employment of different policies in different areas of the campus and hospital can only create confusion and make fair enforcement of such policies difficult, and
7. WHEREAS the existing campus smoking policy, 2250, already states, "the campus community is asked to go smoke-free as soon as possible, but no later than three (3) months after the effective date reflected above," which date is 1 June 1997, and which has heretofore never been seriously considered,
8. THEREFORE BE IT RESOLVED that the Staff Council recommends to the UNM Board of Regents a campus-wide tobacco-free policy to include both smoking and the use of non-smoking tobacco, provided that the implementation of such a policy includes sufficient time to educate both the campus and visitors, and provided further that sufficient time and helps are provided to assist tobacco users to curtail or quit their use of tobacco.
9. Copies of this resolution shall be sent to the Board of Regents and to Interim President David Harris.

#### **11. EMPLOYMENT OF FAMILY MEMBERS POLICY REVISION C30**

Deputy Provost Richard Holder presented the following revision to Policy C30 Employment of Family Members. Deputy Provost Holder explained that a recent audit found that the current policy is not specific enough. The changes reflect the recommendations from the audit findings.

The revision was passed by unanimous voice vote of the Faculty Senate.

#### **C30** Policy

#### EMPLOYMENT OF FAMILY MEMBERS

(Adopted by the Regents on 11/1/91; 10/15/95; 2/5/96; 5/15/03)

Hiring officers may not hire or supervise a family member or a family member of a line supervisor without the advance approval of the President. For the purposes of this policy, family members are defined as any individuals related by blood, adoption, marriage or living in the same household. ~~the following members of an employee's immediate family: mothers, fathers, spouses, domestic partners, children (natural, step, adopted, foster), grandchildren, and siblings.~~ This applies to all categories of employees, including regular, temporary, and on-call employees. If a change in an employee's family relationship results in a violation of this policy, the situation must be corrected within six (6) months through the transfer, resignation, or discharge of one (1) or more of the related employees. Any exceptions must be approved in writing by the President and the approval must be placed in the employee's official personnel

~~file. Vice President for Human Resources.~~ (See University Business Policies and Procedures Manual, Section 3210, Article 6.2 for employment of family members involving staff.)

## **12. ENDORESEMENT OF SUPPORT FOR APS/UNM SPRING BREAK ALLIGNMENT**

Faculty Senate President Virginia Shipman, Staff Council President Vanessa Shields, and Staff Council Work+Life Committee member Shelley Rael presented the following Staff Council resolution for endorsement by the Faculty Senate. The resolution encourages UNM and the surrounding school districts to work to align their respective spring breaks. The proposal reflects changes that were suggested by the Faculty Senate Operations Committee.

The endorsement of the proposal was passed by unanimous voice vote of the Faculty Senate.

UNM Staff Council  
Resolution 2006-#2

Aligning the University of New Mexico and the Albuquerque Public Schools Spring Breaks

Sponsor: Shelley Rael and Laurie Mellas for the Staff Council Work + Life Committee  
Presented to the Staff Council: September 19, 2006 by Mimi Swanson, for the committee.  
Council action: Amended and passed October 17, 2006

1. WHEREAS numerous University of New Mexico students, staff and faculty
2. have dependents in the Public Schools; and
3. WHEREAS UNM and surrounding schools currently have different calendars for their spring
4. breaks and the divergence of these calendars contributes to workplace and
5. family disruptions, in addition to financial hardship, for many UNM students,
6. staff and faculty; and
7. WHEREAS New Mexico State University, New Mexico Highlands
8. University, New Mexico Tech, and Eastern New Mexico University have set
9. precedents by aligning their spring breaks with their local school districts; now
10. THEREFORE be it resolved that the UNM Staff Council requests that the University of New Mexico's Albuquerque and branch campuses actively pursue mutually agreeable dates for spring breaks with surrounding public school districts, including Albuquerque Public Schools.

Copies of this resolution shall be sent to the presidents of the UNM Faculty Senate, ASUNM and GPSA. Additional copies shall be sent to Acting President David Harris and Vice President Human Resources, as well as to appropriate Albuquerque Public School representatives.

## **13. EXTRA COMPENSATION POLICY REVISION DRAFTS C130 AND C140**

Faculty Senate President Virginia Shipman and Operations Committee member Howard Snell began a discussion regarding the following proposed changes to the Extra Compensation Policies C130 and C140. President Shipman will take the draft that the Operations Committee has been working on to the committee that is revising these policies.

After brief discussion and due to time constraints, the senate unanimously voted to defer the discussion of policies C130 and C140 until the August 2007 Faculty Senate meeting.

**C130**  
*Policy*

**POLICY CONCERNING OUTSIDE EMPLOYMENT AND CONFLICTS OF COMMITMENT**

*Approved by the Regents 5/xx/07*

Employment as a full time, tenured, probationary, or clinician educator faculty member at the University of New Mexico requires an individual's full time commitment and professional expertise. Notwithstanding this, and subject to certain restrictions, faculty members subject to this policy (Lecturers of all ranks and staff members are exempt from the provisions of this policy) are encouraged to engage in appropriate outside professional activities that will enhance their professional growth and reputation. Activities such as writing, consulting, lecturing, serving as an elected officer of a disciplinary organization or editor of a scholarly journal, and similar outside endeavors contribute to the quality of both instruction and the scholarly or creative work of the faculty, bring great credit to the University and may contribute to the economic development of the state.

**Conflict of Commitment**

The University of New Mexico has adopted in the Faculty Handbook (Section B, Appendix V) the *Statement on Professional Ethics* of the American Association of University Professors, which includes the statement "Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it." In particular, a "conflict of commitment" exists when the external activities of the faculty member are so extensive and demanding of time and attention as to interfere with the individual's responsibilities to the unit to which the faculty member is assigned by contract, to students, or to the University. In particular, the time spent in outside employment may not exceed the equivalent of one day per week during the contract period. For faculty members with nine-month contracts this is the equivalent of 39 days (including weekends and holidays), and for faculty members with twelve-month contracts this is the equivalent of 52 days (including weekends and holidays) per contract period. Faculty members who accrue annual leave may use that leave for consulting and need not report that activity. A "day" for the purposes of this policy is defined as 12 hours, and consulting activities that occur in shorter increments may be summed.

**Outside Consulting**

In outside employment faculty members are paid directly by the outside entity and the University is not concerned with the amount of earnings so long as the outside work does not constitute a conflict of commitment. However, a faculty member should charge fees at least as great as would be charged by firms or individuals doing similar work, except when advice or services are given free in the public interest.

**Prohibited Activities**

Faculty members should not provide consulting or other services to an outside entity when those services would conflict or be in competition with services offered by the University itself. In undertaking outside employment the faculty member may not make use of University facilities, equipment, or personnel without prior written approval from the head of the unit responsible for the facilities or personnel and of the Associate Vice President for Business/Comptroller, who shall determine to what extent the University shall be reimbursed for such use. Except when a governmental agency is involved, authorization for use of University facilities will not be given when comparable facilities are available in the immediate area or when the project will involve use of equipment on a continuing basis. Work of a routine or repetitive nature such as tests, assays, chemical analyses, bacteriological examinations, etc. which involve use of University property is prohibited except where it is considered in the public interest and where facilities or personnel for doing such work exist only at the University. University titles, offices, addresses, and telephone numbers may not be used in city directories or similar publications for the purposes of publicizing non-University interests. Consultants must make it clear to outside employers that the work to

be undertaken has no official connections with the University. The University cannot assume any responsibility for private consulting activities provided by members of the faculty.

## **PROCEDURES REGARDING OUTSIDE EMPLOYMENT**

### **Requests for Outside Employment**

Formal written approval of the department Chair and Dean or Director must be obtained before faculty members begin outside employment. These approvals shall be on the form "Request for Outside Employment/Consulting for Faculty Members" found at [\(link\)](#). If the department Chair and/or the Dean/Director do not approve the proposed employment the faculty member may appeal to the Deputy Provost or the Executive Vice President for Health Sciences, as appropriate.

### **Required Reporting**

When seeking approval, faculty members should submit separate forms for each type of service requiring a major commitment of time. A similar service rendered to several clients may be shown on a single form if each client requires only a minor commitment of time, such as professional consulting, private lessons, tax preparation, etc. If University facilities or personnel are to be utilized, this should be stated on the form and the signature of the Associate Vice President/Comptroller also obtained.

### **Exceptions: Remunerated Scholarship**

It is not the intent of the University to restrict expected scholarly activities of faculty members. In some disciplines, such as the performing arts, professional activity may be remunerated. In many disciplines scholarly service activities such as reviewing, colloquia presentations, etc., are compensated by small honoraria beyond expenses. Such activities, referred to as "remunerated scholarship" generally relate to research or creative work that is expected in a faculty member's discipline (teaching outside the contracted department for compensation [**see Policy C140**] are not remunerated scholarship). Such activities would normally be added to a c.v. and be considered in promotion, tenure, merit pay, etc. Activities of remunerated scholarship need not be reported on the form and the hours so spent do not count against the 39 or 52 day limit unless the department Chair finds the extent of such activities threatens a faculty member's ability to carry out his/her regular University duties. In this case approval to continue this activity should be sought.

### **Monitoring**

Deans and Directors are to maintain current records for each faculty member in their Schools and Colleges to enforce the "one day a week" rule, and are to report to the Deputy Provost or Executive Vice President for Health Sciences, as appropriate, at the end of each semester summaries of the number of days spent by their faculty members on outside employment. Regular review by Deans and Directors should occur during each semester to ensure compliance. When exceptions to this policy are necessary in the interest of the University, they must have the advance approval of the Deputy Provost or the Executive Vice President for Health Sciences, as appropriate.

**Reference:** See also Regents Policy Manual 5.5

## **University of New Mexico**

### **Request for Outside Employment/Consulting for Faculty Members**

You do not need to fill out this form if the activity you intend is considered by your Chair to be "remunerated scholarship." See Policy C130 for the definition of this type of activity. For teaching outside your primary department see policy C140 and do not fill out this form.

Date \_\_\_\_\_

To the Dean or Director:

I request approval for employment in a consultative capacity in addition to my regular university appointment duties. The consultative activity is described below;

1. Employer or sponsor of activity \_\_\_\_\_

2. Description of activity in sufficient detail to show its professional quality and importance.

3. Dates of the activity or employment. From \_\_\_\_\_ to \_\_\_\_\_

4. Frequency (2 days/month, etc.) \_\_\_\_\_

5. Will University facilities be used? Y/N \_\_\_\_\_. If Yes describe facilities and their use below, and obtain the signature of the administrator in charge of the facilities and the Associate Vice President for Business/Comptroller.

6. Will the activity involve students or other University employees on University time? Y/N \_\_\_\_\_. If Yes, provide detail below.

Applicant Name Printed \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Applicant e-mail address \_\_\_\_\_

RECOMMENDED

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

APPROVED

Dean/Director \_\_\_\_\_ Date \_\_\_\_\_

Facility Administrator (if necessary) \_\_\_\_\_ Date \_\_\_\_\_

AVP for Business/Comptroller (if necessary) \_\_\_\_\_ Date \_\_\_\_\_

**C140**  
*Policy*

**POLICY CONCERNING EXTRA COMPENSATION PAID BY THE UNIVERSITY**

*Approved by the Regents 12/13/73; 10/14/03; 5/xx/07*

The interests of the University may be well served by professional activities conducted by faculty members outside of their normal departmental duties. With approvals specified in this policy, faculty members performing such activities may receive extra compensation from the University. Such activities may not replace or diminish the ability of the faculty member to fulfill his/her normal contractual responsibilities. Prior approval of such activities for extra compensation will be contingent on

determinations by cognizant supervisors that the activities are in the best interests of the University.

Full time regular faculty members may receive extra compensation from the University for additional work done in connection with University-related activities provided that:

1. Advance approval in writing is given by the Chair of the faculty member's contract department and the Dean or Director of the College or School that houses that department;
2. The work done for extra compensation does not in the opinion of the approving authorities:
  - a) Conflict in time with regular University duties and assignments;
  - b) Constitute a "conflict of interest" situation for the faculty member;
  - c) Come within the scope of the faculty member's regular responsibilities for which compensation is already being paid.
3. The work for extra compensation does not count against the days allowed for outside employment. (See "Policy C130).
4. Faculty members requesting approval for extra compensation shall submit documentation on teaching load (courses taught, credit hours, enrollment numbers) plus other regular departmental responsibilities on the form "Request for Extra Compensation for Faculty Members" found at [\[link\]](#).
5. Extra compensation using funds from research grants or contracts must conform to research policies and also be approved by the Vice President for Research and Economic Development.
6. For full-time faculty on 12-month contracts in the Health Sciences Center (HSC) paragraphs 4 and 5 are to be supplemented as follows. Documentation must include current effort allocation and most recent performance evaluations (paragraph 4) and prior approval for the payment of extra compensation using extramural grant or contract funds (paragraph 5) must be obtained from the HSC Associate Vice President for Financial Services.

### **PROCEDURES REGARDING EXTRA COMPENSATION**

Extra compensation for teaching beyond the scope of the faculty member's regular teaching responsibilities shall be paid through a STC (Special Teaching Component) on the regular faculty contract. Other kinds of special assignments shall be paid on an Extra Compensation Form. Either STC or other extra compensation shall not exceed the proportionate share of the base salary of the period in which the work is to be performed. Exceptions must have the advance approval of the Deputy Provost or the Executive Vice President for Health Sciences, as appropriate. (For example, a person on a nine-month appointment shall not normally be paid more than 1/195 of the regular nine-month salary for each eight-hour day of work done on the special assignment. The corresponding fraction for twelve-month appointments is 1/260 for each eight-hour day. Shorter times will be prorated).

Requests for contracts that include STC's shall be made prior to engaging in the activity by way of a Contract Memorandum that has the approval of the faculty member's chair and dean, the administrator of the department for which the special teaching is being done, and the Deputy Provost or the Executive Vice President for Health Sciences.

The Extra Compensation Form should indicate the exact days and hours during which the work was done, and must be signed by the faculty member who did the work, the faculty member's chair and dean, and the administrator of the department for which the work was done. These forms should be submitted for payment either monthly or when the activity is concluded, whichever is shorter.

Deans and Directors are responsible for enforcing this policy and shall keep appropriate records and conduct regular reviews to assure that faculty members in their respective Colleges or Schools are approved for STC's and/or extra compensation only within the provisions given above.

**Reference:** See also Regents Policy Manual 5.6

**University of New Mexico  
Request for Extra Compensation for Faculty Members**

Date \_\_\_\_\_

You should fill out this form if you are requesting extra compensation for teaching outside your primary department (attach to the Contract Memorandum asking for a Special Teaching Component) or other activity outside your department but within the University (attach to the Extra Compensation Form available in your department office). This form is not to be used for Special Administrative Compensations, which come on Contract Memorandums.

To the Dean or Director:

I request approval for extra compensation for activities outside my department but within the University of New Mexico. The specific activity is described below:

1. Type of activity (teaching, etc.) \_\_\_\_\_.
2. Detailed description of activity and its importance to UNM \_\_\_\_\_
  
3. Dates of the activity. From \_\_\_\_\_ to \_\_\_\_\_.
4. Frequency of the activity (3 hours per week, etc.) \_\_\_\_\_.
5. Departmental teaching load (courses, credit hours, enrollment numbers: \_\_\_\_
6. Other departmental duties (committee service, administrative service, etc.) \_\_\_\_\_

Applicant Name (printed) \_\_\_\_\_  
Applicant Department \_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant e-mail address \_\_\_\_\_

RECOMMENDED: \_\_\_\_\_ Date \_\_\_\_\_

Department Chair

APPROVED: \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director

**14. NEW BUSINESS**

No new business was raised

**15. ADJOURNMENT**

The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Rick Holmes  
Office of the Secretary