Faculty Handbook Open Forum
02/07/25

Welcome!

Academic Affairs and the Faculty Handbook Committee would like to take this opportunity to informally share the major suggested revisions to get initial input from Campus.

We will be polling the audience on their opinion. This is informational and non-binding.

Thank you for those that attended and participated in the Open Forum today.

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Faculty Handbook – How the Handbook Process Works

- Fall – Informational and begin reviewing suggested changes that have been submitted via the form found on Academic Affairs website:

  <u>Faculty Handbook Revision Request Form</u>

- Spring – Word smithing, agreement and vote

- "Drop Dead" date to review suggested changes – mid March

- Comment period dates – end of March for 30 days

- Final recommendations to the President's Office for the BOT– mid-May

- BoT decision date – end of May

- Publish – August/September

2024-2025 Faculty Handbook Committee

- Andy Herring (Chair and Provost Rep)
- Paul Martin(Faculty Senate Rep)
- Lia Franklin(AFC Rep)
- Scott Houser
- Alexis Sitchler
- Alina Handorean
- Greg Jackson
- Matt Siegfried
- Christine Homer (HR Rep, non-voting)
- Molly Markley (General Counsel Rep, non-voting)

Intellectual Property Policy

Molly Markley

Chief General Counsel

Handbook Section 10.1

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Why update the policy language?

- One of our strategic goals is to **expand the impact of our research and creative activities** ("impact beyond publication")

- We are **encouraging and supporting commercialization** efforts

- Related investments on campus: **Beck Venture Center, Labriola Innovation Hub, McNeil Center for Entrepreneurship and Innovation, Mines Venture Fund I, Entrepreneurial Faculty Program, New Faculty Hires**

- Our policy language needs to be **briefer, clearer, and easier to understand**

- Align with Mines' current practice of **separating governing policy statements from procedures/ processes.**

- Good governance requires regular policy review.

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Intellectual Property 10.1

- What is Intellectual Property (IP) generally?
  - A category of property that includes "intangible creations of the human mind"
  - Includes: inventions, literary works, designs, symbols, names & images used in commerce, confidential information.

- Examples of IP at the university
  - Discoveries, inventions, and innovations arising from research activities
  - Research data
  - Works of authorship (books, journal articles, theses, course materials, databases, computer software)
  - University name, logos, and marks

Current Intellectual Property Policy Elements to be Clarified - But Not Changed
(Handbook Section 10.1)

Statements of IP Ownership

- **Mines owns** IP created by employees within their employment duties*, or by anyone using Mines' facilities when performing duties under third-party contracts, or made or done with funds supplied or administered by Mines. (Section 10.1.4)

- ***Employees own** works of art made for artistic purposes, traditional scholarly works, and academic instruction materials *(unless such works are made as part of a sponsored program or are specifically commissioned by Mines).* (Section 10.1.3(B))
  - Mines retains a license to use academic instruction materials created within the scope of employment

- **Students own** IP they create (with exceptions: employment, sponsored research, or course requirements). (Section 10.1.3(B))

Other Policy Elements Being Updated and/or Changed –To Be Consistent with Mines' Practice

- The sections on IP disclosure & recordkeeping, IP protection, role of VPRTT, and startup formation and Conflict of Interest (COI) management have been trimmed to contain only what is necessary for policy.

- The appeal procedure – concerning the university's decision to not pursue IP protection - has been replaced with a section on institutional discretion to assign rights to inventor(s) – consistent with practice

- The VPRTT will have responsibility for implementing the IP policy (*currently the "Director of Technology Transfer" does*)

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Other Proposed Changes to the Policy – Consistent with the University's Strategic Goals

- **Revenue distribution** – mostly unchanged, but to be updated to reflect and incentivize the co-investment of departments in IP generation
  - To Mines for any unpaid patent & commercialization expenses (**unchanged**);
  - First $30,000 in net proceeds: $15,000 to inventor(s) and $15,000 to VPRTT for future patent investment (unchanged);
  - Additional net proceeds:
    - **35% to inventor(s)** (unchanged);
    - **35% to Mines general fund** (unchanged);
    - **30% split evenly between the home department(s) and any relevant research centers(s)** (amount unchanged – but current language states that this 30% goes to either the inventor(s) home department(s) or research center(s), at the discretion of the inventor)

Promotion criteria and pathway for Library Faculty– Background and Context

o Three ranks: Assistant Librarian, Associate Librarian, Librarian

o Process was in place before one for Teaching Faculty

o All research libraries in the region offer similar promotional pathways, many R1s nationally.

Promotion criteria and pathway for Library Faculty– Key issues

- We are a small department and present cases infrequently (8 cases in over 30 years)

- Our criteria are not always easily understood by non-librarians

- Our faculty's contributions are not fully understood or rewarded

- Aside from this, there are not consistent opportunities to advance at Mines Library

- All research libraries in the region offer similar faculty statuses and/or promotional pathways, many R1s nationally.

Recommended corrections to problems

- Further clarify our roles and workloads

- Further clarify our promotion criteria

- Realigning our reviews by moving from the Promotion & Tenure Committee to the Teaching (and Library) Faculty Promotion Committee. We are unique but look more like Teaching Faculty in that:
  - We are not tenured
  - Many expectations for TT faculty (funding) simply should not apply
  - Our workload is heavily weighted toward librarianship (80/10/10)
  - Promotion is optional

Several areas of the Handbook need changes

- 4.1.2.C: Further define "librarianship."

- 6.1: Add "librarianship" as a category of faculty activity.

- 6.1.1.c: Define workload distribution.

- 8.4.2 a-g: Better outline criteria for promotion

- 8.4.4. F-G; 12.8 and 12.9: Change and rename review committee to Teaching and Library Faculty

Library Faculty worked on these proposals together and unanimously voted in favor in December 2024

Academic Affairs

Andy Herring

Vice Provost Strategic Initiatives

Handbook Sections 8

Section 8.1 – Tenure and Tenure Track Faculty

o Section 8.1: The candidate may only apply for tenure once

Human Resources and Legal

Christine Homer

Chief Human Resources Officer

Handbook Section 11

Molly Markley

Chief General Counsel

Section 11.1 Behavioral Complaints Against Faculty Members

- Clarified HR Review

- Collapsed 11.1.2 and 11.1.3 so there is one investigation

- Inserted the Dean in 11.1.3 investigation if the department head is unable to resolve

- Removed 11.1.4 Sanctions – directing to 11.2 Disciplinary Action

- Removed 11.1.5 Avenues of Appeal – can follow 11.3 without additional reference

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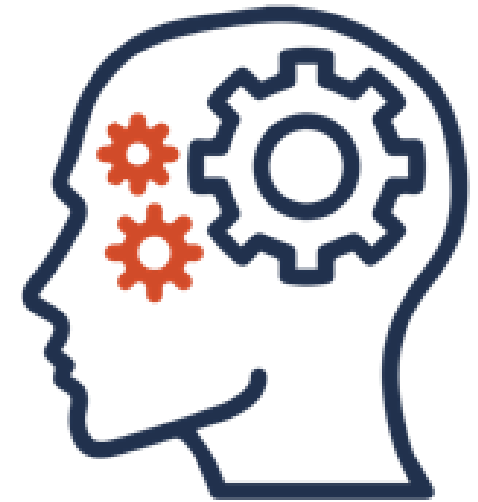
Section 11.2 Disciplinary Action

- Updated "he or she" to "they"

Section 11.3 Grievance Procedure

- Clarify roles
  - "Grievant", "PPM", Panel members, HRL, Counsel

- Update Process
  - How position statements and witness submissions are made.
  - Panel Review added to process
  - Ensures hearing panel focuses on grievable matters
  - Ensures the panel report, recommendations, and documentation are maintained by the university.

Section 11.3 Grievance Procedure

- Update timeframes
  - HRL review of submitted grievance
  - Submission from Grievant and Respondent to Panel
  - Panel submission of their report after the hearing (shortened from 21 days max to 14 days max).
  - 7 days for the DM to make their decision within scope of the submission.

Human Resources

Craig Hess

Director, Employee & Labor Relations

Christine Homer

Chief Human Resources Officer

Administrative Faculty Handbook

o DRAFT created to set clear expectations for Administrative Faculty

o Links to relevant information

o Includes
  ➢ Employee types
  ➢ Benefits
  ➢ Policy links

o Currently in review

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Assessment Committee

Megan Sanders

Director, Trefny Innovative Instruction Center

Handbook Section 12.11

Vibhuti Dave

Dean of Undergraduate Studies

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Section 12 – Assessment Committee

- Strengthen institutional assessment processes
- Successful accreditation visits
- Minor changes to roles and responsibilities of the University Assessment Committee
  - Motivating a culture of continuous improvements across all UG degree programs
  - Maintain an active assessment plan
  - Robust repository of evidence documenting continuous improvement efforts
- Compliance with HLC and ABET

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Section 12 – Assessment Committee

- Align institutional learning outcomes and curricula with industry needs, accreditation standards and professional organizations
- Manage a comprehensive assessment process
  - Annual submissions of assessment plans, findings and collection of evidence
- Promoting best practices
  - Facilitate cross-departmental dialogue
  - Provide feedback on institutional assessment and data collection
- Require quorum of eight members to conduct business

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THANK YOU!

IT'S UP TO YOU

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