

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:

[Faculty Handbook Revision Request Form](#)

Spring

2023-2024 Faculty Handbook Committee

Andy Herring (Chair and Provost Rep)

Vaughan Griffiths (Faculty Senate Rep)

Megan Rose (AFC Rep)

Carl Frick

Junko Munakata Marr

Alina Handorean

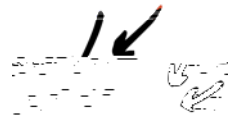
Paul Martin

Ilya Tsvankin

Christine Homer (HR Rep, non-voting)

Jessica Salazar (General Counsel Rep, non-voting)

RTT



Scot Allen

Director, Research Integrity & Security

Handbook Sections 10.3

Policy for Research Integrity – Key issues

- 1) Policy for Research Integrity applies to all researchers on campus, but current version inadequately addresses potential misconduct by students, RF, postdocs, research associates;
- 2) No language on interplay between academic misconduct and research misconduct;
- 3)

Recommended corrections to problems

Keep Policy for Research Integrity in HB, but

Remove detailed Procedures for Addressing Research Misconduct from HB

Put these procedures in the Policy Library

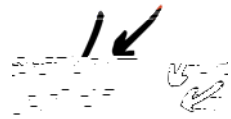
In conversation with Research Council to ensure input from faculty and other stakeholders

Allow membership on inquiry or investigation committee representing status of

Cite Policy for Academic Integrity/ Misconduct in Policy for Research Integrity

Update Definitions: Responsible and Ethical Conduct of Research; Procedures, Roles and Responsibilities, Research Integrity Officer

RTT



Will Vaughan

Director, Technology Transfer

Handbook Sections 10.1

Changes to the Intellectual Property Policy

Why and why now?

Mines Intellectual Property (IP) policy was written 34 years ago, only 10 years after Bayh Dole act and 18 years before Mines had a Technology Transfer Office. There was a minor update in 2010

Does not reflect current or best practices (dispute resolution, for example)

Necessary to provide clarity on and address recent issues

Reduce duplicative language

Procedural sections that apply to all employees moved to procedure repository to provide ability to respond quickly to Federal and State mandates and future best practices. Changes will still require campus input.

Simplified the revenue distribution model to retain the generous share that is distributed to the inventors personally but allowing for more flexibility for the distribution of licensing revenue to the university.

Created a separate Copyright and Works of Authorship policy - this policy is to be fleshed out and submitted for campus comment before implementation

A list of specific changes is available to those who are interested

Creation of New Policy on Copyrights & Works of Authorship

Purpose:

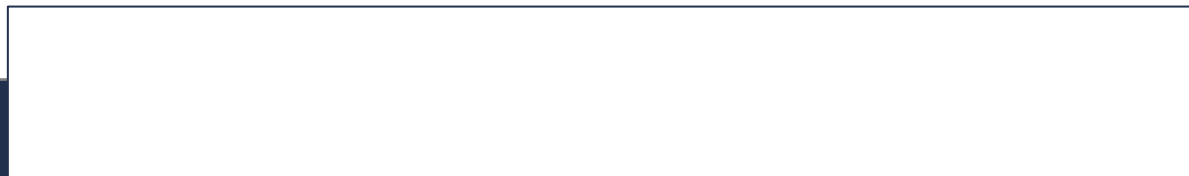
Reaffirm academic faculty authorship rights in traditional scholarly, aesthetic, or literary works, and in academic instruction materials

Specifically delineate the situations in which Mines will assert ownership in works of authorship, including:

- Traditional work-made-for-hire doctrine (such as those works created by nonacademic employees within the scope of their employment)
- Works created as contracted-for-deliverables under an agreement with a third-party
- Works that are created at the direction of Mines or with the substantial use of Mines' Resources

Clearly define the university's ownership and rights in its online courses.

Provide flexibility in determining whether the creators will share in the commercialization revenues of any such works, dependent on the circumstances giving rise to the work, the participating parties and the nature of the work.



Research Faculty

Kamini Singha

Professor and Associate Dean of Earth and Society Programs

Mike Kaufman

Director of Materials and Energy Initiatives, RTT

Handbook Sections 4.1, 4.4, 4.5, 7.1

Key issues

Discrepancies:

we do not hire Research Faculty as Admin Faculty (HB 4.5.2C)

Issues:

50% of Research Faculty on campus do not have expenditures, which implies that they are under the incorrect title, some of this is (previous) limitations on who could submit grants

there is no language on expectations of Research Faculty for success

Research Faculty should not be required to do service as they are paying themselves (HB 4.4.2)

exceedingly poor language around affiliate faculty *An Affiliate Faculty member*

(also HB 4.4.2)

Suggested revisions to discrepancies

Section 4.1.2

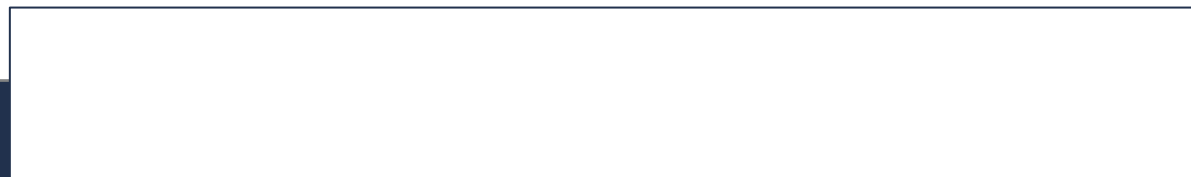
ORA has agreed to allow research associates and postdocs to PI grants with approval

Section 4.1.2.8

remove list of (incorrect) institutions

Section 4.4.2

remove service as a requirement for hiring, since it is not (necessarily) part of their job going forward unless we plan to offer \$



Suggested corrections to problems

Section 4.4.2

add *any*

Section 4.5.2

update hiring language to match other academic faculty hires, since Research Faculty are academic faculty go through department, DH,

Section 7.1

set some (low) bar for Research Faculty to retain their title (also, HB 6.9)

Human Resources

Christine Homer

Chief Human Resources Officer

Handbook Sections 5, 7, 9, Preface

Section 5 – Rights, Privileges, and Benefits



Professional Conduct

Respectful communications

Personal accountability

Collaboration with colleagues



Disciplinary Path



Section 7 – Performance and Evaluation

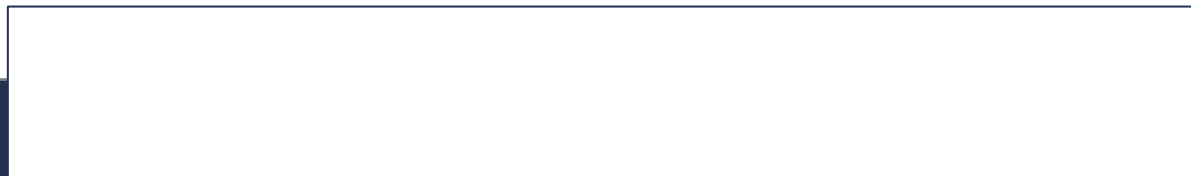
Section 7.3: Performance Improvement Plans

Align policy with practice

Section 7.3: Clarify what is a Performance Improvement Plan

Section 7.3.1: Expand the timing to issue a Performance Improvement Plan and the ability to close a Performance Improvement plan earlier than the set term

Section 7.3.2: Clarify Performance Improvement Plan timing and leader signoff for Teaching Faculty and Administrative Faculty



Section 9 – Termination of Employment

Section 9.3: Termination for Job Abandonment

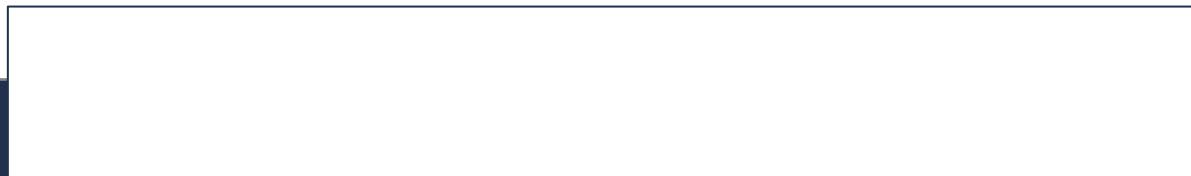
Currently allows for a Mines employee to not report to work for 30 days, before considering them having resigned

Colorado is an at-will state

CO Personnel rule: 3 days of absence without communications to Mines

Recommendation: 5 days of absence without communications to their supervisor or Human Resources, is considered constructive resignation

Mines leadership and HR will make efforts to contact the employee within this timeframe



Handbook Preface

