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UNM Faculty Senate

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FACULTY SENATE SUMMARIZED MINUTES

2005-2006 Faculty Senate
August 23, 2005

The Faculty Senate meeting for August 23, 2005 was called to order at 3:10 p.m. in the Lobo Room, Student Union 3037. Senate President Chris Smith presided.

1. ATTENDANCE

Guests Present: Deputy Provost for Academic Affairs Richard Holder.

2. APPROVAL OF THE AGENDA

The agenda was approved as written.

3. APPROVAL OF SUMMARIZED MINUTES FOR APRIL 26, 2005 MEETING

The minutes for the April 26, 2005 meeting were approved as written.

4. FACULTY SENATE PRESIDENT’S REPORT

The Faculty Senate President reported on the following:

• President Smith welcomed the Faculty Senate back to the new school year and expressed thanks to those that participated in Freshman Family Day.
• President Smith recognized the service of Past-President Ed De Santis on the 2004-2005 Faculty Senate and Operations Committee.
• The Faculty Senate Operations Committee met with University President Louis Caldera, Interim Provost Reed Dasenbrock, and Executive Vice President for Administration David Harris regarding the executive bonuses that were recently rescinded. The potential future of executive bonuses was also discussed. President Caldera assured the Operations Committee that executive bonuses would not come up again during his tenure as president.
• The Faculty Senate Retreat is September 9, 2005 at the Embassy Suites Hotel, 8:15 a.m. to 4 p.m. The retreat will be a prelude to this year’s work. President Smith asks senators to review the 2004-2005 Faculty Senate Priorities list. The priorities list will be distributed via email next week.
• The Faculty Senate President has been asked to submit three candidates for the Provost Search Committee. Anyone interested, or anyone that has recommendations, please contact President Smith. This is the hiring of the chief academic officer of the University.
• The Faculty Club is now open until 7 p.m. The Faculty Club is considering having a buffet lunch one day a week. The Faculty Club now has a liquor license. Beer and wine are available after 4 p.m.
• Committee rosters are now online. Chairpersons need to be selected before the retreat. If senators are on a committee and have not been contacted yet, President Smith asks that the senators take up the task of calling the first meeting and electing a chairperson.

CONSENT AGENDA

5. APPROVAL OF THE SUMMER 2005 DEGREE CANDIDATES LIST

Approval of the Summer 2005 Degree Candidates passed by unanimous voice vote of the Faculty Senate.

AGENDA TOPICS

6. REVISION OF FACULTY HANDBOOK SECTION F

Professor Emeriti Hugh Witemeyer (English) presented the following proposed revision to Section F of the Faculty Handbook. The version below reflects changes included in Section F70 (now numbered section F40) made after it was presented at the April 26, 2005 Faculty Senate Meeting. After brief discussion, the proposed revision is presented to
the Faculty Senate as an information item. Professor Witemeyer asks for questions and suggestions be sent to him by October 10, 2005. Changes will be included in the draft that is presented to the Faculty Senate for approval at the November 22, 2005 Faculty Senate meeting.

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Information

ROLE AND FUNCTION OF UNM BRANCH COLLEGES

The University has established branch colleges to serve the citizens of New Mexico more fully and to provide the highest quality of education throughout the state for students in different locations pursuing post secondary education. Branch colleges respond specifically to the unique needs and multicultural background of the citizens in their respective communities by offering community education programs; career education, including certificate and associate degree programs; and transfer programs that prepare students for upper division entry into colleges and universities. Branch colleges utilize resources in the community and therefore also function as an integral part of the community. The branch campuses of the University of New Mexico are considered fully integrated component colleges, and they are committed to serving the needs of their respective communities in the manner of a comprehensive community college, offering a variety of academic, career, and community service programs. The branch colleges commit themselves to protect the quality and integrity of all academic curricula, and the main campus commits its resources, whenever appropriate and practical, to the fulfillment of the varied missions of the branches.

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Information

STATUTORY PROVISIONS AND FUNDING

The Branch Community College Act (section 21-14-1 NMSA 1978) was enacted in 1957, to provide (a) the first two years of college transfer education or (b) organized career curricula of not more than two years’ duration designed to prepare individuals for employment in recognized occupations, or both of the above. The New Mexico Commission on Higher Education, a lay-board appointed by the Governor, is responsible for supporting two-year post secondary education in New Mexico. Branch colleges are organized by one or more school districts with local public school boards or specially elected advisory boards serving each branch in an advisory capacity. The advisory boards have three major responsibilities: calling elections for local property taxes for annual operating levies and capital outlay general obligation bonds; approving operating budgets; and certifying the local tax levy. Funding for the branch colleges comes from direct State appropriations and local tax levies. Budget requests for the branch colleges are approved by the local advisory boards, the University of New Mexico Board of Regents, and the Commission on Higher Education before being submitted to the Legislature.

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Information

UNM-GALLUP BRANCH COLLEGE MISSION STATEMENT

Mission statement: UNM-Gallup develops lifelong learners in a context that is responsive to the cultures of this region.

Vision statement: UNM-Gallup will be recognized as the premier post-secondary institution in this region.
Core Values: Excellence in education is fundamental to the core values of UNM-Gallup. UNM-Gallup values each individual, the strength of the community, and the power of working together in a climate of shared responsibility.

What takes place in the classroom is the first priority. Administration, staff and faculty working together create the learning environment.

To accomplish our mission and vision in the next five years, UNM-Gallup will pursue the following strategic directions.

1. Continue to develop mechanisms essential to a learner-centered institution.
2. Offer programs that remain responsive to community needs.
3. Optimize resources and infrastructure to serve UNM-Gallup programs and student needs.
4. Expand more fully supportive and equitable working conditions and relationships among the campus and local communities.

UNM-LOS ALAMOS BRANCH COLLEGE MISSION STATEMENT

The mission of the University of New Mexico- Los Alamos is to provide high-quality instructional programs and support services to the residents of the communities it serves. To fulfill its mission, UNM- Los Alamos has established the following goals:

1. To offer diversified, high-quality educational programs:
   - Academic Courses, Degrees, and Transfer Curricula
   - Technical and Occupational Programs
   - Developmental and Basic Skills Programs
   - Community Education
   - Adult Basic Education
   - Specialized Training
   - Extended Web, ITV, and Off-Site Instruction
2. To provide high-quality support services that promote student access and success
3. To maintain a highly qualified and diversified faculty and staff
4. To serve as a community resource
5. To seek and establish cooperative partnerships
6. To ensure access to state-of-the-art technologies

UNM-TAOS BRANCH COLLEGE MISSION STATEMENT

The University of New Mexico-Taos subscribes to the concept of comprehensive community education. Consistent with this philosophy, it is the goal of the college to provide, within available resources, programs and services of superior quality to meet the post-secondary educational needs, immediate and future, of all citizens of the community. The college encourages lifelong learning and thus maintains an admissions policy that allows for open entry by all segments of the community, believing that all who can benefit from its services should be able to do so.

Specifically, the goals that have been identified to fulfill this mission are:
1. To provide a high-quality learning environment for all students;
2. To provide a wide range of academic programs culminating in the awarding of Associate of Arts and Associate of Applied Science degrees;
3. To provide a wide range of vocational and technical programs culminating in Certificates and Degrees for students who seek career-related employment in business, industry, and government;
4. To provide a transfer program to include a wide range of general education and pre-professional courses which normally articulate with Baccalaureate degree-granting colleges and universities;
5. To provide a diversified program of academic, technical, and vocational courses to allow for the achievement of individual educational goals involving professional or technical skills development, professional rectification and/or personal interest;
6. To provide non-credit continuing adult education services to the community in the areas of business/professional training, personal development, cultural enrichment, and recreational activities;
7. To provide developmental education courses to acquire the basic verbal, quantitative, and cognitive skills necessary for a student’s successful transition into college-level study; and
8. To provide a broad program of student support services to include academic advisement, counseling, testing, financial aid, career planning, and human development opportunities readily accessible to all students.

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Information

UNM-VALENCIA BRANCH COLLEGE MISSION STATEMENT

Vision statement: The University of New Mexico-Valencia Campus will rise to national prominence as a leader among two-year colleges by enhancing its status as a community-based center for education, culture, and technology and by becoming a national model for innovative teaching and learning.

Mission statement: The mission of UNM-Valencia is to provide community residents with lifelong educational opportunities in order to better prepare them to actively participate in the world as productive, responsible, and creative individuals.

The Valencia Campus is an open-access, student-centered institution which offers a variety of associate degrees, certificate and credential programs. Our courses provide basic skills, transfer credits, technical career training, and noncredit adult and community education.

Core values:

1. We are student-centered.
2. We value quality instruction and services.
3. We are responsive to change.
4. We embrace diversity.
5. We believe in empowering the individual.
6. We are committed to accessibility.

F40
Policy

ARTICULATION: DEGREE APPROVAL, TRANSFER OF COURSE CREDIT, AND FACULTY APPROVAL

Articulation: Though the branch colleges operate under an admissions policy
different from that of the main campus, their degree offerings are approved by the University of New Mexico and many of their courses carry transfer credit toward UNM baccalaureate degrees. This connection or articulation of programs means that branch college faculty members may be required to meet a more specific set of approval standards in order to teach transferable courses than to teach non-transferable courses. The policies which govern the articulation of degree programs, course credit, and faculty approval between the UNM branch colleges and the main campus are presented below.

A. Degree Approval

1. All associate degree programs offered at the main campus in Albuquerque are authorized to be offered at the branches, upon approval by the appropriate college and department or program on the Albuquerque campus.

2. To meet local needs, the branches are authorized to develop and offer, with the approval of the Undergraduate Committee, the Curricula Committee, and the Faculty Senate, programs leading to the degrees of Associate of Arts and Associate of Sciences. The branches are also authorized to develop and offer, with the approval of the Office of the Provost/Executive Vice President for Academic Affairs, programs leading to the degree of Associate of Applied Sciences. The transferability to the main campus of credit for courses in these programs will be determined in accordance with the policy statements B. 1, 2, and 3 below.

B. Transfer of Course Credit

The University will accept baccalaureate credits earned by students at any UNM branch college, in accordance with the following policy:

Credits earned in lower division courses that appear in the UNM Catalog and/or UNM Schedule of Classes, which have been submitted by the branches and approved for credit by the appropriate department or program and the UNM Curricula Committee, and the branch instructor, content, and level of performance for said courses having been approved by the appropriate main campus department or program, will be accepted by the University as though they were earned on the main campus at the University in Albuquerque.

New lower division courses which do not appear in the UNM Catalog and/or the UNM Schedule of Classes will be accepted by the University as though they were earned on the main campus if they have been designed by the branches in cooperation with the appropriate main campus department or program and college; approved for credit by the appropriate department or program and college and by the UNM Curricula Committee; and approved for their instructor, content, and level of performance by the appropriate main campus department or program.

New and existing lower division courses designed by the branches which do not appear in the UNM Catalog and/or the UNM Schedule of Classes, and which have not been approved by a main campus department and the UNM Curricula Committee prior to being offered, are generally not acceptable for baccalaureate credit except (a) by petition and approval from the UNM degree granting unit, or (b) if determined to be equivalent to a main campus course by the UNM department or program which offers that course.

Special curricular offerings are authorized to meet local educational needs which are not being met by other institutions in the area. The transferability to the main campus of credit for these offerings will be determined in accordance with the policy statements B. 1, 2, and 3 above.
C. Faculty Approval

1. Approval standards for transferable courses. Branch college courses carrying pre-designated transferability shall be offered by approved faculty. Tenured/tenure track faculty, by virtue of the standards required for their appointment, are automatically approved to teach transferable courses in their fields of credentialed expertise. Non-tenured/tenure track faculty, and tenured/tenure track faculty teaching outside their fields of credentialed expertise, must be approved to teach transferable courses before or as early as possible during the first semester in which they offer those courses. To be approved to teach transferable courses, faculty members shall meet written standards appropriate to the courses they are to offer.

2. Formulation of standards. The faculty approval standards for each transferable course shall be formulated in writing and adopted jointly by the appropriate branch college and main campus administrators. Normally these will be the administrators immediately responsible for supervising course offerings in a particular field: e.g., the chairs (or directors or coordinators or heads) of the departments or programs in the relevant discipline. Once formulated, the standards for each course shall be transmitted to, and reviewed by, the Office of the Provost/Executive Vice President for Academic Affairs. The standards shall be kept on file by the Office of the Provost and by the branch college and main campus administrators who formulated them. They shall be transferred to, and applied in a consistent manner by, subsequent administrators, and they shall be revised only by joint written agreement of the appropriate administrators holding office at the time. All revisions shall be promptly transmitted to, and reviewed by, the Office of the Provost/Executive Vice President for Academic Affairs. Approval standards for each transferable course should be submitted to the Office of the Provost no later than June 1, 2006. After that date, and until such time as standards for the course are submitted, the main campus department shall be presumed to approve all instructors employed by the branch to teach the course. The implementation of faculty approval standards for each transferable course, as described in paragraphs 3-5 below, shall not begin until the standards for that course have been formulated, adopted, and reviewed as stipulated in this paragraph.

3. Implementation of standards. The determination that a prospective instructor meets the faculty approval standards for a transferable course shall initially be made by the appropriate administrator (department chair, program director, coordinator, or head) at the branch college. Approval of the instructor shall then be reviewed and confirmed or denied by the college’s Dean of Instruction. If the Dean confirms the approval, the branch college may hire the instructor prior to receiving main campus approval. The approval shall then be forwarded to the Branch Executive Director for recommendation to the appropriate main campus department chair or program director; it shall be submitted no later than the third week of the semester. The approval shall be accompanied by copies of the faculty member’s vita and syllabus for the course in question. The main campus administrator shall confirm or deny the approval before or as early as possible during the first semester in which the faculty member offers the course. This decision shall be promptly communicated in writing to the appropriate branch campus administrator, the Dean of Instruction, and, if the approval is denied, the Office of the Provost/Executive Vice President for Academic Affairs.

4. Denial of approval. If faculty approval is denied, the main campus administrator shall communicate the reasons for this decision in writing to the appropriate branch college administrator, the Dean of Instruction, and the Office of the Provost/Vice President for Academic Affairs. This
communication shall refer specifically to the written faculty approval standards for the course in question but may include other considerations as well. Courses already in progress shall not be cancelled solely because faculty approval is denied or delayed. If approval is denied, the branch college administrator shall work with the main campus administrator to identify and employ an eligible substitute instructor. If no eligible substitute can be obtained, the faculty member who began the course shall finish it under the supervision of the branch college administrator; but the same faculty member shall not be employed again to teach the same course, or any other course that has comparable approval standards, unless s/he has received branch college and main campus approval to do so before the course begins.

5. Exemptions from standards. Faculty members may teach transferable courses without meeting established approval standards only if the appropriate branch college administrator submits, and the Dean of Instruction supports, a request for an individual exemption from the standards. The request shall be accompanied by a detailed explanation of the reasons for the request and by the proposed faculty member’s vita and syllabus for the course in question. The request shall be submitted to the appropriate main campus administrator no later than two weeks before the semester begins. If the request is not approved by the appropriate main campus administrator before the course begins, the course shall not be offered by the proposed instructor.

6. Non-transferable courses. Branch college courses not carrying pre-designated transferability shall be offered by faculty who meet the appointment standards set forth in the college’s statement on appointment and retention (see section F60 below), and who are recommended for appointment by the appropriate branch college administrator (department chair, program director, coordinator, or head), the Dean of Instruction, and the Branch Executive Director. In making recommendations concerning all faculty appointments, administrators shall act in accordance with the standards and procedures set forth in the branch college statement on appointment and retention and in section F60 below. All faculty appointments are subject to review by the Provost/Executive Vice President for Academic Affairs.

F50
Policy

FACULTY HANDBOOK

Purpose: Each branch shall create or thoroughly review and revise a Faculty Handbook that describes its own mission, policies, procedures, programs, and organizational structure. These may vary from the provisions of the UNM Faculty Handbook but shall not contradict the descriptions of educational mission and administrative responsibility or the principles of academic freedom, due process, and shared governance stated therein.

The branch handbook shall be created or thoroughly reviewed and revised by the Faculty Assembly or Senate with invited input from all faculty and approved by the Faculty Assembly/Senate and the administration of the branch, and approved also by the Faculty Senate and the Office of the Provost/Executive Vice-President for Academic Affairs on the main campus. However, the section on “Tenure and Promotion” shall be approved separately by the branch college faculty and the Regents (see Section F70 below). Pre-existing handbooks shall remain in force until revised versions of them are approved.
Each handbook shall subsequently be revised and/or updated at regular intervals by a process described in the handbook itself. All revisions, including the revisions of pre-existing handbooks prescribed above, shall give due consideration to the antecedent policies, procedures, practices, and precedents of the branch college. New policies and procedures introduced by handbook revisions shall not be retroactive.

Availability: A full version of the current Faculty Handbook shall be posted on the website of each branch college. Its availability shall be made known to students, employees, and members of the local community. A paper copy of the Handbook shall be provided to every newly hired, first-time faculty member at the signing of his/her contract. Paper copies should also be provided without charge to anyone else who requests them.

Faculty Constitution: The Faculty Handbook of each branch shall include its Faculty Constitution. The Constitution shall describe the structure, responsibilities, and procedures of faculty governance at the branch. The Constitution shall define the membership and responsibilities of a Faculty Assembly or Senate; the titles, duties, and election of Assembly/Senate officers; the titles, duties, and selection of standing faculty committees, including an Executive or Operations Committee; the policies and procedures that govern Assembly/Senate meetings; the processes of amending the Faculty Constitution and creating by-laws; and the procedure for adopting the Constitution. If a branch college already has a faculty-approved Constitution that meets these criteria, that Constitution shall be incorporated into the Faculty Handbook and exempted from the process by which the rest of the Handbook is approved.

Academic Freedom: The Faculty Handbook of each branch shall include a statement on academic freedom. The statement shall declare that the general principles of the University’s “Policy on Academic Freedom and Tenure” apply to all part-time, full-time, and tenured/tenure-track faculty members at the branch college (see Section B1.1 of the UNM Faculty Handbook).

Contingent Faculty: The Faculty Handbook of each branch shall acknowledge the important role of part-time, non-tenure track or “contingent” faculty in fulfilling the mission of the branch. These faculty members should be valued and respected as indispensable citizens of the academic community. Policies and procedures set forth in the Handbook should therefore address issues of special concern to contingent faculty, such as academic freedom, equitable compensation, consistent application of written personnel policies and procedures, professional support and development, recognition and career paths, and opportunities to participate in governance bodies.

Ranks and Titles: The Faculty Handbook of each branch shall include a description of all ranks and titles used at the branch for part-time, full-time, and tenured/tenure-track faculty appointments (see “Ranks and Titles” below).

Appointment and Retention of Faculty: The Faculty Handbook of each branch shall include a statement on the appointment and re-appointment of all faculty. The statement shall affirm UNM’s commitment to appropriate qualifications of candidates, equal employment opportunity, affirmative action, and the continuity and retention of successful faculty. In addition, each branch shall develop and periodically revise and/or update a more detailed statement on standards and procedures in faculty hiring and re-appointment (see Section F60, “Appointment and Retention” below).

Tenure and Promotion: The Faculty Handbook of each branch shall include a statement on tenure and promotion. The statement shall affirm UNM’s commitment
to the purposes of the tenure system (see section B 4.7.1 of the UNM Faculty Handbook) and describe the college’s long-range policy for the creation of faculty appointments that carry tenure. In addition, each branch shall develop and periodically revise and/or update a more detailed statement of its standards and procedures for tenure and promotion (see Section F70, “Tenure and Promotion” below).

Dispute Resolution or Grievance Policy: The Faculty Handbook of each branch shall include a detailed description of its dispute-resolution or grievance policy. This policy shall outline the formal process to be followed in case of disputes between branch-college faculty members or between faculty members and other university employees. The policy shall acknowledge and be consonant with the “Dispute Resolution Policy” for non-faculty employees in the University Business Policies and Procedures Manual (Section 3220). If the policy establishes college-level peer-review committees, they shall be selected according to a procedure set forth in the Faculty Constitution. The policy shall include explicit guarantees for all parties of due process, peer review, and appeal. The process shall incorporate the dispute-resolution bodies on the UNM main campus to which branch-college faculty are guaranteed access by the UNM Faculty Handbook and other UNM policies. These bodies currently include the Office of Equal Opportunity, the Committee on Academic Freedom and Tenure, the Faculty Ethics and Advisory Committee, the Intellectual Property Committee, the Research Policy Committee, and the Faculty Dispute Resolution program.

Other Policies: The Faculty Handbook of each branch shall include or refer to other important policies, procedures, forms, and information items that affect faculty employment. The Handbook shall also include an appendix or addendum of supporting documents and forms. Through its Assembly or Senate, the faculty of the branch shall participate in the development and approval of these policies and procedures. They may include but need not be limited to the following:

Institutional Mission and Structure

- the mission (vision, value) statement of the branch
- a brief history of the branch
- a listing of all current degree and non-degree programs
- an annual calendar
- an organization chart, including all instructional components for which the institution has any administrative responsibility (e.g., off-campus sites, contractual programs, charter schools, extended-learning programs)
- a full description of governance structure (e.g., The NM Commission on Higher Education, the UNM Regents, the UNM Administration, the branch-college Advisory Committee, the Executive Director, the Faculty Assembly or Senate, college-wide committees)
- the duties, responsibilities, selection, and evaluation of administrative officers (e.g., the Executive Director, all Deans or Associate Directors, Division or Academy Heads, Program or Area or Curriculum Coordinators, Department Chairs)

Faculty Responsibilities

- the duties and professional credentials of the faculty
- career paths for, and recognition of, re-appointed non-tenure track faculty
- faculty performance evaluation
- course loads and service obligations
- mentoring colleagues
- student contact hours, including office hours
Faculty Support and Compensation

- salary scale (including extra compensation and summer teaching) and payroll policy
- faculty benefits (e.g., insurance, retirement, medical and dental services, medical leave, tuition waivers, recreational facilities, discounts)
- logistical support (e.g., orientation, audio-visual equipment, telephone access, computer equipment and network access, technology training, office space, library privileges, ID cards, textbook ordering, supplies, parking and carpools, mail, copying, keys, security)
- sabbatical leave policy
- course release policy
- encouragement of and funding for professional development and travel
- mentoring by experienced colleagues
- course-related expenses
- faculty directory
- samples of standard forms (e.g., application forms for faculty positions, performance and tenure/promotion review forms, professional development application forms).

Personnel Policies

- affirmative action policy
- Equal Employment Opportunity (EEO) policy
- Equal Educational Opportunity policy
- Immigration Reform and Control Act policy
- copyright and intellectual property policy
- harassment policy
- confidentiality of faculty records
- faculty absences and emergency closures
- multi-department/program appointments

Teaching Policies

- academic standards
- minimum and maximum course enrollments
- course cancellations
- publicizing classes
- class management and good practices, including model syllabi
- team teaching
- teaching awards
- student-related policies and procedures (e.g., attendance, academic honesty, drop/add/withdraw policies, student retention, examinations, grading, confidentiality of student records, academic counseling, student awards, student grievances, student disciplinary procedures, classroom environment, accommodation of students with disabilities and religious obligations)
- student outcomes assessment
- equivalency or articulation of course offerings

Faculty Handbook

- procedures for revising and/or updating the Faculty Handbooks

RANKS AND TITLES

This section shall specify all ranks and titles used at the branch in the employment of part-time, full-time, and tenured/tenure-track faculty. These ranks and titles shall
correspond as far as possible to the standard ranks of Instructor, Lecturer I-III, Assistant Professor, Associate Professor, and Professor on the main campus (see section B.2 of the UNM Faculty Handbook). However, due to differing professional requirements in the vocational-technical areas, branches may also use the following series of ranks for these areas: Technical Instructor I, Technical Instructor II, Technical Instructor III, and Technical Instructor IV. (Technical Instructor I corresponds roughly with the academic rank of Instructor; Technical Instructor II, with the rank of Assistant Professor; Technical Instructor III, with the rank of Associate Professor; and Technical Instructor IV, with the rank of Professor.) Faculty in this sequence of ranks may be evaluated for tenure and/or promotion by standards and procedures stated in the branch-college policy on “Tenure and Promotion.” Other faculty ranks, titles, or categories used at the branch (e.g., “core” and “invited”) shall be defined in terms of the ranks and titles listed in the UNM Faculty Handbook. Ranks or titles that employ terms in senses different from those employed in the UNM Faculty Handbook (e.g., “adjunct”) should be defined unambiguously.

The description of each faculty rank and title shall include the following information:

- term or duration of appointment (e.g., one semester, two semesters, three years)
- possibility of retention (e.g., terminal or non-renewable, renewable under certain conditions, continuing non-tenure-track, probationary or tenure-track, tenured)
- FTE fraction (e.g., part-time or less than .50 FTE, full-time or 1.0 FTE, some other fraction)
- connection to curriculum (e.g., academic only, vocational-technical only, either academic or vocational-technical)

If different combinations of these factors are possible for appointments at the same rank, the description of that rank should include the full range of options. The policies governing appointments in two or more units and appointments with administrative duties or other special assignments should also be stated in this section (see sections B.3.2.3-4 in the UNM Faculty Handbook).

F60
Policy

APPOINTMENT AND RETENTION

Each branch college shall develop a detailed statement of standards and procedures in the appointment and re-appointment of all faculty. This statement shall be created by the Faculty Assembly or Senate and approved by the Faculty Assembly/Senate and the administration of the branch, and approved also by the UNM Faculty Senate and the Office of the Provost/Executive Vice-President for Academic Affairs. The statement shall be included in the Faculty Handbook or endorsed by the Faculty Handbook and published separately. The statement shall be posted on the branch college website, and paper copies of it shall be provided without charge to all applicants for faculty employment and to anyone else who requests them.

Introduction: The statement shall begin by quoting the section on appointment and retention in the branch college Faculty Handbook. This introduction shall be followed by more detailed descriptions of standards and procedures in hiring and re-appointment.

Appointment Standards: This section shall specify the minimum qualifications (credentials and prior experience) for faculty appointments at all ranks in all
categories of courses offered at the branch. It should also describe the circumstances in which exceptions to these qualifications (if any) may be made. The statement may include desirable qualifications as well; these may be either general (e.g., successful community-college teaching experience in a given field) or course-specific (e.g., proficiency in English and Spanish for a course in bilingual education).

Appointment Procedures: This section shall describe the university and branch-college procedures followed in faculty appointments. University procedures are set forth chiefly by the UNM Office of Equal Opportunity (OEO) and must be followed by all branches and the main campus. They include:

- guidelines for advertising vacant positions (content and timing)
- targeted recruitment
- application requirements
- the scope of the search
- the role of the Department Chair or other hiring official
- the role and composition of the search committee
- the role of OEO Search Coordinator
- documentation and record-keeping
- exceptions to OEO requirements

Written descriptions of branch-college hiring procedures and practices shall also be provided. These procedures and practices may include:

- identifying the stages of the appointment process for non-tenure track faculty
- differences in hiring procedures and approvals among categories of courses (e.g., academic, vocational-technical, community-college) and between courses that have pre-designated transferability and courses that do not
- the designation of the hiring official
- the composition and procedures of search committees
- the role in the selection process of faculty in the hiring department or program
- guidelines for consideration of internal candidates
- the criteria governing enrollment minimums and course cancellations
- administrative support for faculty searches

Faculty members with multi-department or multi-program appointments shall have their job expectations delineated in a signed memo of understanding between them and all of the departments or programs by which they are employed. This agreement shall be under the oversight of the primary chair or program head but shall be signed by all participating chairs or program heads as well as by the faculty member. The agreement shall set forth the understanding of each department or program with regard to the faculty member’s teaching load; administrative and service duties; standards and procedures for performance evaluations and tenure/promotion reviews; required attendance at faculty meetings; and other shared obligations.

Retention Standards and Procedures: This section shall affirm UNM’s commitment to faculty continuity and retention, along with UNM’s commitment to equal opportunity, affirmative action, and the policies necessary to implement those goals. Faculty continuity strengthens the branch college by providing a core of experienced professionals whose knowledge of the institution and the community enables them to serve students and citizens more effectively. Equal opportunity strengthens the branch college by providing a diverse faculty whose backgrounds
and viewpoints complement those of the student body and the people of the community. Continuity and retention entail the re-appointment of successful faculty from semester to semester, the development of longer-term contracts, and the growth of tenured/tenure-track faculty at each branch. Equal opportunity and affirmative action entail targeted recruiting, developing a pool of qualified potential instructors with equal employment opportunities, and giving clear, advance notice to temporary and part-time faculty that their appointments, even if renewed year after year, do not confer tenure or permanent employee status upon them.

This section shall also describe the process by which current and former faculty members may apply for future teaching positions, and the process and criteria by which their prior performance at the branch is evaluated. The section shall require denials of re-appointment to be accompanied by a written explanation of the reasons for denial. The format of this explanation shall be jointly designed by the branch college administration and the Faculty Executive or Operations Committee.

The standards and procedures governing the review and retention of tenure-track/tenured faculty and continuing non-tenure-track faculty, shall be described in a separate statement, as stipulated in Section F70 below.

The Role of the Branch Executive Director: In making recommendations to the main campus concerning faculty appointments, the Branch Executive Director shall act in accordance with the standards and procedures set forth in the branch college statement on appointment and retention. The Executive Director shall recommend faculty for employment to teach courses carrying pre-designated transferability in accordance with the policy on “Faculty Approval” set forth in Section F40 above. Faculty for courses not having pre-designated transferability shall be recommended for employment without the approval of main-campus academic administrators but subject to review by the Provost/Executive Vice President for Academic Affairs.

Revision of Statement: The branch-college statement on “Appointment and Retention” shall be revised and/or updated at regular intervals by the Faculty Assembly or Senate. All revisions shall be approved by the branch-college administration, by the UNM Faculty Senate or a committee acting on its behalf, and by the Office of the Provost/Executive Vice-President for Academic Affairs.

F70
Policy

TENURE AND PROMOTION

Each branch college shall develop a detailed statement of its policies on tenure and promotion. This statement, and any subsequent revision thereof, shall be created, reviewed at regular intervals, and, if necessary, revised and/or updated by the college’s Academic Freedom and Tenure Committee or, if no such committee exists, by a faculty tenure/promotion committee designated by the Faculty Assembly or Senate of the branch in consultation with the administration of the branch, the Office of the Provost/Executive Vice President for Academic Affairs, and the UNM Academic Freedom and Tenure Committee. The statement and any subsequent revision thereof shall become effective immediately after approval by the branch college tenured/tenure-track faculty (or, if none exist, by an appropriate Faculty Assembly or Senate committee) and approval by the Regents and shall supersede all previous actions or statements of policy relative to faculty tenure and promotion, except that the mid-probationary standards established shall apply only to faculty hired after the effective date of the statement, and that the procedures and standards for handling complaints and appeals set forth in the policies and procedures section of each branch college statement shall apply only to complaints
filed after the effective date of the statement.

The statement shall be included in the Faculty Handbook of the branch college or endorsed by the Faculty Handbook and published separately. The statement shall be posted on the branch college website, and paper copies of it shall be provided without charge to all applicants for faculty employment and to anyone else who requests them.

A. Introduction: The statement shall begin by quoting and affirming UNM’s commitment to the purposes of the tenure system, as stated in Section B.4.7.1 of the UNM Faculty Handbook. This introduction shall be followed by a more detailed description of the standards and procedures for the achievement of tenure and/or promotion and the conduct of faculty reviews.

B. Types of appointment: As at the main campus, types of appointment at the branches may include three-year term appointments, probationary appointments, and appointments with tenure. Because of the different and changing nature of instructional requirements at the branches, however, some faculty will be appointed on a year-to-year or semester-to-semester basis as part-time or full-time lecturers or instructors, with no presumption of tenure. For more detailed statements on the types and conditions of faculty appointment, see Section F50, “Ranks and Titles,” and Section F60, “Appointment and Retention,” above.

C. Standards for tenure and/or promotion: The four bases (teaching; scholarship, research, or other creative work; service; and personal characteristics) for tenure and promotion used on the main campus (see the UNM Faculty Handbook, section B.1.2) shall apply also at the branch colleges. The University recognizes, however, that conditions of employment at the branches, such as heavy teaching loads, curricular development responsibilities, student advisement duties, budget limitations, travel requirements, and lack of research facilities may require that somewhat different standards for the achievement of tenure and/or promotion be applied, especially in the area of research and publications. For the same reasons, the achievement of tenure may be separated from the achievement of promotion more often at the branch colleges than on the main campus.

The primary criteria for the achievement of tenure and/or promotion at the branch colleges shall be teaching excellence, service, professional development, and personal characteristics. Time in rank is also a valid, though a secondary, consideration. In its statement on tenure and promotion, each branch college shall describe the importance of these criteria, the standards of achievement required in each of the four areas for the awarding of tenure and/or promotion at the branch, and the measures used to assess that achievement. The description shall cover the principal sequences of faculty ranks: from Instructor to Professor, from Technical Instructor I to Technical Instructor IV, and from Lecturer I to Lecturer III.

Because the criterion of “professional development” is not defined in the UNM Faculty Handbook, a few guidelines may be useful. Professional development shall include but not be limited to research/creative work and publications. Professional development may also be demonstrated by the completion of appropriate new qualifications (e.g., degrees, licenses, and other certifications of training) and by an ongoing record of professional activities (e.g., continuing education, the acquisition of new skills, participation in professional organizations, attendance and presentations at conferences, successful grant-writing and/or implementation of grants, development and implementation of innovative techniques and programs for disadvantaged or under-prepared students). Written standards for professional development meriting tenure and/or promotion shall be devised by the branch college's Academic Freedom and Tenure Committee (or, if no such committee
exists, a faculty tenure/promotion committee designated by the Faculty Assembly or Senate of the branch) in consultation with the faculty of each academic and technical/vocational unit, with the college administration, and with the Office of the Provost/Executive Vice President for Academic Affairs.

D. Procedures for the review of continuing faculty: In its policy on tenure and promotion, each branch college Faculty Handbook shall describe the college’s procedures for evaluating continuing faculty, both candidates for tenure and/or promotion and continuing non-tenured/tenure track faculty. The college’s procedures shall closely follow those spelled out in Section B.4 (“Faculty Reviews”) of the UNM Faculty Handbook. Departures from the procedures specified in Section B.4 may be made to reflect the particular institutional conditions and practices of the branch college, but such departures shall not alter or contradict the basic principles of academic freedom, tenure, and due process stated in the UNM Faculty Handbook.

One of the most important responsibilities of tenured faculty and department chairs/program directors is their participation in the procedures for formal review of colleagues. It is a fundamental principle that, when a faculty member’s academic/professional performance and qualifications are reviewed, the process is to be conducted objectively by their peers and the faculty are guaranteed due process as set forth in Section B of the UNM Faculty Handbook. There are six types of review of continuing faculty: (1) the annual review of probationary faculty, (2) the mid-probationary review, (3) tenure review, (4) the reviews for advancement in rank (promotion), (5) the annual review of tenured faculty (i.e., post-tenure review), and (6) the annual review of continuing non-tenure track faculty (i.e., lecturers, instructors, etc.). Mid-probationary, tenure and promotion reviews, in contrast to annual reviews, necessarily involve evaluation at three levels: department/academic unit, college/school, and the University (i.e., Office of the Provost/Executive Vice President for Academic Affairs).

Tenure and promotion recommendations made by the department/unit, through the department chair or equivalent unit administrator, will be given primary consideration in this procedure. These recommendations are reviewed by the Dean of Instruction and the Branch Executive Director and forwarded with their recommendations to the Provost/Executive Vice President for Academic Affairs, who makes the decision on tenure and promotion. Ultimate decisions in matters of appointments and promotion in rank are made on the authority of the Board of Regents.

Branch college policies and procedures for formal review shall include the following provisions. Cross-references are to the cognate passages in the UNM Faculty Handbook.

- annual review of probationary faculty (B.4.2)
- general sequence and procedures for mid-probationary, tenure, and promotion reviews (B.4.3)
- general policies relating to faculty reviews (B.4.4)
- preparation of the dossier for mid-probationary, tenure, and promotion reviews (B.4.5)
- specific provisions for mid-probationary review (B.4.6)
- specific provisions for tenure review (B.4.7)
- specific provisions for advancement in rank: promotions (B.4.8)
- post-tenure review (B.4.9)
- annual review of continuing non-tenure track faculty (B.4.10)

Continuing non-tenure-track faculty appointments at the branch colleges will
normally be at the ranks of Lecturer and Technical Instructor. According to the UNM Faculty Handbook, Sections B.3.1, “the presumption with continuing non-tenure-track appointments is that they will be continued if the faculty member is not duly notified to the contrary.” Section B.4.10 states that “continuing non-tenure-track faculty shall be reviewed annually following procedures adopted by each department.” At the branch colleges, these reviews may be carried out either by departments or, if the administrative structure does not include departments, by other appropriate instructional units. The procedures for reviewing continuing non-tenure-track faculty at each branch shall be described in its own Faculty Handbook.

Because the mission and structure of the branch colleges differ from those of the main campus, policies and procedures governing faculty reviews shall include some provisions that do not appear in the UNM Faculty Handbook. These provisions shall include, but need not be limited to, the following:

- review of vocational-technical faculty
- the role of the candidate’s immediate supervisor (e.g., Department Chair, Division Head, Dean of Instruction) in the evaluation process
- the composition of the branch college faculty review committee and its role in the evaluation process
- review of faculty holding appointments in two or more units

E. The Role of the Branch Executive Director: In making recommendations concerning tenure and/or promotion for a faculty member at a branch college, the Branch Executive Director shall act in accordance with Section B of the UNM Faculty Handbook (“Policy on Academic Freedom and Tenure”) and with the standards and procedures set forth in the branch college statement on tenure and promotion. The Branch Executive Director’s recommendation, accompanied by a full, written evaluation report, including a summary of the evaluations of all faculty members consulted, shall then be made directly to the Associate Provost for Academic Affairs. A recommendation shall then be made by the Associate Provost to the Provost/Executive Vice-President for Academic Affairs, who shall make the final decision.

F. Appeals: If the Branch Executive Director makes a negative recommendation concerning tenure or promotion, or in the case of promotion makes no recommendation, an aggrieved faculty member has the right of appeal to the Executive Director, to a peer-review committee (if the branch college grievance procedure has established one to consider such appeals), to the Associate Provost, and to the Provost/Executive Vice-President for Academic Affairs. If this appeal is denied and the faculty member thinks that academic freedom or due process has been violated or that the unfavorable decision was based on inappropriate consideration, appeal then should be directed to the UNM Academic Freedom and Tenure Committee, according to the procedure for adjudication prescribed in Section B.6 of the UNM Faculty Handbook (“Policy on Academic Freedom and Tenure”).

G. Non-interchangeability of tenured/tenure-track appointments: Appointments with tenure and probationary appointments leading toward tenure at a branch college are limited to that branch only. While transfers of faculty among branches or between branches and the main campus may be desirable in some cases, tenured and tenure-track appointments are not meant to be interchangeable.

F80
Policy

REPRESENTATION ON FACULTY SENATE AND ITS COMMITTEES
Branch representation in the Faculty Senate and on Faculty Senate Standing Committees shall be in accordance with the procedures established by the Faculty Senate and its component committees. The Faculty Constitution (A51, Article I, Section 6.b.i above) states that “there shall be one senator for each thirty full-time faculty members or major fraction thereof from each school, college, and/or the General Libraries or branch with a full-time academic faculty, elected by the members of that faculty. For purposes of calculating the number of full-time faculty members, the actual number of full-time contracted faculty shall be used. Budgeted positions not filled and part-time faculty will not be counted. No school, college, and/or the General Libraries or branch with a full-time faculty shall have less than one senator.”

**F90**

**Policy**

**TEACHING LOAD**

For the purposes of faculty FTE computation, the branches shall give due consideration to the Commission on Higher Education definition of a faculty FTE as determined for funding purposes. At the present time, a normal full-time load consists of fifteen credit hours or the equivalent per semester.

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7. INTRODUCTION OF NEW SENATORS

President Smith welcomed and introduced new 2005-2006 Faculty Senators.

- **ANDERSON SCHOOLS OF MANAGEMENT**
  Laurie Schatzberg

- **ARTS & SCIENCES**
  Ilia Rodriguez (Communication & Journalism)
  Jake Spidle (History)
  Hector Torres (English)
  Thomas Turner (Biology)

- **EDUCATION**
  Virginia Shipman (Individual, Family, and Community Education)

- **ENGINEERING**
  Kerry Howe (Civil Engineering)

- **FINE ARTS**
  Justine Andrews (Art and Art History)

- **GALLUP CAMPUS**
  James Sayers

- **LAW**
  Carol Parker

- **MEDICINE**
  Terry Crowe (Pediatrics)
  Gary Cutrell (Surgery)
  Burke Gurney (Orthopaedics)
  Deidre Hill (Internal Medicine)
  Chris McGrew (Orthopaedics)
  Daniel Morrison (Surgery)
  Randy Rosett (Anesthesiology)
  Victor Strasburger (Pediatrics)
  Bruce Williams (Internal Medicine)

- **NURSING**
8. DISCUSSION OF RETREAT AGENDA
President Smith led a discussion regarding the Faculty Senate Retreat Agenda.

- Past-President Ed De Santis will lead a breakfast discussion to review the past year's efforts and last year's retreat. President Smith will recognize committee chairs during breakfast. The Faculty Senate Priorities listed at the 2004-2005 Senate Retreat will be reevaluated. The 2004-2005 priorities list will be distributed before the retreat and will be included in the agenda packet.
- Morning break-out session will center on selecting the top priorities for 2005-2006. Senator Jackie Hood (Organizational Studies) will lead the session.
- The first afternoon break-out session will center on strategies and tactics for achieving the priorities listed for 2005-2006. Ideas from the sessions will then be reviewed and discussed. The second set of break out sessions will be for the North Campus Caucus of Faculty Senators and to discuss review policies, i.e., Deans’ Review, Post Tenure Review, Current Review Structures, etc.
- Several senators expressed the desire to have President Louis Caldera and Interim Provost Reed Dasenbrock invited to the retreat to speak and take questions. The Operations Committee will work on inviting them to the retreat.
- A senator suggested an acclivity to get to know each other, for example a team building exercise. Many are new and do not know the other senators. President Smith said there is an exercise planned and also suggested that senators can mingle at the Faculty Club after senate meetings.

9. NEW BUSINESS

No new business was raised.

10. ADJOURNMENT
The meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Rick Holmes
Office of the Secretary