Faculty Senate Meeting Minutes, 10/23/2007, p 40-77

UNM Faculty Senate

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Faculty Senate Meeting Agenda
October 23, 2007, 3:00 P.M.
Lobo Room (3037),
Student Union Building
The University of New Mexico

AGENDA TOPICS

1. Approval of Agenda
2. Acceptance of the September 2007 Summarized Minutes
3. Faculty Senate President's Report
4. Provost's Report

CONSENT AGENDA TOPICS

5. Forms C from the Curricula Committee

Revision of A.S. Degree in Environmental Science, Los Alamos
Revision of B.S. Degree in Physical Education, College of Education
Revision of Graduate Concentration in Anthropology, College of Arts and Sciences
New Concentration in Post Masters Certificate in Program Management, Anderson School of Management

AGENDA TOPICS

7. Proposed Policy Committee Charge
8. Endowed Faculty Appointments
9. Report from the Curricula Committee
10. Report from the Research Policy Committee
11. Report from the Undergraduate Committee
12. New Business and Open Discussion
1. All faculty are invited to attend Faculty Senate meetings.
2. Full agenda packets are available at http://www.unm.edu/~facsen/
3. All information pertaining to the Faculty Senate can be found at http://www.unm.edu/~facsen/
4. Questions should be directed to the Office of the Secretary, Scholes 103, 277-4664
5. Information found in agenda packets is in draft form only and may not be used for quotes or dissemination of information until approved by the Faculty Senate.
**Form O - Degree/Program Change**

**Date:** 11/17/06

**Kay Willerton**

Division Head, Math, Science & Engineering, 661-4591

Has taken position, number

**Has resolved these issues with departmental branch involved?** (attach statement)

**Proposed Effective Term:** Fall 2007

**No.**

---

**Los Alamos**

**Mark Appropriate Program:**

Undergraduate Degree Program

Graduate Degree Program

**Mark appropriate category:**

Degree: A.A., A.S., B.A., B.S., B.S.E., M.A., M.S., M.S.E., Ph.D.

Major:

Minor:

Concentration:

Certificate:

Emphasis:

Department:

Subject Code:

Give exact title and requirements as they should appear in the catalog. See current catalog for format within the respective college (attach additional sheets if necessary). Identify in bracket form what is being changed.

**SEE ATTACHED**

**Reason(s) for Request** (attach additional sheets if necessary).

**SEE ATTACHED**

**Attach statements to address Budgetary and Faculty Load implications and Long-range planning.**

**Does this change affect in a significant way any other departments/programs/branch campuses? Yes No**

If yes, have you resolved these issues with departments/branch involved? (attach statement)

**Proposed Effective Term:**

**Department Chair:**

**College Curriculum Committee:**

**College or School Faculty (if necessary):**

**College or School Dean/Chair of Instruction:**

**Office of the Registrar - Catalog:**

**Director of relevant Library:**

**FS Graduate Committee (graduate college):**

**FS Undergraduate Committee (undergraduate college):**

**FS Curriculum Committee:**

**Assoc. Provost for Academic Affairs:**

**Faculty Senate:**

**Date:** 11/17/06

---

**Office of the Registrar (Revised 06/2005)**
Proposed Revision of: Associate of Science in Environmental Science

Overall rationale for changes: our degree no longer represents the first two years of courses for a UNM baccalaureate in Environmental Science or any other science field. It includes more science courses than are required for ANY individual B.A. or B.S. in science. It also includes 15 credit hours of ENGF courses that do not exist in the main campus catalog, and which therefore cannot contribute toward a B.S. or B.A. On the other hand, it fails to include courses in some other core areas. The original emphasis on hazardous waste no longer seems useful, but there are currently local contractors who may hire people with AS in Environmental Science degrees for some of their technician jobs in areas such as soil and water sampling and testing and remediation.

Existing program – [regular type]
Proposed revisions – bold type
Explanations – italics

[About the Program]
[The degree represents two years of study in the field of Environmental Science. The curriculum provides the mathematical and technical course work that forms the basis for problem solving in this important area. Students with this degree are well qualified to enter the work force as technicians or to continue their studies to the baccalaureate level.]

Proposed Revision:

About the Program

This program provides students with the first two years of study toward a Bachelor’s degree in Environmental Science or Earth and Planetary Science at UNM Albuquerque Campus or other four-year institutions. It can also be applied toward a B.S. in Biology with a Concentration in Conservation Science. As a terminal degree, it is sufficient preparation for certain technician jobs in areas such as environmental testing and remediation.

[Specific Requirements]
1. [A minimum of 67 credit hours with a minimum grade point average of 2.0. At least 15 of these 67 hours must be UNM-LA catalog credit courses taken in residence.]

Proposed Revision:
Specific Requirements

1. A minimum of 66 credit hours with a minimum grade point average of 2.0. At least 15 of these 66 hours must be UNM-LA catalog credit courses taken in residence. It is strongly recommended that the student check the specific requirements for the B.S. or B.A. of interest if planning to transfer, in order to make the best choices among the optional courses below.

   Rationale: The minimum of 66 credit hours would match our other newly revised AS in Pre-Engineering and AS in Science.

2. Writing and Speaking (6 credit hours)
   ENGL 101: Composition I: Exposition (3)
   ENGL 102: Composition II: Analysis and Argument (3)

   (No change)

3. Mathematics and Statistics (11 credit hours)
   STAT 145: Introduction to Statistics (3)
   MATH 162: Calculus I (4)
   MATH 163: Calculus II (4)

   Proposed Revision:

   3. Mathematics and Statistics (3 credit hours)
   MATH 162: Calculus I (4)
   Note: MATH 180 may be substituted for MATH 162, but will only be accepted for some bachelor's degrees (e.g., biology).

   Rationale: MATH 162 and 163 are required for UNM'S BS in EPS and BS in BIOL. For the BS in ENVS, 162 is required and 163 is an option. For the BA in EPS, only 3 cr math are required (162 or above). Taking more math as an elective is listed below (item 11).

4. Physical/Natural Sciences (26 credit hours)
   BIOL 201: Molecular and Cell Biology (4)
   CHEM 121L: General Chemistry (4)
   CHEM 122L: General Chemistry (4)
   CHEM 253L: Quantitative Analysis (4)
   PHYC 160: General Physics (3)
   PHYC 160L: General Physics Laboratory (1)
   PHYC 161: General Physics (3)
   PHYC 161L: General Physics Laboratory (1)
   PHYC 167: Problems in General Physics (1)
Proposed revision:

4. Physical and Natural Sciences (21 credit hours)

Including:

- BIOL 123: Biology for Health Related Sciences and Non-Majors (3)
- BIOL 124L: Biology for Health Related Sciences and Non-Majors Lab (1)
- CHEM 121L: General Chemistry (4)
- ENVS 101: The Blue Planet (3) OR EPS 101: How the Earth Works - An Introduction to Geology (3)
- ENVS 102L: The Blue Planet Laboratory (1) OR EPS 105L: Physical Geology Laboratory (1)
- PHYC 160: General Physics (3)

And 6 additional credit hours selected from:

- BIOL 202: Genetics (4)
- BIOL 203L: Ecology and Evolution (4)
- BIOL 204L: Plant and Animal Form and Function (4)
- CHEM 122L: General Chemistry (4)
- EPS 201L: Earth History (4)
- PHYC 161: General Physics (3)

Note: BIOL 201 may be substituted for BIOL 123/124L. BIOL 201 is generally a prerequisite for BIOL 202, 203L, or 204L, but an environmental science major has permission from UNM-ABQ to go directly from BIOL 123/124L to BIOL 203L. A Biology major must eventually complete BIOL 201, 202, 203L, and 204L.

CHEM 131L and 132L could be substituted for CHEM 121L and 122L, although it is not usually offered at UNM-LA.

PHYC 151 could be substituted for PHYC 160, but will only be acceptable for some of the baccalaureate degrees (e.g. biology B.A. or B.S., earth & planetary science B.A.).

Rationale: The 26 credit hours for this category are excessive.

Although baccalaureates in biology require 27-30 credit hours of 100- and 200-level science courses, those in environmental science or earth &
planetary science require only 19-24 at that level. So a minimum of 21 seems reasonable. More can be included as electives (see below). The 15 cr. of specifically required science courses listed as specifically required are indeed required for UNM’s B.S. degree in environmental science. All but the BIOL 123/124L are required for UNM’s B.S. in EPS, but it’s an option for that degree also. The choices for the remaining 6 cr are options that will contribute to BS’s in ENVS, EPS, and/or BIOL.

5. [Environmental Science courses (15 credit hours)]
   - ENGF 130: Introduction to Environmental Science I (3)
   - ENGF 131: Introduction to Environmental Science II (3)
   - ENGF 201: Fundamentals of Hazardous Materials (3)
   - ENGF 202: Introduction to Hazardous Waste Management (3)
   - ENGF 222: Introduction to Radioactive Materials (3)

 Proposed revision:
   Omit this section.

 Rationale: None of these courses is in the main campus catalog, so they are not transferable to a B.S. The introduction to environmental science is now covered in the main campus courses ENVS 101 and 102L (or alternative EPS 101, 105L) along with one required biology course.

6. [Computer Science, Computer Technology, and Information Technology (3 credit hours)]

 Proposed revision:
   Omit this section.

 Rationale: These courses are not required for BS’s in ENVS, EPS, or BIOL. One option is included in the electives below, since computer skills may be useful for some technicians in the ENVS field.

7. [Fine Arts / Humanities / Social Sciences (6 credit hours)]

 Proposed revision:
   Change to sections 5, 6, 7, and 8 below.

 5. Humanities (3 credit hours)
 Select any UNM core course in this area.
6. Social and Behavioral Sciences (3 credit hours)
   Select any UNM core course(s) in this area.

7. Foreign Language (3 credit hours)
   Select any UNM core course in this area.

8. Fine Arts (3 credit hours)
   Select any UNM core course in this area.

   Rationale: If our A.S. is really preparing a student to transfer to main campus, more core courses should be included. These areas are shortchanged in the current degree plan.

Proposed addition:

9. Other (24 credit hours)
   To complete the required number of hours for this degree, other courses (24 credit hours) may be chosen from the following if not already counted in your degree program:

   Writing and Speaking (Maximum of 3 credit hours)
   - ENGL 219: Technical Writing (3)
   - ENGL 220: Expository Writing (3)
   - ENGL 290: Introduction to Professional Writing (3)
   - C&J 130: Public Speaking (3)

   Mathematics and Statistics
   - MATH 163: Calculus II (4)
   - Any Math course above MATH 163

   Physical and Natural Sciences
   - ASTR 270: General Astronomy (3)
   - BIOL 202: Genetics (4)
   - BIOL 203L: Ecology and Evolution (4)
   - BIOL 204L: Plant and Animal Form and Function (4)
   - CHEM 122L: General Chemistry (4)
   - CHEM 212: Integrated Organic Chemistry and Biochemistry (4)
   - EPS 201L: Earth History (4)
   - EPS 203: Earth Resources and Man (3)
   - EPS 251: Meteorology (3)
PHYC 160L: General Physics Laboratory (1)
PHYC 161: General Physics (3)
PHYC 161L: General Physics Laboratory (1)
PHYC 167: Problems in General Physics (1)
PHYC 168: Problems in General Physics (1)

Humanities (Maximum 3 credit hours)
Select any UNM core course in this area.

Note: For UNM students working toward a B.S. in ENVS or a B.S. or B.A. in EPS, selected courses in engineering, computer science, anthropology, or geography may also be used, but only with permission from the main campus departments of ENVS or EPS.
Associate of Science in Environmental Science
(Exactly as it will appear in the catalog)

About the Program

This program provides students with the first two years of study toward a Bachelor's degree in Environmental Science or Earth and Planetary Science at UNM Albuquerque Campus or other four-year institutions. It can also be applied toward a B.S. in Biology with a Concentration in Conservation Science. As a terminal degree, it is sufficient preparation for certain technician jobs in areas such as environmental testing and remediation.

Specific Requirements

1. A minimum of 66 credit hours with a minimum grade point average of 2.0.
   At least 15 of these 66 hours must be UNM-LA catalog credit courses taken in residence.
   It is strongly recommended that the student check the specific requirements for the B.S. or B.A. of interest if planning to transfer, in order to make the best choices among the optional courses below.

2. Writing and Speaking (6 credit hours)
   ENGL 101: Composition I: Exposition (3)
   ENGL 102: Composition II: Analysis and Argument (3)

3. Mathematics and Statistics (3 credit hours)
   MATH 162: Calculus I (4)
   Note: MATH 180 may be substituted for MATH 162, but will only be accepted for some bachelor's degrees (e.g. biology).

4. Physical and Natural Sciences (21 credit hours)
   Including:
   BIOL 123: Biology for Health Related Sciences and Non-Majors (3)
   BIOL 124L: Biology for Health Related Sciences and Non-Majors Lab (1)
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- EPS 201L: Earth History (4)
- PHYC 161: General Physics (3)

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CHEM 131L and 132L could be substituted for CHEM 121L and 122L, although it is not usually offered at UNM-LA.
PHYC 151 could be substituted for PHYC 160, but will only be acceptable for some of the baccalaureate degrees (e.g. biology B.A. or B.S., earth & planetary science B.A.).

5. Humanities (3 credit hours)
Select any UNM core course in this area.

6. Social and Behavioral Sciences (3 credit hours)
Select any UNM core course(s) in this area.

7. Foreign Language (3 credit hours)
Select any UNM core course in this area.

8. Fine Arts (3 credit hours)
Select any UNM core course in this area.
9. Other (24 credit hours)

To complete the required number of hours for this degree, other courses (24 credit hours) may be chosen from the following if not already counted in your degree program:

**Writing and Speaking (Maximum of 3 credit hours)**
- ENGL 219: Technical Writing (3)
- ENGL 220: Expository Writing (3)
- ENGL 290: Introduction to Professional Writing (3)
- C&J 130: Public Speaking (3)

**Mathematics and Statistics**
- MATH 163: Calculus II (4)
- Any Math course above MATH 163

**Physical and Natural Sciences**
- ASTR 270: General Astronomy (3)
- BIOL 202: Genetics (4)
- BIOL 203L: Ecology and Evolution (4)
- BIOL 204L: Plant and Animal Form and Function (4)
- CHEM 122L: General Chemistry (4)
- CHEM 212: Integrated Organic Chemistry and Biochemistry (4)
- EPS 201L: Earth History (4)
- EPS 203: Earth Resources and Man (3)
- EPS 251: Meteorology (3)
- PHYC 160L: General Physics Laboratory (1)
- PHYC 161: General Physics (3)
- PHYC 161L: General Physics Laboratory (1)
- PHYC 167: Problems in General Physics (1)
- PHYC 168: Problems in General Physics (1)

**Humanities (Maximum 3 credit hours)**

Select any UNM core course in this area.

**Note:** For UNM students working toward a B.S. in ENVS or a B.S. or B.A. in EPS, selected courses in engineering, computer science, anthropology, or geography may also be used, but only with permission from the main campus departments of ENVS or EPS.
Memorandum

To: Dr. Carlos Ramirez

From: Dennis Davis-Wilson, Library Director

Date: December 7, 2005

Re: Library support for changes to AS Program in Environmental Science Form C

Proposed changes will not impact the library. Collection will be supplemented as needed.
## Curriculum Workflow

**DEGREE/PROGRAM CHANGE**

**FORM C**

<table>
<thead>
<tr>
<th>Marked with * are required</th>
<th>Initiator: Gloria Napper-Owen</th>
<th>Email: <a href="mailto:napperow@unm.edu">napperow@unm.edu</a></th>
<th>Date: 09-21-06</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number: 505 277-8180</td>
<td>Initiator's Rank / Title: Associate Professor: Physical Perform Dev</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Administrative Contact:</td>
<td></td>
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<tr>
<td></td>
<td>Department: Physical Performance and Development</td>
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<td></td>
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<tr>
<td></td>
<td>Division: Program Professional K-12 Physical Education</td>
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<tr>
<td></td>
<td>Branch:</td>
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<td>Start and effective term:</td>
<td>Semester: Fall</td>
<td>Year: 2007</td>
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**Course Information**

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<tr>
<th>Appropriate Program</th>
<th>Undergraduate Degree Program</th>
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<tbody>
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<td>of New or Existing Program: SSEd Physical Education-Teacher Education</td>
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<td></td>
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<td>Page Number: 366 Select Category: Major</td>
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<td>Degree Type: B.S.</td>
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<td>Action</td>
<td>Revision</td>
<td>Title and Requirements as they should appear in the catalog.</td>
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<td>Current catalog for format within the respective college (enter text below or upload a doc/pdf file)</td>
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**This Change affects other departmental program/branch campuses**

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<tr>
<th>on(s) for Request</th>
<th>(enter text below or upload a doc/pdf file)</th>
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<tbody>
<tr>
<td></td>
<td>attached file</td>
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<td></td>
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</table>

**Comments**

- to address budgetary and Faculty Load Implications and Long-range planning (enter text below or upload a doc/pdf file)
- attached file
- ETE Load Budgetary: doc

**Approve and Sign Off**

Send back to Initiator (Gloria Napper-Owen)
UNM - BACHELOR OF SCIENCE IN EDUCATION
K-12 PROFESSIONAL PHYSICAL EDUCATION
2006-2007

A Grade Of C Or Better (Not C-) Is Required For Each General Education Course That Counts Toward the 133 Hour Degree. A Grade Of B- Or Better Is Required For All Content Courses.

STUDENT: __
BID#: __
ADVISOR: __

GENERAL EDUCATION: 57 Hours Required

<table>
<thead>
<tr>
<th>COURSES</th>
<th>HRS</th>
<th>GR</th>
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</thead>
<tbody>
<tr>
<td>1. Writing and Speaking 12 hours</td>
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</tr>
<tr>
<td>*ENGL 101</td>
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<td>*ENGL 202</td>
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<tr>
<td>*CJ 130</td>
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<td>CJ 314</td>
<td>3hrs</td>
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<td>2. Mathematics 6 hours</td>
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<tr>
<td>MATH 210</td>
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<td></td>
</tr>
<tr>
<td>*STAT 145</td>
<td>3hrs</td>
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<tr>
<td>3. Physical and Natural Science 12 hours</td>
<td>4hrs</td>
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<td>*BIOL 123/124L</td>
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<tr>
<td>BIOL 237-247L</td>
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<td>*CHEM 111L</td>
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<td>4. Social and Behavioral Science 6 hours</td>
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<tr>
<td>*PSY 101</td>
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<tr>
<td>*Core Requirement</td>
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<td>5. Humanities 12 hours</td>
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<tr>
<td>*HIST 101 or 102</td>
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<td>*HIST 161 or 162</td>
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<td>6. Second Language 3 hours</td>
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<td>*Core Requirement</td>
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<td>7. Fine Arts 6 hours</td>
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<td>*Core Requirement</td>
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<tr>
<td>Fine Arts Elective</td>
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UNM CORE REQUIREMENTS

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<tr>
<th>COURSES</th>
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<tr>
<td>Choose electives: AM ST 182, 183, ANTH 101, 130, ECON 105, 106, GEOG 102, LING 101, POL SC 110, 210, SOC 101</td>
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<tr>
<td>8. Second Language 3 hours</td>
<td>3hrs</td>
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<tr>
<td>*Core Requirement</td>
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<td>Choose from: AM ST 182, CLS 107, 108, 210, 215, 223, 224, ENGL 150, 292, 293, HIST 101, 102, 161, 162, PHIL 101, 201, 202, RELIG 107</td>
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</table>

Curriculum requirements must be chosen from the acceptable list of courses.

The curriculum applies to all bachelor degree students who are Freshman, transfer, or reentering entering the University of New Mexico in Fall, 1999 or later.

*Counts toward core requirement.
**PHYSICAL EDUCATION TEACHER EDUCATION CURRICULUM**

A Grade Of C Or Better (Not C-) Is Required For Each General Education Course That Counts Toward the 133 Hour Degree. A Grade Of B- Or Better Is Required For All Content Courses.

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<th>FIRST YEAR</th>
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<tr>
<td>ENGL 101</td>
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<td>ENGL 102</td>
<td>Comp II: Analysis &amp; Arg</td>
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<td>PSY 105</td>
<td>Gen. Psychology</td>
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<td>MATH 120</td>
<td>Intermediate Algebra</td>
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<td>STAT 145</td>
<td>Intro to Statistics</td>
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<tr>
<td>BIOL 123/124L</td>
<td>Principles of Biology</td>
<td>4</td>
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<tr>
<td>HED 164L</td>
<td>Standard First Aid / Lab</td>
<td>3</td>
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<tr>
<td>CHEM 111L</td>
<td>Elements of Chemistry</td>
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<tr>
<td>HIST 101 or 102</td>
<td>Western Civilization</td>
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<td>PE-P 231 Fall</td>
<td>Flickerball, Flag football, Volleyball, Basketball</td>
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<td>PE-P 233 Fall</td>
<td>Soccer, Speedaway, Swimming</td>
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<td>PE-P 234 Fall</td>
<td>Track and Field / Cooperative Games</td>
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<td>PE-P 235 Spring</td>
<td>Tennis, Cardio-Fitness</td>
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<td>PE-NP 118</td>
<td>Individual Tumbling</td>
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<td>PE-NP 158/159</td>
<td>Aerobic Dance</td>
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**SECOND YEAR**

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<tr>
<th>SECOND YEAR</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE-P 230 Spring</td>
<td>Archery, Badminton</td>
</tr>
<tr>
<td>PE-P 232 Fall</td>
<td>Golf, Aerobic Dance</td>
</tr>
<tr>
<td>PE-P 236 Fall</td>
<td>Secondary School Activities</td>
</tr>
<tr>
<td>PE-P 237 Spring</td>
<td>Elementary Rhythms, Softball, Team Handball</td>
</tr>
<tr>
<td>PE-P 238 Spring</td>
<td>Yoga, Weight Training</td>
</tr>
<tr>
<td>PE-P 239 Spring</td>
<td>Dance</td>
</tr>
<tr>
<td>PE-P 245-001 Fall</td>
<td>Prof Lab Exp in Physical Education</td>
</tr>
<tr>
<td>PE-P 277</td>
<td>Kinesiology</td>
</tr>
<tr>
<td>PE-P 288</td>
<td>Motor Learning &amp; Performance</td>
</tr>
<tr>
<td>PE-P 308 Fall</td>
<td>Teaching Fitness Concepts</td>
</tr>
<tr>
<td>HIST</td>
<td>General Ed. Requirement</td>
</tr>
<tr>
<td>HIST 161 or 162</td>
<td>Hist U.S. to 1877 or Hist U.S. since 1877</td>
</tr>
<tr>
<td>C J 130</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>Soc. &amp; Behav Sci</td>
<td>UNM Core Requirement</td>
</tr>
<tr>
<td>FA</td>
<td>General Ed. Requirement</td>
</tr>
<tr>
<td>BIOL 237-247L</td>
<td>Human Anatomy &amp; Physiology 1 / Lab</td>
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**35HRS**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDPY 310</td>
<td>Learning and the Classroom</td>
<td>3</td>
</tr>
<tr>
<td>EDPY 303</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>PE-P 444 Fall</td>
<td>Teaching Physical Education I</td>
<td>2</td>
</tr>
<tr>
<td>PE-P 301 Fall</td>
<td>Teaching Team Sports</td>
<td>2</td>
</tr>
<tr>
<td>PE-P 319 Fall</td>
<td>Physical Education in Elementary Schools</td>
<td>3</td>
</tr>
<tr>
<td>PE-P 466 Spring</td>
<td>Special Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PE-P 493 Spring</td>
<td>T: Assessment in Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PE-P 493 Spring</td>
<td>T: Classroom/Behavior Management in Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>PE-P 445 Fall</td>
<td>Motor Development in Children</td>
<td>3</td>
</tr>
<tr>
<td>PE-P 326L</td>
<td>Fund of Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>Second Lang</td>
<td>UNM Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 120</td>
<td>Nutrition for Health</td>
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<tr>
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<tbody>
<tr>
<td>PE-P 479 Fall</td>
<td>Org and Admin of PE</td>
<td>3</td>
</tr>
<tr>
<td>PE-P 378 Spring</td>
<td>Principles of Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>PE-P 461</td>
<td>Student Teaching – Secondary</td>
<td>6</td>
</tr>
<tr>
<td>PE-P 400</td>
<td>Student Teaching – Elementary</td>
<td>6</td>
</tr>
<tr>
<td>CJ 314</td>
<td>Intercultural Comm</td>
<td>3</td>
</tr>
<tr>
<td>FA</td>
<td>UNM Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>LLSS/EDUC 438</td>
<td>Reading in Content Field</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>General Education Requirement</td>
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<th>Course Title</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>TOTAL HOURS</strong></td>
<td>133 HRS</td>
</tr>
</tbody>
</table>
PREREQUISITES

MATH 120  
STAT 145  
BIOL 123/124L & CHEM 111L  
BIOL 237/247  
PE-P 277  
PE-P 326  
PE-P 231  
PE-P 233  
PE-P 234  
PE-P 237  
PE-P 239  
PE-P 245-001  
PE-P 288  
PE-P 308  
PE-P 301, 444, 319, STAT 145

ADVICEMENT NOTES:

Admission to the College of Education occurs at Checkpoint 1:
1. Complete general education courses with an overall GPA of 2.5
2. Complete content area courses with a B- or better
3. Pass the New Mexico Teacher Assessment of Basic Skills Test
4. Submit the COE application packet to the COE Advisement Center in Hokona Hall
5. Fulfill all Checkpoint 1 requirements with a rating of acceptable or better
6. Submit the Checkpoint 1 application along with Portfolio for faculty review
7. Attain Disposition rating of Basic or higher

Admission to the Physical Education Teacher Education Program occurs at Checkpoint 2:
1. Complete general education courses with an overall GPA of 2.5
2. Complete content area courses with a B- or better
3. Fulfill all Checkpoint 2 requirements with a rating of acceptable or better
4. Submit the Checkpoint 2 application along with Portfolio for faculty review
5. Attain Disposition rating of Basic or higher

Admission to Physical Education Student Teaching occurs at Checkpoint 3:
1. Complete general education courses with an overall GPA of 2.5
2. Complete content area courses with a B- or better
3. Receive an acceptable rating on Junior Block Instructional Evaluations
4. Complete a Graduation Check
5. Fulfill all Checkpoint 3 requirements with a rating of acceptable or better
6. Submit the Checkpoint 3 application along with Portfolio for faculty review
7. Attain Disposition rating of Basic or higher

Physical Education Degree Completion Review occurs at Checkpoint 4:
1. Complete general education courses with an overall GPA of 2.5
2. Complete content area courses with a B- or better
3. Receive an acceptable rating on Student Teacher Instructional Evaluations
4. Fulfill all Checkpoint 4 requirements with a rating of acceptable or better
5. Submit the Checkpoint 4 application along with Portfolio for faculty review.
Reason for Form C Request:

The degree program is being revised to reflect the current needs of the Physical Education beginning teacher in the schools.

Previously PEP 289 Tests and Measurements was included in the program. This course is being replaced by a new course taught as a topics course initially, PEP 493 Assessment in Physical Education. With standards based assessment in the schools, it is imperative that beginning teachers know how to construct and assess with authentic assessment tools rather than with traditional, norm referenced motor tests. Beginning teachers also need to know how to construct rubrics for the purpose of grading authentic assessments. The needs of the beginning teacher cannot be met in the Tests and Measurements course, as the course is also taken by undergraduates in the exercise science and athletic training majors. Students within these two majors are more likely to use the traditional motor assessments, and therefore, these students need the content currently taught in PEP 289. The Classroom Assessment course will be better suited to address performance-based assessment in the physical education classroom.

A new course, PEP 493 Classroom/Behavior Management, initially taught as a topic course will replace PEP 310 in the junior year. Based on exit interviews with graduating student teachers, a need for more content preparation with management issues in the physical education classroom has been voiced. This course is to provide training in classroom management and behavior management issues.

With the epidemic of obesity in the United States, beginning physical education teachers must have content knowledge in general nutrition in order to promote good nutrition along with regular physical activity in their teaching. Nutr 120 is replacing three one hour health education modules.

The credit hours for PEP 400 and PEP 461 have been changed to 6 for each course, as the requirements for each course include 8 weeks of daily, all day teaching in the school. Since the time requirements for each course are the same, the credit hours for each course should be the same.
Faculty Load and Budgetary Implications/ Long Range Planning

Faculty Load should not be impacted as the two 493 courses are replacing two courses previously included in the spring methods block. Current faculty will be substituting the new 493 courses into their teaching load. As a result, there should be no budgetary implications either for the 493 courses. These courses will be submitted for new course status after the courses have been taught once.

Nutr 120 is taught regularly, so there should be no faculty load/budgetary implications for the substitution of this course for three one-hour courses.

Changing the credit hours of PEP 400 from 5 to 6 and PEP 461 from 7 to 6 has no budgetary implications or faculty load implications as faculty have already been supervising at each level for eight weeks. The credit change simply recognizes that both courses have the same time requirements for the eight week, full day, M-F teaching practicum.
### DEGREE/PROGRAM CHANGE

**FORM C**

**Ids marked with * are required**

- **Name of Initiator:** Yolanda Nieto
- **Email:** ynieto@unm.edu
- **Date:** 01-09-07
- **Phone Number:** 505 277-1536
- **Initiator's Rank / Title:** Scheduling Coordinator

- **Department:** ANTHROPOLOGY
  - **Division:** Program Anthropology
  - **Branch:**

**Proposed effective term:**
- **Semester:** Fall
- **Year:** 2008

**Course Information**

- **Text:** Appropriate Program
- **Select Category**
- **Degree Type:** GRADUATE
- **Graduate Degree Program**
- **CIP Code**
- **Anthropology Concentrations:** Graduate Degrees
- **Catalog Page Number:** 143

**Text Action:** Revision

- **Exact Title and Requirements as they should appear in the catalog:**
  - See current catalog for format within the respective college (enter text below or upload a doc/pdf file)

- **Please ADD the attached REVISED (8/17/07) Requirements AFTER the "Degrees Offered" section:**
  - Concentration Requirements 2.doc

- **This Change affects other departmental program/branch campuses:**
  - (enter text below or upload a doc/pdf file)

- **THIS IS AN EXPEDITED FORM C TO CONFORM WITH CURRICULUM INVENTORY REQUIREMENTS!!!**

- **Statements to address budgetary and Faculty Load Implications and Long-range planning:**
  - (enter text below or upload a doc/pdf file)

- **No changes to budgetary, Faculty Load Implications, or Long-range planning as the department has already been following this plan.**

- **Approve and Sign Off**
- **Send back to Initiator (Yolanda Nieto)**
- **Committee Review**

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**Office of the Registrar**

MSC06 3650 1 University of New Mexico Albuquerque, 87131-0001

Ph: (505) 277-8466 | Fax: (505) 277-7741 | Email: regcurr@unm.edu
COURSE WORK (ANTHROPOLOGY CONCENTRATIONS)

Archaeology: The program requirements for a graduate concentration in Archaeology are:

**Master's**

a) Core requirements
   - Statistics 527: Advanced Data Analysis I
   - Anthropology 574: History & Theory in Archaeology
   - Anthropology 579: Current Debates in Archaeology
   - Anthropology 570: Adv. T: Science in Archaeology

b) Plus one of the following laboratory courses:
   - Anthropology 573L: Lab Meth in Arch; Arch Meas - Lab Analysis
   - Anthropology 580: Ceramic Analysis
   - Anthropology 570: Adv. T: Lithic Analysis
   - Anthropology 570: Adv. T: Zooarchaeology

All other course work consists of electives. On the advice of their Thesis Advisor, students who are completing a Plan I (Thesis) Master's degree may petition the faculty to modify the number of course requirements for the Master's degree. The MS degree requires at least 6 additional graduate hours in sciences such as Chemistry, Biology, Geology, and Mathematics.

**Doctorate**

The initial Ph.D. degree course work requirement consists of the following courses, which must be completed by the end of the student's second year in residence:

a) Core requirements:
   - Statistics 527: Advanced Data Analysis I (Preferably Stats 528 as well)
   - Anthropology 574: History & Theory of Archaeology
   - Anthropology 579: Current Debates in Archaeology
   - Anthropology 570: Adv. T: Science in Archaeology

b) And one of the following laboratory courses:
   - Anthropology 573L: Lab Meth in Arch; Arch Meas - Lab Analysis
   - Anthropology 580: Ceramic Analysis
   - Anthropology 570: Adv. T: Lithic Analysis
   - Anthropology 570: Adv. T: Zooarchaeology

c) In addition, one course from each of the following three groups must be completed by the end of the second year, or fourth semester:

   **Foraging Societies:**
   - Anth 525: Stone Age Europe
   - Anth 527: African Prehistory
   - Anth 570: Adv. T: Paleoindians
   - Anth 577: Seminar: European Prehistory
   - Anth 521: Southwest Archaeology
   - Anth 523: Archaeology of Eastern North America
   - Anth 526: Late European Prehistory
   - Anth 576: Seminar: Southwestern Archaeology
The program course work requirements are:

**Masters:**
- Anthropology 555: Field Methods in Anthropology
- Anthropology 557: Human Genetics
- Anthropology 559: Archaeology of Complex Societies
- Anthropology 420/570: Medieval Archaeology

(In addition to the above listed area courses, which are regularly offered, there are occasional graduate level courses listed such as Anth 420 or 570 on special topics which may satisfy the Foraging, Middle or Complex category requirements (examples: Pleistocene Transition, Chaco Archaeology). Students should consult with the graduate advisor to determine whether and how such courses will count towards their degree plan.)

1. d) In the spring of the third year, students take:

   - Anthropology 675: Archaeological Research Proposals

   [Anth 675 must be completed after the student has passed the comprehensive examination with at least a PhD pass]

   All remaining course work consists of electives defined by the student after consultation with the Archaeology Faculty, Graduate Advisor, and their committee. Basically, during the first two years, incoming graduate students will take 3 courses a semester, or 12 courses altogether (approximately 36 credit hours). Of these twelve courses, 8 are required (i.e. the 4 core requirements, the 1 lab course, and the 3 area requirements). This generally leaves 3 courses that are open to the student, and which may be chosen from graduate level courses outside the department or in another subfield of Anthropology.

   NOTE: All incoming graduate students must meet with the Archaeology Graduate Advisor to discuss program requirements. Students entering the program with an MA or MS in Anthropology, with a concentration in Archaeology, may petition the faculty to modify the number and content of requirements and electives based on their previous graduate coursework. Students entering the program with a degree in another field may have deficiencies in their background. If the Graduate Advisor identifies deficiencies, the student must take additional course work in general Anthropology (i.e., Anth 320, 330, 321 and/or 310). The student may request an exception from these courses by petitioning the Archaeology faculty.

**Biological Anthropology**

*Biological Anthropology students who are admitted to the Ph.D. program are required to follow Plan II (Non-Thesis) option.*

The program course work requirements are:

In consultation with their faculty advisor, Master's students should construct a program of courses within Biological Anthropology, the Department of Anthropology, and other departments at the University of New Mexico so as to provide an appropriate breadth within biological anthropology, human biology and anatomy, and evolutionary theory. The core (mandatory) program course work requirements are:

**Masters:**
- Anthropology 555: Human Genetics
- Anthropology 557: Paleoanthropology
Anthropology 550: Topics: Human Growth and Development
One of the following three courses: Anthropology 651 (Bioarchaeology), Anthropology 554 (Paleopathology), or Anthropology 559 (Advanced Osteology).
One of the following two courses: Anthropology 560 (Advanced Topics in Human Evolutionary Ecology); or Anthropology 563 (Primate Social Behavior).

All other course work consists of electives. Biological Anthropology students are advised to take Anthropology 351L (Anthropology of the Skeleton) in their first semester if they do not already have a strong foundation in human osteology. The MS degree requires at least 6 additional graduate hours in sciences such as Chemistry, Biology, Geology, and Mathematics.

Doctorate:
Anthropology 675: Archaeological Research Proposals
One Quantitative class in anthropology identified by the student’s advisor. Students concentrating in Anthropological Genetics may petition to take an equivalent graduate course in quantitative genetic methods in the Biology or Cell Biology departments for this requirement, or an alternative course approved by the student’s advisor.

All other course work consists of electives defined by the student after consultation with the Biological Graduate Advisor. These electives generally fulfill the skills requirements and provide specialized training.

PhD. Emphasis
Emphasis in Biological Anthropology

Upon successful completion of the Comprehensive examination, students in Biological Anthropology may elect to enter an “Emphasis” that is designed to provide the student with additional, specialized training. Students do not have to enter one emphasis, but each student should consult about these with his or her Advisor. Currently there are two choices for an emphasis:

1. Emphasis in Forensic Anthropology

Requirements:
* Anthropology 651 – Bioarchaeology
* Anthropology 554 – Human Paleopathology
* Anthropology 553 – Advanced Forensic Anthropology
* Anthropology 559 – Advanced Osteology
* Physical Therapy 521L – Human Anatomy (or equivalent)

Must complete one of the following three requirements prior to earning the Ph.D.:

1. A summer or semester field school in archaeological methods;
2. A one-year internship at the Office of the Medical Examiner or equivalent;
3. Participate in a one-month deployment to a mass disaster or post-conflict region with an organization such as (but not limited to): DMORT, CILHI, the United Nations, or relevant NGO.
Skills: in consultation with their Advisor, students in the Forensics Emphasis are encouraged to complete a skill in law, pathology, radiology, or criminology.

2. Emphasis in Bioarchaeology

Requirements:

* Anthropology 574: History & Theory of Archaeology

One of the following:

* Anthropology 570 – Advanced Topics in Archaeology
* Anthropology 579 – Current Debates in Archaeology
* Anthropology 651 – Bioarchaeology
* Anthropology 554 – Human Paleopathology
* Anthropology 556 – Inferring Behavior and Activity from the Skeleton
* Anthropology 559 – Advanced Osteology
* Physical Therapy 521L – Human Anatomy (or equivalent)

One of the following:

* Anthropology 553 – Advanced Forensic Anthropology
* Anthropology 533 – Ritual, Symbols, and Behavior

Prior to initiating major research for the dissertation, the student must demonstrate proficiency in at least two foreign languages or other skills as determined by the student’s Advisor. Examples of alternate skills acceptable to the bioarchaeology emphasis would be completed 500-level or higher coursework in ceramic analysis, lithic analysis, geoarchaeology, pathology or radiology.

Prior to completion of the program, the student must have completed a summer or semester field school in archaeological methods.

Ethnology/Linguistic Anthropology

The program course work requirements are:

Master’s

* A two-semester "pro-seminar" sequence covering substantial portions of the Ethnology Reading List in preparation for the Master's (Comprehensive) Examination:
  * Anthropology 546: Theory in Ethnology I (Fall)
  * Anthropology 547: Theory in Ethnology II (Spring)
  * Anthropology 510: Linguistic Pro-seminar

* One methods course.


* Four additional seminars in the Ethnology Program. In general a seminar is a stand-alone course, not also taught as an undergraduate level division course (Exception: Anth 530 T: Language and Nature). Seminars meet once per week for 2 1/2 to 3 hours. These four must be passed with at least a 3.0 GPA for Master's level and at least a 3.67 GPA for Ph.D. level credit. If more than four are taken, the four highest will count for fulfillment of this requirement.
In consultation with their faculty advisor, Master's students should choose elective courses and seminars according to their particular focus (see "Doctoral Focus Statement", page 20),

Successful completion of the Master's (Comprehensive) Exam.

**Doctorate**

Students entering the program with an MA, MS or equivalent in Anthropology as well as those entering with an MA or MS in another discipline must take the Master's "pro-seminar" sequence (above) and pass the Doctoral Qualifying (Comprehensive) Exam (Page 20). One methods course and four seminars are required. However, coursework completed for a previous master's degree may be substituted for these required courses with the permission of the Ethnology Graduate Advisor. Anth 530 T, "Proposal Writing" (can be taken only by post-MA students) is encouraged but not required.

**Human Evolutionary Ecology**

*The HEE program does not offer the Master's Thesis option. The program course work requirements are:*

The program course work requirements are:

**Core Courses.** This interdisciplinary program's core curriculum includes five required courses in Anthropology, four of which are generally completed in the first two years before the Comprehensive exam, plus one seminar each in Biology and Psychology.

**Master's of Science (Before Comps)**

2. Seminar: Human Life History (Anthropology 562)
5. Human Evolutionary Ecology Data Analysis (Anthropology 664). May be taken after comprehensive Exam
6. Seminar in Biology: Basic Graduate Evolution (Biology 517), Biology Faculty or PIBBS Seminar (Program in Interdisciplinary Biomedical and Biological Science – Anth 560)
7. Seminar in Psychology on Evolutionary Psychology

**Doctoral Level (May be taken after Comps)**

Human Evolutionary Ecology Research Methods and Design, (Anthropology 663)

Human Evolutionary Ecology Data Analysis (Anthropology 664)

In addition to this core, students are expected to take a mathematics/statistical sequence. Examples are: Stat 527, 528 (Advanced Data Analysis) and 574 (Biostatistical Methods: Survival Analysis and Logistic Regression) or Economics 509, 510 (Econometrics I and II) as well as Calculus. Discuss this with your advisor and begin early. Since UNM graduate students typically take up to 18 courses in their first six semesters, this leaves 8 courses as electives that can be taken in the Anthropology program or in other departments. These remaining courses are to be tailored to individual interests such as paleoanthropology, community ecology, population genetics, demography, human sexuality, sexual selection, behavior genetics, microeconomics, behavioral psychology methods laboratory, proposal writing and others. Some Master's level work can be accepted from transfer students when appropriate.
Add a new concentration description as follows: Information Assurance Students must complete five of the following courses: MGMT 544, 594, 637, and 639. MGMT 594 and 639 sections must be topics related to information assurance. Multiple MGMT 594 and 639 sections may be taken as long as the topics vary.

This Change affects other departmental program/branch campuses

reason(s) for Request** (enter text below or upload a doc/pdf file)

This states the current catalog for format within the respective college (enter text below or upload a doc/pdf file). Add a new concentration description as follows: Information Assurance Students must complete five of the following courses: MGMT 544, 594, 637, and 639. MGMT 594 and 639 sections must be topics related to information assurance. Multiple MGMT 594 and 639 sections may be taken as long as the topics vary.

This Change affects other departmental program/branch campuses

reason(s) for Request** (enter text below or upload a doc/pdf file)

Add a new post-masters concentration to parallel a recently added MBA concentration

Statements to address budgetary and Faculty Load Implications and Long-range planning** (enter text below or upload a doc/pdf file)

Mo the concentration courses are currently offered once or twice per year. Sufficient slack exists in the enrollment of all courses except MGT 41 to absorb 10-15 IA students per year without the need for additional sections. The Accounting and MIDS departments have agreed to give students first choice of heavily subscribed IA courses offered by the Accounting department should the need arise. The faculty members most likely to offer concentration courses in the future include Rich Brody, Stephen Burd, Josh Saiz, and Alex Seazzu. Information assurance is also a high-priority area for a future tenure-track hire in MIS.

Office of the Registrar
MSC06 3650 | University of New Mexico | Albuquerque, 87131-0001
Ph. (505) 277-8466 | Fax. (505) 277-7741 | Email: regcurr@unm.edu
POLICY CONCERNING OUTSIDE EMPLOYMENT

Subject to certain restrictions, members of the faculty are encouraged to engage in outside professional activities which will enhance their professional growth or reputation. Outside employment is defined as professional employment for compensation which is not disbursed by the University.

POLICY CONCERNING OUTSIDE EMPLOYMENT

A full-time member of the University Faculty is encouraged to engage in outside professional activities such as writing, consulting, lecturing, or activities of similar nature which will enhance his professional growth or reputation, subject to the following restrictions:

1. Since the faculty member's primary responsibility is to the University, all outside employment is considered secondary. Outside activities will be deemed excessive when, in the judgment of the department chairperson, dean, and Associate Vice President for Academic Affairs, they are of such an extent which interferes with the discharge of the faculty member's full obligation to the University. The time spent in outside employment, or in additional work done within the University for extra compensation, or in both of these together, may not exceed the equivalent of one work day per week during the contract period.

2. Outside professional activities will not significantly conflict with classes, office hours, or other assigned duties and commitments. Where outside activity does not involve absence from assigned duties and commitments, the faculty member is nevertheless responsible for keeping the department chair person fully informed in writing about the nature and extent of any current outside professional commitments.

3. Except in cases specifically approved in writing by the President authorizing official University involvement, the faculty member in undertaking such employment shall act as an individual and not as an agent of the University and shall not use the name of the University or official University stationery in connection with such work. Nor shall the faculty member solicit such employment through use of his University position.

4. The amount of earnings from outside activities is not a concern of the University. However, in order to avoid possible charges against the University of unfair competition, a faculty member should charge fees at least as great as would be charged by firms or individuals doing similar work, except when advice or services are given free in the public interest.

Conflict of Commitment

The University of New Mexico has adopted in the Faculty Handbook (Section B, Appendix V) the Statement on Professional Ethics of the American Association of University Professors, which includes the statement "Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it." In particular, a "conflict of commitment" exists when the external professional activities of the faculty member are so extensive and demanding of time and attention as to interfere with the individual's responsibilities to the unit to which the faculty member is assigned by contract, to students, or to the University. In particular, the time spent in outside employment may not exceed the equivalent of one workday per week during the contract period. For faculty members with nine-month contracts this is the equivalent of 59 days, and for faculty members with twelve-month contracts this is the equivalent of 52 days per contract period.

Outside Consulting

In outside employment faculty members are paid directly by the outside entity and the University is not concerned with the amount of earnings so long as the outside work does not constitute a conflict of commitment. However, a faculty member should charge fees similar to those charged by firms or individuals doing comparable work, except when advice or services are given free in the public interest.
Prohibited Activities

Faculty members should not provide consulting or other services to an outside entity when those services would conflict or be in competition with services offered by the University itself. In undertaking outside employment the faculty member may not make use of University facilities, equipment, or personnel without prior written approval from the head of the unit responsible for the facilities or personnel and of the Associate Vice President for Business/Comptroller, who shall determine to what extent the University shall be reimbursed for such use. Except when a governmental agency is involved, authorization for use of University facilities will not be given when comparable facilities are available in the immediate area or when the project will involve use of equipment on a continuing basis. Work of a routine or repetitive nature such as tests, assays, chemical analyses, bacteriological examinations, etc., which involve the use of University property is discouraged except where it is considered in the public interest and where facilities or personnel for doing such work exist only at the University.

Consultants must make it clear to outside employers that they may not be used in city directories or similar publications for the purposes of publicizing non-University interests. University titles, offices, addresses, and telephone numbers may not be used in such publications.

Exceptions: Remunerated Scholarship

It is not the intent of the University to restrict expected scholarly activities of faculty members. In some disciplines, such as the performing arts, professional activity may be remunerated. In many disciplines scholarly service activities such as reviewing, colloquium presentations, etc., are compensated by small honoraria beyond expenses. Such activities, referred to as “remunerated scholarship” generally relate to research or creative work that is expected in a faculty member’s discipline (teaching outside the contracted department for compensation [see Policy C140] is not considered to be remunerated scholarship). Such activities would normally be added to a c.v. and be considered in promotion, tenure, merit pay, etc. Activities of remunerated scholarship need not be reported and the hours so spent do not count against the 39 or 52 workday limit unless the Chair or Director finds the extent of such activities threatens a faculty member's ability to carry out his/her regular University duties. In this case approval to continue this activity should be sought.

Reference: See also Regents Policy Manual 5.5
COMPLIANCE
Intentional failure to comply with the provisions of this policy will be considered a serious violation of university policy and may lead to censure, warning, disciplinary probation, or dismissal, as set forth in the Faculty Handbook.

PROCEDURES REGARDING OUTSIDE EMPLOYMENT
In consultation with the academic units, the offices of the Provost and the Executive Vice President (or the Health Sciences Center) will be responsible for developing procedures for compliance with this policy. The procedures should address at least the following requirements, but may be more stringent for effective monitoring of the policy:

- Notification of outside employment
- Dean/Director monitoring, reporting, and enforcement responsibilities
- Exceptions to policy process
- Faculty reporting
- Written approval
- Records and supporting documentation maintenance
- Documentation supporting appeals
- Calculations used to monitor the 39/52 day rule
POLICY CONCERNING OUTSIDE EMPLOYMENT AND CONFLICTS OF COMMITMENT

DRAFT of 10/18/07

Notes and Questions

1. Why are Lecturers, staff members, and branch campus faculty exempt from the 39/52 workday rule?

Probationary and tenured faculty on the Albuquerque campus have responsibilities in teaching, scholarly work, and service. Their commitment to their profession and the university is extensive. Staff members are not restricted by policy from having second jobs during their time off. Lecturers are faculty members, but are hired primarily for teaching (some do scholarly work and/or service, but this is not usually an expectation), and their teaching assignments are typically very heavy compared to those of probationary and tenured faculty. A "teaching assignment" includes, of course, not only contact time in courses with students, but time for lecture preparation, grading, and office hours. For these reasons, and because the University has no long term commitment to their employment, the University should not restrict them by policy from engaging in outside employment. In some cases, outside professional employment may well contribute to their effectiveness in teaching.

Branch campus tenured and probationary faculty members have different expectations for scholarship. Branch campus Faculty Handbooks shall contain an appropriate Policy on Outside Employment that appropriately addresses these different expectations.

2. Why is a "day" not defined?

The University of Colorado, through a faculty committee that studied the issues, has chosen to define a "workday" as 12 hours. This was evidently a compromise definition after much debate. All of the other policies reviewed by the Task Force chose to leave a "workday" undefined. For example, the University of California states "a day is defined on a case-by-case basis, using common sense and customary practice." We have chosen to assign this issue to the Procedures to be developed by the Provost (on the main campus) and the EVP for HSC (on the north campus), partly because the definitions might well be different on the two sides of Lomas.

3. How are weekends and holidays handled?

Currently we count holidays and weekends against the 39-workday rule on the main campus, as do all of the other universities whose policies the task force consulted. Faculty members may then work outside UNM for 1/70 = 14% of the time. If we were to exclude weekends as some reviewers of earlier drafts have suggested, faculty could work outside the university for 3/70 = 43%, not even counting holidays. We need to consider carefully the ramifications of this. There is surely a difference between faculty members who do outside work at a bank (for one example) and employees of a bank who teach at the university. The task force recommends continuing our practice of counting holidays and weekends against the 39-workday rule.
POLICY CONCERNING EXTRA COMPENSATION PAID BY THE UNIVERSITY

Approved by the Regents, 12/13/73; 10/14/03

Faculty members may occasionally receive extra compensation from the University for additional work done in connection with University-related activities provided that:

1. Advance approval in writing is given by the appropriate department chairperson and dean;
2. The work done for extra compensation does not in the opinion of the approving authority:
   a) Conflict in time with regular University duties and assignments;
   b) Constitute a “conflict of interest” situation for the faculty member;
   c) Come within the scope of the faculty member’s regular responsibilities for which compensation is already being paid.
3. The work for extra compensation, or the outside employment, or both of these together, does not exceed the equivalent of one working day per week. (See “Policy Concerning Outside Employment”.)

PROCEDURES REGARDING EXTRA COMPENSATION

Extra compensation as outlined in this policy, usually to be initiated by the Extra Compensation Form, shall not exceed the proportionate share of the base salary of the period in which the work is to be performed. Exceptions must have the advance approval of the Vice President for Academic Affairs. (For example, a person on a nine-month appointment, therefore, shall not normally be paid more than 1/195 of the regular nine-month salary for each full day of work done on the special assignment. The corresponding fraction for twelve-month appointments is 1/260.)

The Extra Compensation Form should indicate the exact days and hours during which the work was done, and it should be signed by the faculty member who did the work, the faculty member’s dean, and the administrator of the department for which the work is being done.

Deans are also responsible for enforcing this policy and shall keep whatever records may be necessary to assure that faculty members in their respective colleges are approved for extra compensation only within the provisions given above.

The interests of the University may be well served by professional activities conducted by faculty members outside of their normal departmental duties. With approvals specified in this policy, faculty members performing such activities may receive extra compensation from the University. Such activities may not replace or diminish the ability of the faculty member to fulfill his/her normal contractual responsibilities. Prior approval of such activities for extra compensation will be contingent on determinations by cognizant supervisors that the activities are in the best interests of the University.

Full time regular faculty members may receive extra compensation from the University for additional work done in connection with University-related activities provided that:

1. Advance approval in writing is given by the appropriate department chairperson and dean;
2. The work done for extra compensation does not in the opinion of the approving authority:
   a) Conflict in time with regular University duties and assignments;
   b) Constitute a “conflict of interest” situation for the faculty member;
   c) Come within the scope of the faculty member’s regular responsibilities for which compensation is already being paid.
3. The work for extra compensation, or the outside employment, or both of these together, does not exceed the equivalent of one working day per week. (See “Policy Concerning Outside Employment”.)

4. Faculty members requesting approval for extra compensation shall submit documentation on teaching load (courses taught, credit hours, enrollment numbers) plus other regular departmental responsibilities on the form “Request for Extra Compensation for Faculty Members” found at [link].
5. Extra compensation using funds from research grants or contracts must conform to research policies and also be approved by the Vice President for Research and Economic Development, or the Executive Vice President for the Health Sciences Center, as appropriate.
6. For full-time faculty on 12-month contracts in the Health Sciences Center (HSC), the information specified above is to be supplemented as follows. Documentation must include current effort allocation and most recent performance evaluations and prior approval for the payment of extra compensation using extramural grant or contract funds must be obtained from the HSC Associate Vice President for Financial Services.

7. Extra compensation for teaching beyond the scope of the faculty member's regular teaching responsibilities shall be paid through a STC (Special Teaching Component) on the regular faculty contract.

8. Other kinds of special assignments shall be paid on an Extra Compensation Form. Either STC or other extra compensation shall not exceed the proportionate share of the base salary of the period in which the work is to be performed. Exceptions must have the advance approval of the Deputy Provost or the Executive Vice President for Health Sciences, as appropriate. (For example, a person on a nine-month appointment shall not normally be paid more than 1/195 of the regular nine-month salary for each eight-hour day of work done on the STC assignment. The corresponding fraction for twelve-month appointments is 1/260 for each eight-hour day. Shorter times will be prorated).

9. Special assignments involving extra compensation within the 1/195 and 1/260 limits will not count against the 39 and 52 workday limits (point 3, above). Special assignments that are similar in nature to activities carried out by faculty members in situations of Outside Employment (see Policy C130) can be compensated at greater rates, but will then count against the 39 and 52 workday limits.

10. Requests for contracts that include STC's shall be made prior to engaging in the activity by way of a Contract Memorandum that has the approval of the faculty member's chair and dean, the administrator of the department for which the special teaching is being done, and the Deputy Provost or the Executive Vice President for Health Sciences.

Reference: See also Regents Policy Manual 5.6

COMPLIANCE

Intentional failure to comply with the provisions of this policy will be considered a serious violation of university policy and may lead to censure, warning, disciplinary probation, or dismissal, as set forth in the Faculty Handbook.
PROCEDURES REGARDING EXTRA COMPENSATION

In consultation with the academic units, the Offices of the Provost and the Executive Vice President for the Health Sciences Center will be responsible for developing procedures for compliance with this policy. The procedures should include the following items, but may be more stringent for effective monitoring of the policy.

- Advance written approval over a reasonable lower limit, such as two workdays or $250
- Requirements for approval by the approving authority
- How to report teaching load and regular department duties
- Requirements for STC approvals and payments
- Faculty reporting and compliance responsibilities
- Required signatory approvals
- Deans/Directors monitoring and enforcement responsibilities
- Maintenance of Records and supporting documentation
POLICY CONCERNING EXTRA COMPENSATION PAID BY THE UNIVERSITY

Notes and Questions

1. This draft relies on the good judgment of Chairs and Deans to measure the extent of the work done outside the contracted department to be sure it is not excessive. Should we have a limit in the policy for this kind of activity, with the possibility of exceptions being granted if the appropriate authority determines the exception is in the best interests of the university? Note that under the old policies work done outside the department but inside the university for extra compensation was summed with outside employment against the 39-workday (for nine-month faculty) or 52-workday (for 12-month faculty) rule. This draft removes that provision under the assumption that all work (appropriately approved by Chair and Dean) within the university is beneficial to the university.

2. Why is there a limit on compensation (paragraph 8) and why is it calculated as a fraction of base salary? These provisions are in the old policy. However, there is an element of unfairness that a faculty member whose regular salary is high might be paid more for a task than another faculty member with a lower salary for doing the same work. Perhaps UNM units should have the budgetary flexibility to determine the value of a piece of work, whether that work is teaching or administrative, in a manner parallel to their budgetary flexibility to hire outside consultants and contractors. In most cases academic and administrative work is defined by scope of deliverables, not by clocked hours; thus, the faculty compensation for such work should perhaps be determined accordingly. Precedents for this approach are plentiful, including Extended University payments to departments for WebCT courses and University College payments to faculty for Freshmen Learning courses.
Faculty Senate Policy Committee Charge

The primary role of the Policy Committee shall be to support the University's overall purpose, principles, and goals. In the interest of shared governance, the functions of the committee shall include, but not be limited to initiating, formulating, recommending, and reviewing all policies of the University that impact the faculty. The charge to this committee is as follows:

- Review, as necessary, policies of the Regents' Handbook, Faculty Handbook, Constitution, University Business Policies and Procedures, and the Pathfinder;
- Consult and collaborate with administrators with respect to policies in documents other than in the Faculty Handbook;
- Communication of policies across the campuses after Faculty Senate approval, full faculty approval, or as per policy history; and
- Review and approve policies developed by other standing committees.

The Policy Committee membership will be comprised of seven voting faculty from UNM (none of whom are from the same department). At the committee's request, an attorney from the University Counsel's office with primary responsibilities for policy issues shall attend committee meetings and provide legal advice to the Policy Committee. The terms of office shall be for three years, set up on a staggered basis so that the terms of at least three members will expire each year. Members can be appointed for a second three-year term. The chair is elected by the Committee and normally will serve a renewable two-year term. The Committee annually selects a Vice-Chair to serve in place of the chair in his/her absence. In addition to the Committee members, subcommittee membership will be augmented with other faculty, administrators, staff, and students as required for specific subcommittee tasks.
RESOLUTION ON ENDOWED FACULTY APPOINTMENTS

WHEREAS, the Faculty Senate has been delegated the responsibilities of the University faculty as set forth in Sec. 2 of the Faculty Constitution, and

WHEREAS, such responsibilities include the: formulation of institutional goals, creation of academic units, curriculum, scholastic performance, policies regarding academic rank, research, and general faculty welfare, and

WHEREAS, an endowed faculty appointment is an honor that can be bestowed on a scholar of distinction, and

WHEREAS, this honor will allow an individual to conduct meaningful inquiry that will expand the frontiers of knowledge and instruct generations; as a result the reputation of the University will be enhanced, and

WHEREAS, an endowed faculty appointment is a singular opportunity to recognize and sustain innovative intellectual work, and

WHEREAS, in creating an endowed fund, an individual, group or corporate entity makes a donation at the University-designated level that provides for the corpus of the fund from which annual payments are generated, and

WHEREAS, the policy for search committee membership for endowed faculty appointment searches is not explicit,

THEREFORE, be it resolved that the Faculty Senate of UNM requests that the Provost and Executive Vice President for Administration develop a policy on faculty appointments for endowed positions that explicitly states that the voting members of the search committee be composed entirely of academic faculty from this or other noted universities chosen by the faculty in the recipient Department in collaboration with the appropriate Dean.