

UA/UNM PREAMBLE

Program Coordinator Impact Bargaining

September 28, 2023

Following multiple iterations of proposals (and counter proposals), the COEHS faculty engaged in substantive reflection, discussion, and communication regarding: (1) the nature of the bargaining activity from both parties, (2) the most critical elements requiring advocacy and action, and (3) the overall objective of attaining agreement on improved approaches to PC summer compensation and accurate quantification of the work required for the role(s). Following this reflection and discussion, we respectfully present an approach to guide this advocacy work.

First, the faculty of the COEHS would like to refer to *UNM 2040 Goal Three: Inclusive Excellence* to situate our philosophy and approach toward bargaining and advocacy for PC work. Goal three specifically outlines the following objectives for the UNM community regarding equity and inclusion:

- UNM is inherently inclusive, accessible to most and readily accommodating to all students, staff, faculty, and community members, inclusive of ability/disability status.
- Ensure increased coordination, communication, and articulation of commitments to Justice, Diversity, Equity, Accessibility & Inclusion (JDEAI) and strengthen the equity and inclusion infrastructure across the university.
- Continue focus on faculty and staff diversity, recruitment, retention, workforce/professional development, career advancement, and success, with a focus on addressing historical and current injustices and inequities.

Specific to these negotiations regarding program coordinator work and compensation, the COEHS faculty would like to suggest that negotiations and future processes be conducted with the intent to meet the stated objectives of Goal 3 as follows:

- COEHS administration's decisions and policy processes regarding the work of program coordinators is inclusive and accessible to faculty and administration alike.
- COEHS administration will engage in policy development in coordination with faculty, through open communication with faculty, and implementation of equitable infrastructure needed to support PC work across the College.
- COEHS administration is focused on policies and processes that accurately capture PC work to recruit faculty to serve in this role, retain PCs serving in the role, support PCs in developing their effectiveness in executing PC tasks, and aim to address historical inequities surrounding the PC role and its work.

MEMORANDUM OF AGREEMENT

9/27/2023

This Memorandum of Agreement (MOA) is entered into on this 28th day of September 2023, by and between the University of New Mexico, hereinafter “UNM,” as the employer and United Academics-UNM, hereinafter “UA-UNM” (collectively “the Parties”). The Parties entered into a collective bargaining agreement effective July 1, 2021 through September 30, 2024.

Process to Address Larger and Long-standing Issues (Agreement)

To ensure the role of the program coordinator (PC) is accurately captured and accounted for, the COEHS will utilize a collaborative process whereby administration, department chairs, and PCs work together to inform recommendations submitted to the COEHS Dean. The College of Education and Human Sciences Administration will launch the AY2023-24 process described below, no later than two weeks after the conclusion of bargaining.

Step 1 (*Completed within two weeks of the conclusion of bargaining*)

An ad hoc committee will be formed to provide the COEHS Dean with recommendations around program coordinator roles and expectations, workload, equity across programs, and summer compensation.

This committee will consist of 5 department chairs and 5 program coordinators with representation from each department and appointed by the COEHS Dean. Attention will be given to the balance between educator preparation and human sciences programs. The Associate Dean for Equity, Inclusion, and Faculty will convene the committee and serve in an ex officio capacity.

Step 2 (*Completed within one month of the completion of Step 1*)

All program faculty will meet with their department chairs to prepare recommendations for the ad-hoc committee that will: 1) define and identify COEHS academic programs in their units and identify the specific faculty members fulfilling the roles of Program Coordinator; 2) identify the responsibilities of program coordinators and collaboratively discuss the appropriate roles and responsible parties (e.g., program coordinator, department chair, program faculty, staff, etc.).

Each department’s recommendations will be forwarded to the ad-hoc committee for consideration. The Dean and ad-hoc committee will discuss the departments’ recommendations. The Dean, informed by the ad-hoc committee discussion and department recommendations, will draft the COEHS PC policy.

Step 3 (*Completed concurrently with Step 2*)

The ad hoc committee and appropriate COEHS leadership will meet to discuss and review plans for COEHS infrastructure to effectively support the work of program coordinators in alignment with the COEHS 2040 strategic planning process.

Step 4 (*Completed within 4 weeks of Step 2*)

The draft COEHS PC policy will be distributed to the COEHS faculty for review, comment, and an advisory recommendation in the form of a confidential electronic survey. De-identified comments will be provided to

the COEHS Dean for consideration. The COEHS Dean will re-issue the draft PC policy for faculty review and comment, if the revisions are substantive.

Approximately three weeks following the consideration of faculty comment and the electronic advisory survey, the Dean will issue the final COEHS program coordinator duties and compensation policy. The policy will be sent forward to Academic Affairs for approval, in alignment with Article 3 of the Unit 1 Collective Bargaining Agreement. Following Academic Affairs’ approval, the Administration will provide the approved policy to UA-UNM leadership.

Step 5 *(Completed no later than two months following Step 4 completion)*

Upon receipt of the approved COEHS PC policy, the department chairs will:

- review and discuss department workload policies and consider proposed revisions to the workload policy to address program coordination in alignment with the COEHS PC policy. The proposed workload policy revisions will be provided to department faculty for input and advisory electronic survey prior to submission to the COEHS Dean,
- route the revised workload policy to the COEHS Dean for approval and Academic Affairs for final review and approval by the UNM Provost, and
- meet with bargaining unit members to discuss and account for PC responsibilities in individual bargaining unit member’s workload for the 2023-24 Academic Year.

University of New Mexico Administration

United Academics of the University of New Mexico




James Paul Holloway Date
Provost Executive VP Academic Affairs

Ernesto Longa Date Sept. 28, 2023
UA-UNM President