

## **A63.3** ~~61.9~~ **Faculty and Staff Benefits Committee** (Placed in new policy format and revised to address Council Structure)

Approved By: Faculty Senate

Approved: **Draft 10/9/19**

Responsible Faculty Committee: Faculty and Staff Benefits Committee

Office Responsible for Administration: Office of University Secretary

**Legend** Proposed Additions are highlighted in red and proposed deletions are in ~~strikeout~~.

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

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### POLICY RATIONALE

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The Faculty and Staff Benefits Committee is one of five (5) committees that comprise the Faculty Senate Business Council, which provides faculty oversight of the business aspects of the University of New Mexico (UNM) including budget, government relations, campus planning, capital projects, etc.

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### POLICY STATEMENT

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The Faculty and Staff Benefits Committee (FSBC) is charged by the Faculty Senate and the Staff Council to review and advise on current and potential UNM benefits to include but not be limited to, the retirement and insurance plans and health care and investigate the feasibility of additional benefits as may occur to the Committee or be suggested to the Committee. The Committee shall then recommend changes in, or additions to, these benefits to the Faculty Senate, Staff Council and UNM Administration. Other units within UNM shall not create separate benefits committees.

**Membership.** Committee membership will include both voting and non-voting members as follows:

**Voting members.** Five (5) faculty members appointed by the Faculty Senate; Five (5) staff members appointed by the Staff Council; One (1) retiree appointed by the Retiree Association;

**Non-voting.** (Ex-officio members): Senior Vice President for Finance and Administration/designee; Vice President for Human Resources/designee; Faculty Affairs and Services Director; Human Resources Department Benefits and Employee Services Director; and the Payroll Manager.

**Visitors.** The FSBC may from time to time ask individuals with information/knowledge on special topics to address/advise the committee.

**Chairpersons.** The FSBC will have Co-chairpersons one (1) faculty and one (1) staff member) who will be elected annually by the voting members of the committee.

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## APPLICABILITY

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All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

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

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There are no specific definitions required by this Policy.

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## WHO SHOULD READ THIS POLICY

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- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

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## RELATED DOCUMENTS

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*Faculty Handbook:* Note: Committee Charges Policy numbers are being changed to align with their respective Council per the new Faculty Senate Restructure

**Policy A51** "Faculty Constitution"

**Policy A53** "Development and Approval of Faculty Policies"

**Policy A60** "Faculty Senate Bylaws"

**Policy A63** "Business Council"

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## CONTACTS

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Direct any questions about this policy to Office of the University Secretary.

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## PROCEDURES

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The Faculty and Staff Benefits Committee will schedule regular meetings. Minutes will be kept for each meeting and will be reported to the Faculty Senate, the Staff Council and the Retirees Association. This policy and charge when adopted will be added to the Faculty Senate Handbook and the Staff Council Bylaws. The Committee Chair will report Committee recommendations through the Business Council for consideration by the Faculty Senate.

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## DRAFT HISTORY

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October 9, 2019 – minor edits.

March 24, 2019 – Minor revision to correct titles for VP for Finance and Administration and Branch Community Colleges.

May 10, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 “Faculty Senate Bylaws” resulting from reorganization of the Faculty Senate.

March 2014 –Special Rules Revised by the Faculty Senate

March 2013—Interim Restructure Document Approved by the Faculty Senate

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## HISTORY

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August 30, 2011--Amended by the Faculty Senate