



# **Faculty Handbook**

## **Information Items**

May 29, 2018

# Information Items

## Accreditation

- [University of New Mexico Accreditation](http://accreditation.unm.edu/) (<http://accreditation.unm.edu/>)

## Board of Regents

- [Regents' Policy Manual: Section 1.1: Responsibilities of the Board of Regents](http://policy.unm.edu/regents-policies/section-1/1-1.html) (<http://policy.unm.edu/regents-policies/section-1/1-1.html>)
- [Regents' Policy Manual: Section 1.2: Structure of the Board of Regents](http://policy.unm.edu/regents-policies/section-1/1-2.html) (<http://policy.unm.edu/regents-policies/section-1/1-2.html>)
- [Regents' Policy Manual: Section 1.3: Public Notice of Regents' Meetings](http://policy.unm.edu/regents-policies/section-1/1-3.html) (<http://policy.unm.edu/regents-policies/section-1/1-3.html>)

## Chief Academic and Administrative Officers

- [Regents' Policy Manual: Section 3.1: Responsibilities of the President](http://policy.unm.edu/regents-policies/section-3/3-1.html) (<http://policy.unm.edu/regents-policies/section-3/3-1.html>)
- [Regents' Policy Manual: Section 3.3: Appointment and Termination of Key Administrators](http://policy.unm.edu/regents-policies/section-3/3-3.html) (<http://policy.unm.edu/regents-policies/section-3/3-3.html>)
- [Academic and Administrative Organization Charts: UNM Fact Book](http://oia.unm.edu/facts-and-figures/unm-fact-book.html) (<http://oia.unm.edu/facts-and-figures/unm-fact-book.html>)

## Colleges, Schools, Branches and Units

### Colleges

- [College of Arts and Sciences](http://artsci.unm.edu/) (<http://artsci.unm.edu/>)
- [College of Education](http://coe.unm.edu/) (<http://coe.unm.edu/>)
- [College of Fine Arts](http://finearts.unm.edu/) (<http://finearts.unm.edu/>)
- [College of Nursing](http://nursing.unm.edu/) (<http://nursing.unm.edu/>)
- [College of Pharmacy](http://pharmacy.unm.edu/) (<http://pharmacy.unm.edu/>)
- [College of University Libraries & Learning Sciences](http://ulls.unm.edu/) (<http://ulls.unm.edu/>)
- [Honors College](http://honors.unm.edu/) (<http://honors.unm.edu/>)
- [University College](http://ucollege.unm.edu/) (<http://ucollege.unm.edu/>)

### Schools

- [Anderson School of Management](http://www.mgt.unm.edu/) (<http://www.mgt.unm.edu/>)
- [School of Architecture and Planning](http://saap.unm.edu/) (<http://saap.unm.edu/>)
- [School of Engineering](http://soe.unm.edu/) (<http://soe.unm.edu/>)
- [School of Law](http://lawschool.unm.edu/) (<http://lawschool.unm.edu/>)

- **School of Medicine** (<http://som.unm.edu/>)
- **College of Population Health** (<http://coph.unm.edu/>)
- **School of Public Administration** (<http://spa.unm.edu/>)

## Branch Campuses

- **UNM—Gallup** (<http://www.gallup.unm.edu/>)  
**Advisory Board** (<http://www.gallup.unm.edu/main/adm-srv/local-board.php>)  
**Vision/mission** (<http://www.gallup.unm.edu/main/about/vision-mission.php>)
- **UNM—Los Alamos** (<http://losalamos.unm.edu/>)  
**Advisory Board** (<http://losalamos.unm.edu/faculty-staff/administration/advisory-board/>)  
**Vision/mission** (<http://losalamos.unm.edu/catalog/general-information.html>)
- **UNM—Taos** (<http://taos.unm.edu/>)  
**Advisory Board** (<http://taos.unm.edu/about-unm-taos/tab.html>)  
**Vision/mission** (<http://www.unm.edu/welcome/mission.html>)
- **UNM—Valencia** (<http://valencia.unm.edu/>)  
**Advisory Board** (<https://valencia.unm.edu/about/valencia-advisory-board/index.html>)

## Units

- **Evening and Weekend Degree Programs** (<http://evening.unm.edu/>)
- **Extended Learning** (<http://extendedlearning.unm.edu/>)
  - **Continuing Education** (<http://ce.unm.edu/>)
  - **New Media and Extended Learning** (<http://newmedia.unm.edu/>)
    - **UNM Learn** (<https://learn.unm.edu/>)
    - **Online Courses** (<http://statewide.unm.edu/online/>)
    - **Distance Education** (<http://statewide.unm.edu/>)
    - **Video-on-Demand** (<http://newmedia.unm.edu/service-catalog/video-on-demand.html>)

## Compensation and Benefits

- **Payroll Data** (*previously in FHB C160*)  
**Faculty Handbook Policy C50: Faculty Contracts** (</policies/section-c/employment-appointment/c50.html>)  
**Office of Faculty Contracts and Services** (<http://ofas.unm.edu/>)  
**Payroll Department** (<https://payroll.unm.edu/>)
- **Nusenda Credit Union** (<https://www.nusenda.org/>)  
Nusenda serves all employees of the University of New Mexico, as well as the entire educational community in the Albuquerque area, with financial services.
- **Ombuds Dispute Resolution Services for Faculty** (<http://ombudsfac.unm.edu/>)  
Offers mediation services and mediation training for UNM faculty at the main and branch campuses.
- **Discounted Admission Tickets and Other Services** (<https://hr.unm.edu/benefits/discounted-tickets>)
- **Recreational and Other Facilities** (<http://recsvcs.unm.edu/>)

## Courtesy Letter

Upon request, the **University Secretary** (<http://secretary.unm.edu/>) will prepare an **official courtesy letter** (<https://secretary.unm.edu/courtesy-letters/>) asking for appropriate "special favors and considerations" for any faculty member on leave. Such letters are generally found to be helpful in obtaining access to archives or other research materials, particularly in foreign countries.

## Deans Council

Meeting agendas and minutes can be viewed on the **Office of the Provost Deans' Council** ([http://provost.unm.edu/deans\\_council.html](http://provost.unm.edu/deans_council.html)) webpage.

## Faculty Development

**Support for Effective Teaching (OSET)** (<http://cte.unm.edu/>) is the University's faculty development program.

## New Faculty Orientation

Support for Effective Teaching (OSET) coordinates the **new faculty orientation program** (<http://nfo.unm.edu/>).

## Non-Faculty Governing Bodies

- **Staff Council** (<http://staffcouncil.unm.edu/>)
- **Associated Students of the University of New Mexico (ASUNM)** (<https://asunm.unm.edu/>)
- **Graduate and Professional Students Association (GPSA)** (<http://gpsa.unm.edu/>)

## Organizations

Members off the faculty will find campus organizations to suit their particular interests. There are active chapters of the **American Association of University Professors** (<http://www.aaup.org/>), **Phi Kappa Phi** (<http://www.phikappaphi.org/join/chapters-list/the-university-of-new-mexico>), and **Sigma Xi** (<http://community.sigmaxi.org/communities/allcommunities/chaptergroupdetails?CommunityKey=3f48a18c-1624-459d-8f65-5eb26161a422>) (**the Scientific Research Society**) as well as other professional, departmental, and informal groups.

- **UNM Retiree Association** (<http://retiree.unm.edu/>)
- **University Club** (<http://fsca.unm.edu/>)

## Origin of the University

- **Regents' Policies: Forward: Origin and Structure of the University** (<http://policy.unm.edu/regents-policies/foreword.html>)
- **About the University of New Mexico** (<https://www.unm.edu/welcome/>)
- **History of the UNM Presidents** (<http://president.unm.edu/history/index.html>)

## Other units

- [Graduate Studies](http://grad.unm.edu/home/) (<http://grad.unm.edu/home/>)

## Publication Opportunities

### UNM Journals

- Anthropology: [The Journal of Anthropological Research](http://goo.gl/DNIHEh) (<http://goo.gl/DNIHEh>)
- English: [American Literary Realism](https://english.unm.edu/dept-life/disciplines/als/index.html) (<https://english.unm.edu/dept-life/disciplines/als/index.html>) edited by Gary Schamhorst
- History: [The New Mexico Historical Review](http://history.unm.edu/affiliates/new-mexico-historical-review/index.html) (<http://history.unm.edu/affiliates/new-mexico-historical-review/index.html>)
- Latin American & Iberian Institute: [Portuguese Language Journal](http://www.ensinoportugues.org/) (<http://www.ensinoportugues.org/>)
- School of Law: [The Natural Resources Journal](http://lawschool.unm.edu/NRJ/index.php) (<http://lawschool.unm.edu/NRJ/index.php>), [The New Mexico Law Review](http://lawschool.unm.edu/nmlr/) (<http://lawschool.unm.edu/nmlr/>), [Tribal Law Journal](http://lawschool.unm.edu/tlj/) (<http://lawschool.unm.edu/tlj/>)

### [The University of New Mexico Press](http://www.unmpress.com/) (<http://www.unmpress.com/>)

UNM Press is a well-known and respected publisher in the fields of anthropology, archaeology, indigenous studies, Latin American studies, American studies, Chicana/o studies, art, architecture, and the history, literature, ecology, and cultures of the American West. The Press imprint is overseen by a faculty committee, whose twelve members are appointed by the Faculty Senate to represent a broad spectrum of university departments.

### [UNM Open Journals Portal](https://goo.gl/tRQ8ji) (<https://goo.gl/tRQ8ji>)

The Open Journals Portal is a digital scholarship initiative hosted by the UNM University Libraries. This service provides a free electronic publishing platform for any UNM-sponsored scholarly publication. The portal hosts both open access and electronically-published journals and newsletters.

## Research Support

Research support information can be found on the [Office of the Vice President for Research website](http://research.unm.edu) (<http://research.unm.edu>).

## Retirement

Information can be found on the [UNM Human Resources](https://hr.unm.edu) (<https://hr.unm.edu>) website, the [UNM Retiree Association](http://retiree.unm.edu) (<http://retiree.unm.edu>) website, and in [UAP 3600](https://policy.unm.edu/university-policies/3000/3600.html) (<https://policy.unm.edu/university-policies/3000/3600.html>) and [UAP 3625](https://policy.unm.edu/university-policies/3000/3625.html) (<https://policy.unm.edu/university-policies/3000/3625.html>).

## Student Records and FERPA

Under the Family Education Rights and Privacy Act of 1974 (FERPA), students have the right to inspect and review most education records maintained about them by the University of New Mexico, and, in many cases, decide if a third person can obtain information from them. Nine categories of information, however,

are public (or directory information) unless a student asks that some or all of that information be withheld. It is the policy of the University to comply fully and fairly with the provisions of the Act, Federal Regulations, and this policy. See also:

## Student Educational Records and Student Records

- **Office of the Registrar: FERPA** (<https://registrar.unm.edu/privacy-rights/ferpa.html>)
- **Office of the Registrar: Confidentiality** (<https://registrar.unm.edu/privacy-rights/confidentiality.html>)
- As an employee of UNM your responsibilities regarding the protection and security of administrative information are outlined in the Administrative Policies and Procedures Manual - Policy 2520  
Online Training: myUNM Employee Life Banner Training:
  - Learning Central 709: FERPA Training for Student MyReports
  - FINPRV100 or FINPRV101 Securing Private Data (Web course or Instructor-Led)
  - BANS-0004 Faculty Lobo Web (Online)
  - BANS-00015 Final Grade Submission (Online)

Student Numbers: See **Administrative Policies and Procedures Manual - Policy 2030**  
(<https://policy.unm.edu/university-policies/2000/2030.html>)

## Teaching and Student Related Information

### Academic Integrity

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. See also:

- **D100: Dishonesty in Academic Matters** (</policies/section-d/d100.html>)
- **D175: Student Conduct and Grievance Procedures** (</policies/section-d/d175.html>)
- **Regents' Policy Manual - Section 4.8: Academic Dishonesty** (<https://policy.unm.edu/regents-policies/section-4/4-8.html>)

### Advisement

#### Academic Program

- **University Catalog: The Undergraduate Program** (<http://catalog.unm.edu/catalogs/2015-2016/undergrad-program.html>)
- **University Catalog: The Graduate Program** (<http://catalog.unm.edu/catalogs/2015-2016/graduate-program.html>)

#### Academic Probation and Suspension

- **University Catalog: Student Services Information: see Probation/Suspension**  
(<http://catalog.unm.edu/catalogs/2015-2016/student-services-information.html>)

#### Academic Renewal Policy

- **University Catalog: Student Services Information: see Academic Renewal Policy**  
(<http://catalog.unm.edu/catalogs/2015-2016/student-services-information.html>)

## Assistantships

- [Graduate Studies: Assistantships](https://grad.unm.edu/funding/assistantships.html) (https://grad.unm.edu/funding/assistantships.html)

## Academic Advisement

- [UNM Advisement Office](http://advisement.unm.edu/) (http://advisement.unm.edu/)
- [Pathfinder: Advisement Centers](https://pathfinder.unm.edu/campus-services/academic-support.html) (https://pathfinder.unm.edu/campus-services/academic-support.html)
- [Graduate Studies: Unit Graduate Advisors](https://grad.unm.edu/graduate-programs/unit-advisors.html) (https://grad.unm.edu/graduate-programs/unit-advisors.html)

## Change in College

A student who desires to change from one college to another within the University must contact the college to which the student wishes to transfer: See also [University Catalog: Colleges](http://catalog.unm.edu/) (http://catalog.unm.edu/)

## Honors Opportunities

- [Student Activities Center Awards and Honors](http://sac.unm.edu/awards-and-honors.html) (http://sac.unm.edu/awards-and-honors.html)
- [Honors College](http://honors.unm.edu/) (http://honors.unm.edu/)

## Withdrawal from the University

- [University Catalog: Student Services Information: see Withdrawal from the University](http://catalog.unm.edu/catalogs/2015-2016/student-services-information.html) (http://catalog.unm.edu/catalogs/2015-2016/student-services-information.html)
- [How do I withdraw from the University?](http://unm1.custhelp.com/app/answers/detail/a_id/2018/~how-do-i-withdraw-from-the-university%3F) (http://unm1.custhelp.com/app/answers/detail/a\_id/2018/~how-do-i-withdraw-from-the-university%3F)

## Registration and Grading

### Allowable Maximum Semester Load

- [University Catalog: Student Services Information: see Enrollment Limit](http://catalog.unm.edu/catalogs/2015-2016/student-services-information.html) (http://catalog.unm.edu/catalogs/2015-2016/student-services-information.html)

### Audited Courses

- [University Catalog: Student Services Information: see Grade Options: Audit](http://catalog.unm.edu/catalogs/2015-2016/student-services-information.html) (http://catalog.unm.edu/catalogs/2015-2016/student-services-information.html)
- [How do I use the Enrollment Authorization Forms \(formerly Yellow/Pink cards\)?](https://unm1.custhelp.com/app/answers/detail/a_id/2046/kw/yellow/session/L3RpbWUvMTQ1MjYzODQ0My9zaWQvc19RV) (https://unm1.custhelp.com/app/answers/detail/a\_id/2046/kw/yellow/session/L3RpbWUvMTQ1MjYzODQ0My9zaWQvc19RV)

### Changes in Student Registration

- [University Catalog: Student Services Information: see Changes in Enrollment](http://catalog.unm.edu/catalogs/2015-2016/student-services-information.html) (http://catalog.unm.edu/catalogs/2015-2016/student-services-information.html)
- [Office of the Registrar: Registration FAQ's](https://registrar.unm.edu/Registration/faqs.html) (https://registrar.unm.edu/Registration/faqs.html)
- [UNM Faculty Grade Entry FAQ](http://unm1.custhelp.com/app/answers/detail/a_id/3525/~faculty-grade-entry---frequently-asked-questions-(faq))) (http://unm1.custhelp.com/app/answers/detail/a\_id/3525/~faculty-grade-entry---frequently-asked-questions-(faq))

### Class Lists

- [Where can Faculty go to export their Classlists?](https://unm.custhelp.com/app/answers/detail/a_id/3194/kw/3194) (https://unm.custhelp.com/app/answers/detail/a\_id/3194/kw/3194)

## Course Changing Procedures

- University Catalog: Student Services Information: see Changes in Enrollment (<http://catalog.unm.edu/catalogs/2015-2016/student-services-information.html>)
- Office of the Registrar: Registration FAQ's (<https://registrar.unm.edu/Registration/faqs.html>)
- UNM Faculty Grade Entry FAQ ([http://unm1.custhelp.com/app/answers/detail/a\\_id/3525/~faculty-grade-entry---frequently-asked-questions-\(faq\)](http://unm1.custhelp.com/app/answers/detail/a_id/3525/~faculty-grade-entry---frequently-asked-questions-(faq)))

## Examination to Establish or Validate Credit

- University Catalog: Student Services Information: see Examinations (<http://catalog.unm.edu/catalogs/2015-2016/student-services-information.html>)

## Grade Grievance Involving Failure to Accommodate

The Accessibility Resource Center (<http://as2.unm.edu/>) has a Faculty Guide to Accommodating Students with Disabilities (<http://as2.unm.edu/forms/Faculty%20Handbook%207-31-12.pdf>).

See also: Administrative Policies and Procedures Manual - Policy 2310: Academic Adjustments for Students With Disabilities (<https://policy.unm.edu/university-policies/2000/2310.html>)

## Grades and Grade Reporting

- University Catalog: Student Services Information: see Grading (<http://catalog.unm.edu/catalogs/2015-2016/student-services-information.html>)

## Instructor Drops

- UNM Faculty Grade Entry FAQ ([http://unm1.custhelp.com/app/answers/detail/a\\_id/3525/~faculty-grade-entry---frequently-asked-questions-\(faq\)](http://unm1.custhelp.com/app/answers/detail/a_id/3525/~faculty-grade-entry---frequently-asked-questions-(faq)))

## Registration

- Office of the Registrar: Registration Tips (<https://registrar.unm.edu/Registration/registration-tips.html>)

## Tuition Fees and Rates

- Office of the Registrar: Tuition and Fee Rates (<http://bursar.unm.edu/tuition-info/tuition-and-fee-rates.html>)
- Administrative Policies and Procedures Manual - Policy 8210: Tuition and Related Fees (<https://policy.unm.edu/university-policies/8000/8210.html>)

## Referral Services for Students

- Pathfinder: see Campus Services (<http://pathfinder.unm.edu/>)

## Scheduling

### Class Scheduling

- Office of the Registrar: Scheduling & Classrooms (<https://registrar.unm.edu/faculty--staff-resources/scheduling--classrooms.html>)

### Final Exam Schedule



- [Office of the Registrar: see Final Exams](https://registrar.unm.edu/) (https://registrar.unm.edu/)

## **Interval Between Classes**

- [Office of the Registrar: Approved Standard Meeting Times](http://goo.gl/y38IJC) (http://goo.gl/y38IJC)

## **Other Information**

- [Glossary of College Terms](/information-items/fhb-information-items/glossary-of-college-terms.html) (/information-items/fhb-information-items/glossary-of-college-terms.html)

## **UNM Vision, Mission, and Value Statements**

- [Regents Policies: Forward: Mission Statement](http://policy.unm.edu/regents-policies/foreword.html) (http://policy.unm.edu/regents-policies/foreword.html)
- [The Strategic Plan of the University](http://presidentiaalsearch.unm.edu/strategicframework.pdf) (http://presidentiaalsearch.unm.edu/strategicframework.pdf)