Section A: The University

February 16, 2017
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A20: Vision, Mission and Value Statements
(Approved by the Regents, December 2001)

Vision Statement
UNM will build on its strategic resources:

- to offer New Mexicans access to a comprehensive array of high quality educational, research, and service programs,
- to serve as a significant knowledge resource for New Mexico, the nation, and the world; and
- to foster programs of international prominence that will place UNM among America’s most distinguished public research universities.

Mission Statement
The University will engage students, faculty, and staff in its comprehensive educational, research, and service programs. UNM will provide students the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, to contribute to the state and national economies, and to lead satisfying lives. Faculty, staff, and students create, apply, and disseminate new knowledge and creative works; they provide services that enhance New Mexicans’ quality of life and promote economic development; and they advance our understanding of the world, its peoples, and cultures. Building on its educational, research, and creative resources, the University provides services directly to the City and State, including health care, social services, policy studies, commercialization of inventions, and cultural events.

Value Statement
The values of the individuals who teach, learn and work at UNM have shaped over time the values of the University. Our values provide a frame of reference for making decisions. They contribute to the general atmosphere of the University and then guide us in our teaching, our pursuit of knowledge and our public service.

Academic Freedom: As a center of knowledge, the University adheres to the doctrines of academic freedom and free speech. The University will continue to protect the exploration of ideas and will encourage inquiry and creative activity by students, faculty and staff. At the same time the University opposes statements and activities that reflect bigotry and prejudice and that consequently tend to diminish active participation by all elements of the academic community and to inhibit the free expression of ideas.

Diversity Within the Academic Community: The University values the diversity of its students, faculty, staff and the other people with whom it interacts. Our differences assure that the University is a forum for the expression, consideration and evaluation of ideas. The educational process on our campus is clearly enriched and strengthened by the fact that these ideas arise and are evaluated from such diverse perspectives.
Creativity and Initiative: The University moves forward in its academic programs, student support services, and other operations by encouraging and rewarding creativity and initiative among faculty, staff, and students.

Excellence: At the University, we value excellence in our people, in our programs, in our facilities. We have a responsibility to encourage and develop excellence among our faculty, staff and students. We are committed to be leaders.

Integrity and Professionalism: Integrity and ethical, professional behavior by all individuals associated with UNM are essential in order for students, faculty, staff and the public to have trust in the University.

Access and Student Success: We have a clear obligation to provide a quality higher education to all New Mexico students who have the capability to succeed. This obligation is combined with the responsibility to provide an environment and appropriate support to give every individual his or her best chance of success.
A50: The Faculty's Role in the University's Academic Mission

The University faculty has broad powers assigned to it by Board of Regents and the Faculty Constitution and as stated in the Constitution, University faculty shall have the right of review and action in regard to the following:

1. formulation of institutional aims;
2. creation of new colleges, schools, and departments and divisions;
3. major curricular changes and other matters which in the opinion of the President of the University or his delegate to affect the institution as a whole;
4. requirements for admission and graduation and for honors and scholastic performance in general;
5. approval of candidates for degrees (honorary degrees and posthumous degrees);
6. policies of appointment, dismissal, and promotion in academic rank;
7. research, and
8. general faculty welfare.

However, actions taken by the University faculty shall be subject to the authority of the Regents in matters involving finance, personnel, and general University policy. Additionally, see Article I, Sec. 6, of the "Faculty Constitution" Policy A51 (/policies/section-a/faculty/a51.html) for responsibilities delegated to the Faculty Senate.

The Constitution, was approved by the faculty in 1949, ratified by the Regents the same year, and amended since that time in several particulars.

See also "The Faculty's Role in the University's Academic Mission" Section 5.1 (http://policy.unm.edu/regents-policies/section-5/5-1.html), Regents' Policy Manual.
A51: Faculty Constitution

Article I. The University Faculty

Section 1. Membership

(a) Membership: The University Faculty shall consist of the Professors, Associate Professors, Assistant Professors, Clinician Educators, Lecturers, and Instructors, including part-time and temporary appointees. The President of the University, Provost, other administrative officers at the level of Vice President and above, Deans, and the Secretary of the University shall be ex-officio members of the Faculty whether or not they are actively engaged in teaching.

(b) Voting Faculty: Members of the University who are eligible to vote shall include all members of the University Faculty at professorial ranks (Instructors, Assistant Professors, Associate Professors, and Professors) Clinician Educators, and lecturers. No person holding an interim or temporary faculty appointment shall be a member of the Voting Faculty unless he or she be a member ex officio or on an initial term appointment. The ex officio members of the University Faculty as listed in Section 1(a) shall be ex officio members of the Voting Faculty.

(c) Eligibility: Questions of eligibility for voting which may arise shall be settled by the presiding officer of the Faculty as defined in Section 3. Any appeal from the decision should be taken to the Voting Faculty. The Faculty Contracts Office shall prepare the official list of the membership of the Faculty and of the Voting Faculty as defined above.

Section 2. Responsibilities:

(a) The University Faculty shall have the right of review and action in regard to the following:

1. formulation of institutional aims;
2. creation of new colleges, schools, and departments and divisions;
3. major curricular changes and other matters which in the opinion of the President of the University or his delegate affect the institution as a whole;
4. requirements for admission, graduation, honors, and scholastic performance in general;
5. approval of candidates for degrees;
6. policies of appointment, dismissal, and promotion in academic rank;
7. research; and
8. general faculty welfare.

However, actions taken by the University Faculty shall be subject to the authority of the Board of Regents in matters involving finance, personnel, and general University policy.

(b) The enunciation of the rights and responsibilities delegated to University Faculty in Section 2 (a) and resulting policies shall be contained or referenced in the Faculty Handbook. All university policies that pertain to the rights and responsibilities of faculty, the terms and conditions of faculty employment, and
academic matters shall be published in the Faculty Handbook by the Secretary of the University under the jurisdiction of the duly elected faculty governing leaders. The Faculty Handbook shall have primacy over all faculty policies and procedures. However, the Board of Regents reserves final authority over all University policies and procedures.

Section 3. Organization:

The President of the University or in his absence the Provost/Executive Vice President for Academic Affairs, shall be the presiding officer of the University Faculty. The Secretary of the University shall be the secretary of the faculty.

Section 4. Rules of Order and Agenda:

(a) The University Faculty shall conduct business according to Robert's Rules of Order, except as modified by Faculty vote.

(b) The agenda for University Faculty meetings shall be prepared by the University Secretary under the direction of the Committee on Governance. The proceedings of each meeting shall be recorded. Meeting minutes, and the audio files shall be made available by the Secretary's office for reference by any faculty member.

Section 5. Meetings:

(a) Meetings: Special meetings of the University Faculty may be called (1) by the presiding officer at his or her discretion, (2) by the Committee on Governance, (3) by no fewer than five percent of the Voting Faculty on active duty at the beginning of the academic year whenever a request is made in writing, or (4) by a majority vote of any college faculty.

(b) Quorum: Those members of the Voting Faculty present, but no fewer than ten percent of the Voting Faculty on active duty at the beginning of the academic year, shall constitute a quorum for business at a faculty meeting. Members not on active duty may, however, attend meetings and vote. Voting shall be by a simple majority of those present, except on procedural matters, which shall be governed by Robert's Rules of Order, and on amendments to this Constitution, which shall be voted upon in the manner prescribed in Article IV, Section 2. (On April 8, 1975, the Faculty approved a proposal that members of the Voting Faculty not on active duty i.e., those on leave be permitted to vote on any issue submitted to the Faculty by ballot.)

(c) Committee on Governance: A committee of five voting members of the general faculty to be known as the Committee on Governance who are not members of the Faculty Senate shall be nominated and elected by ballot for overlapping three-year terms. Duties of this committee are to prepare, in conjunction with the Secretary of the University, the agenda of general faculty meetings; to oversee elections, including referenda; to recommend adjustments, improvements and refinements in the faculty organizational structure; to represent the general faculty to the Senate; and to call meetings of the general faculty when necessary. The committee shall annually elect a chair.

(d) Standing rules Governing Meetings of the University Faculty:
(1) "Meetings shall normally be scheduled for two hours.
(2) If the agenda of a particular meeting is not concluded within two hours, a motion to adjourn shall include provision for a subsequent meeting. Alternatively, a two-thirds vote of those present could extend the meeting for another thirty minutes."
(3) "Discussion and debate of any item on the agenda shall be limited to forty-five minutes unless an extension of that time is approved by majority vote. No person may speak more than twice on any item, nor longer than five minutes at either time. The presiding officer will adjudge specific applications of this standing rule."
(4) "Qualified members of the press are admitted to faculty meetings."

Section 6. The Faculty Senate

(a) Faculty Senate: There is created the Faculty Senate to which the responsibilities of the University Faculty set forth in Section 2 are hereby delegated, with the specific exceptions of (1) the responsibility of approving changes in the constitution, (2) the responsibilities assigned by Section 7(a) to the Academic Freedom and Tenure Committee, and (3) the right of the Faculty to hold special meetings as described in Section 6(i). All actions under this delegation are subject to the rights of review and referendum reserved to the University Faculty by Section 6(h).

(b) The Faculty Senate shall be composed as follows:

(i) The Faculty Senate shall be made up of 68 members, of which 63 are chosen according to the number of full-time voting faculty in each academic unit, and 5 chosen at large except as noted in vi below. The number of senators for each academic unit (school, college, or branch with a full-time academic faculty) shall be determined yearly by first dividing the set number of senators (63) into the total number of voting faculty in the University followed by using this resulting number to determine the proportional representation for each of the units with academic faculty. This calculation will be subject to modification as specified by the following rules.

(ii) 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.

(iii) All academic units will be represented by at least one senator; that is, those units whose proportional representation is calculated as zero due to their small number of faculty, will be assigned one senator while maintaining a total of 63 senators (excluding the at-large senators).

(iv) No academic unit will be represented by more than one-third of the senators chosen proportionally; that is, those academic units whose proportion of all full-time voting faculty would be greater than 21 senators out of 63 will be assigned only 21 senators.

(v) The remaining academic units, that is, those units whose number of senators are not assigned by the rules in iii and iv, will be assigned a number of senators according to the proportion of the full-time voting faculty of those units out of the remaining senators (that is, the remainder from 63 after the assignment of senators to units as modified by iii and iv).
(vi) If there is a discrepancy in number of senators assigned by proportion according to ii, iii, iv, and v due to rounding, that is, if the number of senators assigned by proportion according to ii-v leads to a total of 64 or 62 senators, then the number of senators chosen at-large will be adjusted so that the total number of senators remains at 68.

(vii) A full-time faculty member holding appointments in more than one school or college shall select his constituent school or college for purposes of representation in and election to the Faculty Senate by filing a written notice of such selection with the Secretary of the University no later than the first day of the spring semester of each election year.

(viii) The Provost, Chancellor, vice presidents and associate vice presidents of the university and all deans of schools and colleges and directors from branch colleges shall be ex-officio, non-voting members of the Faculty Senate.

(viii) The President of the University, the Secretary of the University, and the Presidents of the Associated Students (ASUNM) and the Graduate and Professional Student Association (GPSA) shall be ex-officio members of the Faculty Senate without vote.

(c) Eligibility, nominations and elections:

(1) All members of the Voting Faculty as identified in Article 1, Section 1(b), with the exception of ex-officio members, shall be eligible for election as voting members of the Faculty Senate.

(2) Procedures for the nomination of individuals eligible for election to the Faculty Senate under the provisions of Section 6(b)(1i) and Section 6(c)(1) above shall be determined by the faculty members of each school or college which procedures and any subsequent changes therein shall be filed in writing with the Secretary of the University; provided, however, that academic deans and vice presidents shall not be eligible. Elections of school and college, senators shall be completed and the certified results shall be filed with the Secretary of the University no later than the last working day of the sixth week of the spring semester as it appears in the official academic calendar of the University.

(3) Procedures for the nomination of individuals eligible for election to the Faculty Senate under the provisions of Section 6(b)(3) and Section 6(c)(1) shall be determined by faculty members of non school or college academic units. The procedures and any subsequent changes therein shall be filed in writing with the Secretary of the University. Elections of non-school or college academic units shall be accomplished and the certified results shall be filed with the Secretary of the University no later than the last working day of the sixth week of the spring semester as it appears in the official academic calendar of the University.

(4) Nominations of individuals consenting to stand for election to the Faculty Senate under the provisions of Section 6(b)(4) above shall be made in writing to the Secretary of the University no later than the last working day of the ninth week of the spring semester as it appears in the official academic calendar of the University. Ex-officio members of the Voting Faculty shall not be eligible for nomination.
(5) Elections of half the members of the Faculty Senate shall be held annually in the spring semester of the academic year. Elections by the Voting Faculty for the at large members of the Faculty Senate shall be conducted by the Secretary of the University.

(6) The Secretary shall notify all Faculty in writing of the results of the election of senators from all schools and colleges within five working days of the deadline specified in 6(c)(2). Final election results shall be reported by the Secretary of the University in writing to each member of the Voting Faculty prior to the last day of the spring semester as it appears in the official academic calendar of the University.

(7) Voting members of the Faculty Senate shall be elected for terms of two years or until their successors are named, and shall take office on July 1 of the same year of their election. All elections shall be for two-year terms. No one shall serve more than four consecutive years as a voting member. Before regaining eligibility as a member, an interim of at least one year must elapse.

(8) Schools, colleges shall provide their own procedures for filling vacancies in their delegations, which procedures and any subsequent changes in them shall be filed in writing with the Secretary of the University. When the positions of Senator-at-Large become vacant for any reason, the Committee on Governance shall make arrangements with the Secretary of the University for holding special elections to fill such vacancies.

(9) Schools and colleges and faculty from non-school or college academic units shall provide their own procedures for filling vacancies in their delegations, which procedures and any subsequent changes in them shall be filed in writing with the Secretary of the University.

(d) Organization and Procedures: The members of the Faculty Senate shall determine how the Senate shall be organized and what procedures shall be established to carry out the responsibilities delegated to it by Section 6(a) above; provided, however, that the presiding officers of the Senate shall be elected by the voting membership from among their number, provided that the Secretary of the University shall serve as the secretary of the Senate.

(e) Meetings: The Faculty Senate shall meet no less frequently than once per month during the regular sessions of the academic year exclusive of the summer session. Members of the University Faculty may observe the proceedings in a space provided for them. Individual faculty members may address the Senate by request to the presiding officer or at the request of any senator. The Senate may provide reasonable limitations as deemed necessary.

(f) Attendance at Meetings: The Faculty Senate shall establish reasonable requirements for attendance at regularly scheduled meetings of the Senate and shall remove from office any member failing to meet those requirements.

(g) Agenda and Minutes: All actions of the Faculty Senate shall be reported in writing to the Voting Faculty regularly and within ten (10) working days of such action. Additionally, the approved minutes of the Faculty Senate shall be distributed to the University Faculty within three working days after the meeting at which they are approved.
(h) Committees: The Academic Freedom and Tenure Committee which is expressly preserved in Sections. 7(a) and (b) below, and the Committee on Governance are committees independent of the Faculty Senate. All other standing committees of the University Faculty, are committees of the Senate and are responsible to it. In order to discharge the responsibilities delegated to it by this Constitution, the Faculty Senate is empowered to create, abolish, merge, or otherwise redefine functions of standing committees of the Faculty Senate. Each standing committee under the jurisdiction of the Faculty Senate as provided for in this subsection shall have at least one senator as member. Any member of the University Faculty is eligible for membership on standing or special committees. No member shall serve on more than two standing committees at a time.

(i) Review and Referendum: The University Faculty reserves the right of review over actions of the Faculty Senate in that the Senate is the agent of the University Faculty and exercises all authority by way of delegation By written petition to the President of five percent of the Voting Faculty, issues not raised by the Faculty Senate may be placed on the agenda of a special faculty meeting, debated, and submitted by a ballot of the Voting Faculty for majority decision.

(1) All actions taken and so reported shall be subject to review and reconsideration by the University Faculty upon written petition made to the President of the University by not less than five percent of the members of the Voting Faculty, provided such petition is received by the President no later than one month after the Senate action is taken. Senate action shall become effective after one month unless the President receives a valid petition within this period.

(2) The President shall convocate the University Faculty within ten (10) working days following receipt of a valid petition. The agenda of such a faculty meeting shall be limited to debate on the petitioned matter(s) and the faculty may vote to have the Faculty Senate reconsider the action(s) involved, which reconsideration must be undertaken no later than the next regular meeting of the Faculty Senate.

(3) If the Faculty Senate reaffirms the questioned and referred action(s), the question shall then be submitted to the entire Voting Faculty by mail referendum within ten (10) working days of the Faculty Senate's action of reaffirmation. If fifty percent of the Voting Faculty cast ballots, and if a simple majority of those voting disapprove of the Senate's action(s), the Senate shall be overruled. Ballots will be conducted and administered by the University Secretary.

Section 7. Academic Freedom and Tenure Committee

(a) Charge: There shall be an Academic Freedom and Tenure Committee to discharge the functions assigned to it under the provisions of the Policy on Academic Freedom and Tenure; from time to time to review the policy and recommend appropriate changes in it; to hear appeals regarding sabbatical leave applications; and to make recommendations for appropriate changes in the sabbatical leave policy of the University.

(b) Membership: The membership of the Academic Freedom and Tenure Committee shall be composed and elected as follows: thirteen members, all of whom shall be members of the Voting Faculty, with tenure (or whose tenure decision date has passed without adverse notification). Not more than one member of
any department shall serve as a member on the committee at the same time. The Voting Faculty shall submit nominations in writing according to the instructions in the call for nominations to the University Secretary. Election shall be conducted by electronic ballot, accompanied by biographical sketches of the nominees, distributed by the Secretary to all members of the Voting Faculty who shall then indicate their choices up to a maximum of six in even-numbered years or of seven in odd-numbered years. The six nominees in even-numbered years or the seven nominees in odd-numbered years receiving the highest number of votes shall become members of the committee for a two-year term commencing at the start of the academic year following election. The remaining nominees shall be called on to serve, in order of the votes they have received, as replacements to complete the terms of any members of the committee who shall resign from the committee during the academic year following the election. No committee member shall serve more than two consecutive two-year terms. The chair shall be elected by committee. For a complete statement of the composition, functions, and duties of the Committee on Academic Freedom and Tenure, see Section 6 of the Policy on Academic Freedom and Tenure.

Article II. College and Departmental Organization

Section 1 College Responsibilities: The Faculty of each College, School shall be an autonomous unit in all matters relating to that particular College, School subject to review under the powers set forth in Article I, Section 2.

Section 2 Membership: Faculty membership in a college or department shall be as defined in Article I, Section 1(a) for membership on the University Faculty. For college and departmental voting purposes, such membership shall normally be as defined in Article I, Section 1(b). Those faculty members of a college or department whose eligibility to vote is defined in Article I, Section 1(b) may, upon formal motion and majority approval, establish a general policy extending voting privileges in that college or department to those - i.e., faculty members - holding temporary or part-time appointments in that college or department. Formal notification of such action shall be made to the Secretary of the University. Persons described in Article I, Section 1(a) and 1(b) as ex-officio members of the Faculty shall have voting privileges only in the colleges and departments in which they hold academic rank.

Section 3 Procedure

(a) The Faculty of each College shall decide upon the procedure for the efficient functioning of the College.

(b) Regular meetings shall be held at intervals agreed upon by the College Faculty. Special meetings shall be called at the discretion of the presiding officer or whenever a request in writing is made by ten members of the College Faculty, or by a majority from a Faculty of fewer than twenty members.

Section 4. Departments

(a) The Faculty of each Department shall, with the advice and consent of the Dean of the College, decide upon the organization and procedure for the efficient functioning of the Department.
Meetings shall be called at the discretion of the presiding officer or whenever a request in writing is made by ten percent of the departmental faculty.

**Article III. The Administration**

*Section 1 The President:* The President of the University shall be the principal officer of the University and with the assistance of his administrative officers shall carry out the measures enacted by the Voting Faculty within the scope of its responsibilities, and shall perform those duties assigned by the Regents.

*Section 2. Provost and Chancellor for Health Sciences:*

(a) The appointment or reappointment of the Provost shall be made by the President after consultation with college deans, Faculty Senate President, University officers, Faculty and other interested persons. The Provost shall perform the duties of his or her office as assigned by the President.

(b) The appointment or reappointment of the Chancellor for Health Sciences shall be made as provided and prescribed in Regents Policy 3.4. The Chancellor for Health Sciences shall perform the duties of his or her office as provided and prescribed in Regents Policy 3.4 and related Regents Policies.

*Section 3. Deans/Directors of Colleges and Schools:*

(a)(1) The Provost may appoint or reappoint Deans of Colleges and Schools and the Dean of Graduate Studies and delegate to such Deans as is consistent with Regent policies (as per Section (a)2 below. In this connection, the Provost will, prior to any such appointment or reappointment of Deans, consult with the President departmental college faculty and chairs, Faculty Senate President, University officers, and other interested persons. In the case of the appointment or reappointment of the Dean of Graduate Studies, the Provost will, in addition to the consultations noted above, also consult with the Faculty Senate Graduate and Professional Committee.

(2) Pursuant to the provisions of Regents Policy 3.4, the Chancellor for Health Sciences may appoint or reappoint Deans of the component colleges and schools of the Health Sciences Center and may delegate to such Deans as is consistent with Regent policies and policies of the University that are applicable to the Health Sciences Center. In this connection, the Chancellor for Health Sciences will, prior to that appointment or reappointment, consult with the President, departmental college faculty and chairs, Faculty Senate President, other University officers, and other interested persons.

(b) The Dean shall be the principal officer of the College or School and shall act as executive officer and representative of the College Faculty. With regard to educational policy, the dean shall prepare plans for consideration of the Faculty, shall carry into effect those plans which it adopts and shall perform such other duties as fall within the scope of the office.

(c) The Dean shall be the presiding officer at meetings of the College Faculty. In case of absence or inability to preside, a substitute shall be designated.

**Article IV. General**
Section 1 Adoption of Constitution: This Constitution shall be effective when approved by a two-thirds vote of the University Faculty present and voting and ratified by the Regents.

Section 2 Amendments: This Constitution may be amended by a two-thirds vote of those Voting Faculty members responding to an electronic ballot after presentation twice to the Faculty for debate in meetings at least four weeks apart and subsequent ratification by the Regents.

Section 3 Distribution: The Secretary of the University shall publish this Constitution and the Bylaws as amended in the Faculty Handbook.

Approved by the University Faculty
April 11, 1949 and December 18, 2014
Ratified by the Regents
May 14, 1949 and February 6, 2015
A52.2: Committee on Governance

Policy

The Committee on Governance is a constitutionally designated standing committee of the general faculty and members are elected by the entire voting faculty.

According to the Faculty Constitution, Article I, Sec. 5(c) as amended in 1984:

(A committee of five voting members of the general faculty shall be nominated and elected by mail ballot for overlapping three-year terms. Duties of this committee are to prepare, in conjunction with the Secretary of the University, the agenda of general faculty meetings; to oversee elections, including referenda; to recommend adjustments, improvements and refinements in the faculty organizational structure; to represent the general faculty to the Senate; and to call meetings of the general faculty when necessary. The Committee shall annually elect a chair.)
A53: Development and Approval of Faculty Policies

Approved By: Faculty Senate
Effective Date: January 19, 2016
Responsible Faculty Committees: Policy and Operations
Office Responsible for Administration: Office of the University Secretary

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

Policy Rationale

The Faculty Handbook provides University of New Mexico (UNM) faculty with a written record of faculty policies and procedures. Policies in the Faculty Handbook are unifying documents that describe academic principles, the reasoning behind the principles, and institutional procedures necessary for implementation. Faculty Handbook policies contain governing principles and procedures that mandate or constrain actions and apply to UNM faculty; therefore, the development of policies requires input from faculty members who have extensive knowledge on the subject matter and review by faculty members from a variety of academic disciplines at UNM.

Policy Statement

All UNM policies which pertain primarily to faculty and academic matters are placed in the Faculty Handbook and are subject to the review and approval requirements defined in this Policy Document, with the exception of Section B “Academic Freedom and Tenure” which follows a separate review and approval protocol. The scope of Faculty Handbook policies is established by the Faculty Constitution and the right to review and take action on these policies is granted to the faculty by UNM Board of Regents Policy 5.1 “The Faculty’s Role in the University's Academic Mission.” This policy describes the process used to develop or amend Faculty Handbook policies, solicit input, and obtain approval.

1. Proposing a New Policy or Changes to Existing Policy. Any faculty member or academic administrator wishing to propose a change to an existing Faculty Handbook policy or propose a new policy should send their request to the Office of the University Secretary, who will forward it to the Faculty Senate Policy Committee (FSPC) for consideration. This request should include a draft policy document which shows proposed changes to the existing policy with track changes, or in the case of a new policy the request will include a proposed policy draft addressing the concerns it is intended to address. This request should also include a statement of the reason(s) for the proposed policy change(s) or the new policy. Because faculty policy is a shared governance process, policy actions generally require one to two full
semesters for appropriate review, approval, and implementation. The FSPC will review the request and work with the appropriate Faculty Senate committee(s) to determine the most effective course of action. The Office of University Secretary will notify the requestor of the action taken by the FSPC.

2. Approval. Proposed new faculty policy statements, in their entirety, and changes to the Policy Rationale, Policy Statement, and Applicability sections of existing policies will be posted on the Faculty Handbook website for review by UNM faculty members. The Office of the University Secretary in consultation with the Chair of the FSPC will address any comments received from faculty and will forward the final proposed draft to the Faculty Senate for approval. Due to the nature of the policy or previous approval history, specific policies will also require approval by University faculty, the UNM Board of Regents, and/or the UNM President and/or Provost or the Chancellor for Health Sciences. Proposed changes to definition, procedural, and information portions of a policy document will be reviewed by the FSPC in consultation with the responsible Faculty Senate Committee(s) listed in the Policy Heading. After review and consultation, the proposed changes can be made with approval by both the FSPC and the Faculty Senate Operations Committee.

3. Distribution and Notification of New or Amended Policy.

Upon approval, the new or amended policy will be placed on the Faculty Handbook website and announced to the campus. Deans and department chairs, or their designees, are responsible for:

- informing their faculty members of new policies or changes to existing policies; and
- updating all related departmental processes, procedures, and/or documents to reflect new or amended policies.

Applicability

All UNM academic faculty and administrators, including the Health Sciences Center and Branch Campuses.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

Definitions

Policy and Procedures are sections of each policy document. Changes to the Policy Section require approval of the approving bodies listed in the policy heading; at a minimum this includes the Faculty Senate. Changes to the procedures section requires approval of the Faculty Senate Policy and Operations Committees.

Policy. Provides the overall intention and direction of the policy and major mandated actions or constraints.

Procedures. Provide the information and/or steps necessary for policy compliance and outlines how the policy’s requirements will be met.
To assist with implementation of the policy, standards and guidelines may be issued by the office responsible for administration of a specific policy, as identified in the heading of each policy.

**Standards.** Required processes necessary for compliance with the policy document.

**Guidelines.** Recommended practices or processes designed to streamline particular processes according to a set routine or sound practice. Guidelines allow some [discretion](http://www.businessdictionary.com/definition/discretion.html) or leeway in interpretation, implementation, or use.

### Who Should Read This Policy

- Board of Regents
- Faculty
- Academic staff
- Academic deans and other executives, department chairs, directors, and managers

### Related Documents

UNM Regents' Policy Manual Policy 5.1 ([http://policy.unm.edu/regents-policies/section-5/5-1.html](http://policy.unm.edu/regents-policies/section-5/5-1.html)) “The Faculty’s Role in the University's Academic Mission”

Faculty Handbook Policy A50 ([/policies/section-a/faculty/a50.html](http://policy.unm.edu/policies/section-a/faculty/a50.html)) “The Faculty’s Role in the University's Academic Mission”

Faculty Handbook Policy A51 ([/policies/section-a/faculty/a51.html](http://policy.unm.edu/policies/section-a/faculty/a51.html)) “Faculty Constitution”

University Administrative Policies ([http://policy.unm.edu/university-policies/](http://policy.unm.edu/university-policies/))

University Catalog ([http://catalog.unm.edu/](http://catalog.unm.edu/))

Pathfinder ([http://pathfinder.unm.edu/](http://pathfinder.unm.edu/))

HSC Policy on Policies, which contains procedures specific to the HSC

### Contacts

Direct any questions about this Policy to the [Office of the University Secretary](http://secretary.unm.edu/).

### Procedures

Faculty Handbook policies are designed to ensure that policy level portions can only be changed with approval of the Faculty Senate, but also allow for a streamlined approval process for definition, procedural and information oriented sections of the policy to allow for timely updating to reflect new practices and/or information.

1. **Faculty Handbook** policies are composed of the following sections.

1.1 **Heading.** In addition to policy title and number, the heading of the policy identifies:

   - The approving bodies (i.e. Faculty Senate, Provost/Chancellor for Health Sciences, President, Board of Regents, and/or University Faculty).
   - Responsible Faculty Senate committee(s).
1.2 **Policy Rationale.** Describes the reason for the policy, its relationship to UNM’s academic values and/or mission, and any philosophical, stewardship, legal, regulatory, or other requirements the policy aims to meet.

1.3 **Policy Statement.** Includes the overall intention and direction of the policy and major mandated actions or constraints. It does not include procedures, which are placed in a separate section to allow for greater flexibility when updating is necessary.

1.4 **Applicability.** Identifies which individuals and/or University units are subject to the policy. Some policies may apply to the entire academic community, while others may apply only to Main Campus, the Health Sciences Center, and/or Branch Campuses.

1.5 **Definitions.** Defines terms that have specialized or particular meaning in the policy.

1.6 **Who Should Read This Policy.** Lists individuals who must understand the policy in order to make decisions and/or do their jobs.

1.7 **Related Documents.** Lists related UNM policy documents and other UNM and external documents that provide helpful, relevant information.

1.8 **Contacts.** Contains information to assist faculty members in complying with the policy.

1.9 **Procedures.** Includes procedures necessary for policy compliance and outlines how the policy’s requirements will be met.

1.10 **History.** Lists dates of amendments and summary information on changes approved.

2. **Approval process for Policy Level Portions of Faculty Policies.** Changes to policy level portions of the policy (sections 1.2 –1.4, herein) require approval by the approving bodies listed in the policy heading. At a minimum this includes the Faculty Senate and depending on the impact of the policy, approval may also require action by the President or Provost/Chancellor for Health Sciences, Board of Regents, and/or University faculty.

3. **Approval process for Definitions, Procedures, and Information Portions of Faculty Policies.** Changes to definition, procedural and information portions of the policy (sections 1.5 –1.10, herein) can be made with approval by both the Faculty Senate Policy Committee (FSPC) and the Faculty Senate Operations Committee in consultation with the responsible Faculty Senate Committee(s) listed in the policy heading.

**History**

February 4, 2014 – Amended procedures approved by Faculty Senate Operations Committee
January 29, 2014 – Amended procedures approved by Faculty Senate Policy Committee
August 27, 2013 – Approved by the Faculty Senate
January 20, 2015 – Amended procedures section to remove AF&T and Research Policy Committees from process.
January 19, 2015 – **Amended definitions** ([updates/2015/a53-updated.html](updates/2015/a53-updated.html))
A53.1 Policies Applicable to Faculty

Approved By: Faculty Senate
Effective Date: December 22, 2015
Responsible Faculty Committees: Policy Committee
Office Responsible for Administration: Office of the University Secretary

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

Policy Rationale

The Faculty Handbook provides University of New Mexico (UNM) faculty with a written record of faculty policies and procedures. Policies in the Faculty Handbook are unifying documents that describe academic principles, the reasoning behind the principles, and institutional procedures necessary for implementation. Faculty Handbook policies contain governing principles and procedures that mandate or constrain actions and apply to UNM faculty.

Policy Statement

Faculty policies are governed by UNM Board of Regents' Policies. The Board of Regents' Policy Manual (http://policy.unm.edu/regents-policies/) shall be controlling in any matters in which there is an inconsistency between the Faculty Handbook and the Board of Regents' Policy Manual. All UNM policies which pertain primarily to faculty and academic matters are placed in the Faculty Handbook. The scope of Faculty Handbook policies is established by the “Faculty Constitution” and the right to review and take action on these policies is granted to the faculty by UNM Board of Regents Policy 5.1 “The Faculty’s Role in the University's Academic Mission.”

The Faculty Handbook shall be controlling in any faculty and academic matters in which there is an inconsistency between the Faculty Handbook and the University Administrative Policies and Procedures Manual (http://policy.unm.edu/university-policies/), the University Catalog (http://catalog.unm.edu/), or the Pathfinder (http://pathfinder.unm.edu/). It is not the purpose of the Faculty Handbook to serve as a manual of school/college and departmental policies or procedures; however, the Faculty Handbook shall be controlling in all matters in which there is inconsistency. Although, policies applicable to faculty are primarily published in the Faculty Handbook, some policies published in the University Administrative Policies and Procedures Manual also apply to faculty and these policies are described and listed in the Procedures Section of this document.

Applicability

All UNM academic faculty and administrators, including the Health Sciences Center and Branch Campuses.
Definitions

No specific definitions are required for this Policy

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committees.

Who Should Read This Policy

- Faculty
- Academic staff
- Academic deans and other executives, department chairs, directors, and managers

Related Documents

Board of Regents' Policy Manual (http://policy.unm.edu/regents-policies/)
University Administrative Policies and Procedures Manual (http://policy.unm.edu/university-policies/)

Contacts

Direct any questions about this Policy to the Office of the University Secretary (http://secretary.unm.edu/).

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**History**

December 22, 2015 – [Approved by the Faculty Senate](updates/2015/a53.1-created.html)
A60: Faculty Senate Bylaws

Policy

Approved March 31, 1981; Amended May 9, 1989; Amended April 10, 1990; Amended May 11, 1993; Amended April 1990; April 1990 amendment was rescinded November 1993; Amended April 28, 1998; Amended March 27, 2001, August 27, 2002; Amended October 28, 2003; Amended April 27, 2004

Note: The authority and duties of the Faculty Senate derive from the Faculty Constitution (A51 (/policies/section-a/faculty/a51.html)), Section 6.

I. SENATE STRUCTURE

A. OFFICERS

1. The Senate shall elect the following officers and representatives annually.

(a) President
(b) President-elect
(c) Four members of the Senate Operations Committee

2. The Operations Committee will also include the immediate past President of the Senate, whether or not he or she is a member of the Senate. The Operations Committee will always include seven faculty members, so that if the President and President-Elect are the same person, (i.e., when the President-Elect runs for a second term and is elected, or if the Past President and President are the same person, (i.e., during the second term of a two-year term as President), then five members of the Operations Committee shall be elected.

3. DUTIES OF OFFICERS

(a) The President shall have the following duties:
(1) Serve as chairperson of the Senate and the Operations Committee.
(2) Represent the Faculty before the Regents, Administration and other groups by attending requisite functions and committee meetings.
(3) Appoint ad-hoc committees as necessary to conduct Senate business.

(b) The President-elect shall have the following duties:
(1) Serve on the Operations Committee
(2) Perform the duties of the President in the absence of the President.
(3) Assist the President in representing the faculty before the Administration, the Regents, and other groups.
(4) Oversee Faculty Senate committee appointments.
4. ELECTION OF OFFICERS AND OPERATIONS COMMITTEE MEMBERS

(a) The election of the President and Operations Committee members shall be conducted annually at a special meeting of the incoming Senate held at the close of the spring term of the preceding academic year. Alternatively, at the discretion of the President, this election may be conducted electronically.

(b) The election shall be chaired by the outgoing President of the Senate.

(c) The new officers and Operations Committee members shall take office on July 1 of the year of their election.

(d) Nominations and self-nominations for President, President-Elect, and Operations Committee may be made by incoming senators at a regular Senate meeting or electronically to the University Secretary’s office, which will verify the senator’s willingness to serve.

(e) Among the five voting members of the Operations Committee, at least four colleges must be represented.

(f) If the President or President-Elect does not complete his or her term of office, the Operations Committee will arrange for the Senate to elect a replacement at the earliest opportunity.

(g) If a member of the Operations Committee does not complete his or her term of office, the Operations Committee will either find a replacement from the un-elected candidates from the most recent Operations Committee election (taking the unelected candidate with the most votes from an eligible college) or, if this is not possible, arrange for a new election of a replacement by the Senate.

B. SENATE OPERATIONS COMMITTEE

1. MEMBERSHIP

(a) The President, President-elect, Past President and four voting members of the Senate elected by the Senate.

(b) The President of the Senate shall serve as chairperson of the Senate Operations Committee.

(c) The immediate past president of the Senate, whether or not he/she is a member of the Senate, shall be an ex-officio voting member of the Operations Committee.

2. DUTIES

(a) Perform basic administrative functions to facilitate the work of the Senate and Senate Committees.

(b) Establish priorities and set agenda for Senate meeting.

(c) Transmit to the Senate with recommendations as to adoption of all reports, recommendations and proposals received from Senate Committees. In performing this function, the Operations Committee shall not change committee recommendations or proposals without the approval of the originating committee. It may refer a recommendation back to the committee for further study or it may present its own recommendations to the Senate together with those of the originating committee.

(d) Coordinate the activities of all Senate Committees.
(e) Study Senate procedures and structure and make recommendations for their improvement.

(f) Recommend to the Senate changes in the committee structure in keeping with Article I, Section 6 (g) of the Faculty Constitution.

(g) Coordinate the work of Senate committees and the administration by forwarding relevant committee reports and recommendations to the appropriate group or individual for additional consideration and comment.

(h) Function as a committee on committees. (Recommend to the Senate the appointment of committee members and chairpersons.)

(i) Assist the President and President-Elect in representing the faculty before the administration and Regents, on an as needed basis.

C. OTHER SENATE COMMITTEES AND REPRESENTATION
(See Section III for membership and duties)

1. Standing Committees of the Senate. All standing committees are responsible to the Senate, report to the Senate Operations Committee, and have their faculty membership appointed by the Senate.
   (a) Admissions and Registration Committee
   (b) Athletic Council
   (c) Bachelor of University Studies Faculty Advisory Committee
   (d) Budget Committee
   (e) Computer Use Committee
   (f) Curricula Committee
   (g) Faculty Ethics and Advisory Committee
   (h) Faculty and Staff Benefits Committee
   (i) Graduate Committee (members appointed by Colleges/Schools)
   (j) Governmental Relations Committee
   (k) Intellectual Property Committee
   (l) Library Committee
   (m) Research Allocations Committee
   (n) Research Policy Committee
   (o) Scholarship Committee
   (p) Teaching Enhancement Committee
   (q) Undergraduate Committee
   (r) University Honors Council
   (s) University Press Committee

2. Administrative Committees with faculty representatives appointed by the Senate. Faculty members on this Committee shall make periodic reports to the Senate whenever such reports are considered appropriate by them and/or when requested to do so by the Operations Committee.
   (a) Campus Development Advisory Committee

3. Student committees with faculty representatives appointed by the Senate. Faculty members on these
Committees shall make periodic reports to the Senate whenever such reports are considered appropriate by them and/or when requested to do so by the Operations Committee.

(a) International Affairs Committee
(b) Student Union Board
(c) Student Conduct
(d) Student Publications Board

II. SENATE OPERATING POLICIES

A. COMMITTEES

1. In its capacity as a committee on committees, the Operations Committee shall make recommendations to the Senate for all committee appointments (including committee chairpersons) that are the responsibility of the Senate. These appointments shall be voted on by the Senate.

2. All members of the University voting faculty are eligible for appointment to standing faculty committees or as faculty representatives on administrative and student committees. Appointments shall be determined by the Senate upon recommendation of the Operations Committee.

3. During the Spring Semester of each year, all faculty shall be asked to rank the various committees according to their preference for membership on those committees. The Operations Committee shall recommend appointments to committees based as feasible upon the stated preferences of faculty members.

4. Senators are encouraged to serve on a University Committee, and will be given priority consideration in appointments to committees.

5. Initial committee appointments will normally be effective on July 1 of the year of the appointment. Replacement appointments will be effective when approved by the Senate.

6. When it is desirable, in the judgment of the Operations Committee and the current Committee chair, if there is one, for a committee appointment to begin as soon as possible, the Operations Committee may make such an appointment on a provisional basis, pending approval by the Senate at its next meeting.

7. Administrative officers (Vice Presidents and College Deans) shall not serve as Senate appointed committee members.

B. ABSENTEEISM

1. Given the importance of insuring active participation of all Senators and representation of all parts of the university, if a Senator misses two Senate meetings in a given semester, the President shall consult with the Senator concerning attendance and may, after consultation with the Operations Committee, declare the seat vacant.

2. If a Committee member of any Faculty Senate Committee misses two meetings in a given semester, the Chair of the Committee should consult with that person and may recommend to the Operations Committee that the seat be declared vacant and the person replaced.
C. PROCEDURE

1. Each speaker is limited to five minutes each time when speaking to an issue.

2. The Senate shall normally meet the fourth Tuesday of every month at 3:00 p.m. Additional meetings may be scheduled by the Operations Committee as needed.

3. The President of the Faculty Senate shall have the right to vote as a member of the body on each motion before the Senate.

4. A quorum shall consist of 40 percent of the Senate membership.

5. Faculty Senate meetings shall be conducted in accordance with the Roberts Rules of Order.

III. COMMITTEE MEMBERSHIP AND DUTIES

A. The duties and composition of committees presently listed in the Faculty Handbook will remain as stated.

B. For committees not presently listed in the Faculty Handbook, the composition will be determined by the Operations Committee.
A61: Faculty Senate Committees

Policy

(Approval of any and all changes to Faculty Senate Committees are made by the Faculty Senate)

Membership on Faculty Senate committees is set annually by the Faculty Senate based on faculty preferences.

- Terms of committee service are from July 1 through June 30.
- A quorum on standing committees is a simple majority.
- Ex-officio members shall be non-voting unless otherwise specified by the Faculty Senate.
- Ex-officio members of faculty committees are expected to attend meetings and assist the committee by providing pertinent information on issues and shall have the same rights as regular committee members to be heard and speak on issues. However, they shall not attend meetings dealing with personnel matters such as hiring and firing of staff members.
- Committees shall have the right, by majority vote of the voting members, to close a session to such ex-officio members.
- Participation in committees is a right and duty of individuals of all ranks.
- Full-time faculty members are given an opportunity each year to express preference regarding standing committees on which they would like to serve.
- Members are expected to take an active part in the work of any committee to which they are assigned.
- In no case, however, shall a faculty member serve on more than two standing committees concurrently.

Functions, duties, and composition of these committees are detailed in the individual committee descriptions in:

- A61.1: Admissions and Registration Committee (/policies/section-a/faculty-senate/a61/a61.1.html)
- A61.2: Athletic Council (/policies/section-a/faculty-senate/a61/a61.2.html)
- A61.3: Bachelor of University Studies Faculty Advisory Committee (/policies/abolished/sec-a/a61.3.html) (abolished 4-24-07)
- A61.4: Budget Committee (/policies/section-a/faculty-senate/a61/a61.4.html)
- A61.5: Campus Development Advisory Committee (/policies/section-a/faculty-senate/a61/a61.5.html)
- A61.6: Information Technology Use Committee (/policies/section-a/faculty-senate/a61/a61.6.html)
- A61.7: Curricula Committee (/policies/section-a/faculty-senate/a61/a61.7.html)
- A61.8: Faculty Ethics and Advisory Committee (/policies/section-a/faculty-senate/a61/a61.8.html)
- A61.9: Faculty and Staff Benefits (/policies/section-a/faculty-senate/a61/a61.9.html)
- A61.10: Governmental Relations Committee (/policies/section-a/faculty-senate/a61/a61.10.html)
- A61.11: Graduate Committee (/policies/section-a/faculty-senate/a61/a61.11.html)
- A61.12: Honorary Degree Committee (/policies/section-a/faculty-senate/a61/a61.12.html)
- A61.15: Research Allocations Committee (/policies/section-a/faculty-senate/a61/a61.15.html)
- A61.16: Research Policy Committee (/policies/section-a/faculty-senate/a61/a61.16.html)
- A61.17: Scholarship Committee (/policies/section-a/faculty-senate/a61/a61.17.html)
- A61.18: Teaching Enhancement Committee (/policies/section-a/faculty-senate/a61/a61.18.html)
- A61.19: Undergraduate Committee (/policies/section-a/faculty-senate/a61/a61.19.html)
- A61.20: University Honors Council (/policies/abolished/sec-a/a61.20.html) (abolished 4-24-07)
- A61.21: University Press Committee (/policies/section-a/faculty-senate/a61/a61.21.html)
- A61.22: Policy Committee (/policies/section-a/faculty-senate/a61/a61.22.html)
- A61.23: Health Sciences Center Council (/policies/section-a/faculty-senate/a61/a61.23.html)

The membership lists for each of these committees can be accessed at: facgov.unm.edu (http://facgov.unm.edu/)
A61.1: Admissions and Registration Committee

Policy

The Admissions and Registration Committee makes recommendations to the Faculty Senate for the establishment of policies and regulations governing admissions, registration, the grading system, university-wide academic regulations, transference and validation of credits, and university-wide graduation requirements. Additionally, this committee monitors the implementation of these policies and regulations. Through subcommittees, the committee rules on individual cases involving falsification of records, grade changes, petitions for waiver of university-wide graduation requirements and special admissions.

(Ten faculty members, including the chairperson, appointed by the Faculty Senate from at least four colleges or schools on the Albuquerque campus and one from a branch; two student members appointed by the Associated Students of UNM (ASUNM) and the Graduate And Professional Student Association (GPSA), respectively; the Director of Institutional Research; one dean (or designated representative) of a college or school to be elected by the Council of Deans; the Dean of Students; the Vice Provost for Extended University and Dean of Continuing Education and Community Services; the Vice President for Student Affairs or designee; the Director of Undergraduate Admissions; and the Registrar. The terms of office shall be for two years, set up on a staggered basis so that the terms of five members will expire each year. The chairperson is elected by the Committee.)
The chief duties and functions of the Athletic Council are to formulate, maintain, and review general policies pertaining to intercollegiate athletics. The purpose of the council is to support the personal and academic welfare of the student athlete, protect institutional integrity, and ensure compliance with the National Collegiate Athletic Association (NCAA) and affiliated conference rules. In formulating policy, the Athletic Council shall (a) maintain a position in favor of high scholastic standards for intercollegiate athletics; (b) maintain a position in favor of high standards of institutional and personal integrity and ethical conduct for intercollegiate athletics, and (c) maintain the concept of the intercollegiate athlete as an amateur competitor, a bona fide student pursuing a degree program.

The duties of the Athletic Council are further defined as: (a) to transmit to the President and Faculty Senate at the beginning of each calendar year a report to include information on athletic scholarships and financial aid given to athletes, current review of the graduation rates of student athletes, the eligibility of student athletes as indicated by the Faculty Representative to the NCAA, the Registrar’s Office, and the Athletic Academic Advising Office, appropriate recommendations concerning the administration of athletic programs from the perspective of the academic performance of student athletes; (b) to encourage ethical conduct in intercollegiate sports at the University of New Mexico; (c) to make appropriate recommendations to the Vice President for Athletics, the faculty, and UNM President regarding items pertaining to the maintenance of scholastic standards for intercollegiate athletics; (d) to review criteria for admission and eligibility of student athletes, and policies regarding student athletes’ progress towards degrees; (e) to review and monitor UNM’s athletics programs for compliance with NCAA and MWC rules and regulations including the review of periodic compliance reports; (f) to provide comments and recommendations regarding changes in NCAA, MWC, or other relevant conferences rules, bylaws, policies and procedures to the VP for Athletics and the faculty representative to the NCAA, (g) to review and make recommendations regarding conference affiliations and other intercollegiate relationships; (h) to review at the end of each academic year the list provided by the Vice President for Athletics of student athletes whose scholarships or financial aid are not being renewed, including the reason for each action; (i) to review annually team schedules for conformity to the Athletic Council policy on scheduling of academic events and review and approve scheduling exceptions; (j) to consult with the Vice President for Athletics on policies and procedures for the annual evaluation of coaches and athletic staff; (k) to review and make recommendations regarding appeals of student athletes on academic and athletic matters, and. (l) to advise the Vice President for Athletics, when an Associate Director of Athletics or a head coach is to be employed or dismissed.

The Council shall include twelve faculty members, the majority of whom should be tenured, including the chairperson, all to be appointed by the Faculty Senate. These twelve members must be representative of at least four colleges. The terms of office shall be for three years, set up on a staggered basis so that the terms of two members will expire each year. The remaining council membership shall be composed of: three undergraduate student members; one graduate student member; one alumni member; and, also, ex-officio, non-voting, the Vice President for Athletics, the Associate Director of Athletics, and the faculty
representative to the National Collegiate Athletic Association (NCAA). An executive committee of the Council may be appointed to provide coverage during the summer months when some faculty members of the Council may not be available.
A61.4: Budget Committee

Policy

The Budget Committee has the responsibility to make recommendations to the Faculty Senate for advising the budget office in developing the university budget. In particular, the functions of the committee include, but are not limited to: (a) the presentation to the Faculty Senate each September of an analysis of the previous year’s disbursement of incremental resources; and (b) the development with the central administration of the university budget for presentation to the regents.

(At least thirteen faculty members appointed by the Faculty Senate, with two from Arts and Sciences and one from each of the following academic areas [where possible given the number of faculty in each area]: Architecture and Planning, Education, Engineering, Fine Arts, University Libraries, Law, Management, Medicine (including Dental Hygiene Programs), Nursing, and Pharmacy and ex-officio member appointed by the Vice President for Business and Finance. The terms of office shall be for three years, set up on a staggered basis so that the terms of at least four members will expire each year. The chairperson is elected by the Committee.)
A61.5: Campus Development Advisory Committee

Policy

Mission

The Campus Development Advisory Committee (CDAC) advises the UNM administration on issues relating to the physical environment of the campus as they contribute to and affect the mission, goals and quality of life at the University. The CDAC serves as a forum for the communication and exchange of ideas and proposals regarding development on the campus and its impact on the campus community, the surrounding neighborhoods, and the City of Albuquerque.

The intent of the committee’s involvement is to carry out intelligent and representative reviews of proposed projects, and to offer constructive comment and recommendations directly to the administrative group managing the projects as well as serving as an advisory body to the Provost and Faculty Senate.

Scope of Committee Reviews

The CDAC reviews initiatives that will result in a physical alteration to the campus fabric. The types of projects that fall under the Committee’s review include:

- Site selection for new buildings or other space development
- Placement of new buildings on a site
- Site development for buildings or landscape architectural projects such as plazas, open space areas, recreational areas, pedestrian zones, parking lots
- General character, size, massing and materials of proposed new buildings
- Proposed alterations to historic elements of the campus
- Plans for changes to the patterns of access and circulation systems on campus, and as these connect to city systems
- Issues regarding the Campus Master Plan

Evaluative Criteria

The CDAC reviews proposals to consider the general ‘fit’ between the project and a range of contextual conditions, including:

- The health and safety of students, employees, visitors and residents of the campus
- Potential impacts on movement, visual accessibility and environmental conditions in the surrounding context in which the project is proposed
- The degree to which the proposal incorporates sustainable practices in site and building development
- The aesthetic impact of the proposed development
- The impact of the proposed project on the Campus Master Plan and future development
considerations

Committee Procedure

- The Committee reviews proposals in the preliminary phase of the design process at stage when suggestions and recommendations can still be incorporated. They receive information on the projects again at the completion of the design development stage.
- The Institutional Support Services (ISS) Division and its project managers bring projects before the committee at the appropriate stages of development.
- The Committee reports in an advisory capacity to the Provost, Faculty Senate Operations Committee and Vice President for Institutional Support Services through the Faculty Committee Chair.
- ISS provides staff support for the Committee.
- The Committee will meet monthly (generally, on the 2nd Thursday of each Month).

Committee Representation

- Seven faculty members are appointed by Faculty Senate, five from the main campus (including one from the faculty of Architecture and Planning), and two from the north campus.
- Three student representatives, one from the Associated Students of UNM (ASUNM), one from the Graduate and Professional Student Association (GPSA) and one from the Residence Halls Student Association.
- The Administrative members shall be the Vice President for Institutional Support Services; the Provost/Vice President for Academic Affairs; Vice President for Student Affairs (including representatives for student development and the accessibility resource center), the Vice President of the Health Sciences Center; and the Administrator of the UNM Hospital. Any of the administrators may be represented by individuals under their supervision who are designated at the first meeting of each academic year.

The following individuals will have non-voting membership on the committee:

- The UNM Directors of: Planning and Campus Development, Physical Plant, Real Estate, Office of Capital Projects, UNMH Facilities Services, the University Architect, University Landscape Architect, University Planner, Campus Chief of Police, Parking Services Director, and Campus Safety Director.
- Three representatives from the City: one each from the Planning Department; the Public Works Department; and the Transit and Parking Department.
- Four representatives from neighborhood associations that are located in the four quadrants (north, east, south and west) which are contiguous with the main and north campuses; these four neighborhood representatives will be selected by the Federation of University Neighborhoods.

The Committee is chaired by a faculty member elected by the faculty members from among voting committee members. The Vice President for Institutional Support Services shall co-chair the committee.
A61.6: Information Technology Use Committee

Policy

(Approved by the Faculty Senate November 22, 2011)

The Information Technology Use Committee, in cooperation with UNM IT and other core technology providers, is advisory to the office of the Provost/Vice President for Academic Affairs on all matters relating to technology access. Through communication with the academic and administrative units, it represents the needs and concerns, particularly of the academic community, for computing resources and information technology needs. Its purview includes, but is not limited to, articulation of needs, advocacy of innovative and effective instructional technologies, active participation in planning, advice on IT budgets, recommendation for priorities and liaison with academic as well as administrative computer users. The Committee reports to the Faculty Senate through regular procedures and submits a yearly report to the Senate.
**A61.7: Curricula Committee**

Approved by: Faculty Senate  
Effective: November 22, 2016  
Responsible Faculty Committee: Curricula  
Office Responsible for Administration: Office of the University Secretary

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

**Policy Rationale**

The primary role of the Curricula Committee, in cooperation with the Senate Graduate Committee and the Undergraduate Committee, is responsible for maintaining and enhancing the quality of the curricula in the University of New Mexico (UNM), its branches, and its graduate centers.

**Policy Statement**

Faculty members will be appointed by the Faculty Senate or in the case of branch campus faculty who will be appointed by their respective faculty assemblies. The Curricula Committee shall consist of the following faculty members. One faculty member from each of the branch campuses; three from Arts and Sciences, [one from the humanities (including foreign languages), one from the social and behavioral sciences, one from the natural/physical sciences and math], and one each from Architecture and Planning, Dental Hygiene Programs, Education, Engineering, Fine Arts, Honors College, University Libraries, Law, Management, Medicine, Nursing, Pharmacy, Population Health, two students appointed by the Associated Students of UNM (ASUNM) and the Graduate and Professional Student Association (GPSA), respectively. Ex-officio members shall include the Registrar, a Collection Development Librarian, a faculty administrator from the Office of Academic Affairs, the Director of University Advising, a faculty administrator from the Office of the Chancellor for HSC, and one representative from the Graduate and Professional Committee. The chairperson is elected by the Committee.

The functions of the Committee shall include, but not be limited to, all of the following.

1. Reviewing the recommendations of the Senate Graduate Committee concerning all proposals for major changes in programs (Form C), including new degrees, new programs, new majors and minors, name changes, and substantive changes in existing programs, and transmitting them to the Faculty Senate for final approval.

2. Reviewing and making recommendations on all proposals for minor course changes (Form A), new courses (Form B), minor changes in existing programs (Form C), originating from students, departments, programs, divisions, schools, colleges of the University and its branches and graduate centers, and Faculty Senate committees.
3. Participating, together with members of the Senate Graduate and Professional Committee and Undergraduate Committee, in periodic reviews of instructional units and programs.

4. Hearing curricular disputes and recommending means for their resolution.

5. Initiating occasional reviews of curricular offerings and policies at UNM.

6. Recommending to the Faculty Senate both programs and the application of curricular policies.

7. Overseeing the approval and ongoing assessment of the Core Curriculum in consultation with the Faculty Senate.

**Applicability**

All UNM units, including the Health Sciences Center and Branch Campuses.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

**Definitions**

No specific definitions are required for the Policy Statement.

**Who should read this policy**

- Academic chairs, directors, and deans
- Non-academic managers and directors
- Vice presidents and other executives

**Related Documents**


**Contacts**

Direct any questions about this policy to the UNM Office of the University Secretary.

**Procedures**

1. Procedures for Adding Courses to the Core Curriculum
   1.1 Documentation Required
Departments wishing to add courses to the UNM Core Curriculum must submit a Form C for each proposed new course. The Form C should be accompanied by the following material:

- Identification of the area into which the course will fit (writing/speaking, math, science, social/behavioral sciences, humanities, non-English language, fine arts.)
- Rationale for adding the course to the core.
  - Justification for adding the course to the Core.
    - How will this course benefit UNM students?
    - Why does it belong in the UNM Core Curriculum?
  - Impact statement on the effect this addition may have upon other departments/courses currently in the Core.
  - Current and predicted enrollments for the next three years.
  - Demonstrated example of “Annual Report on Assessment.”
- Budget/Faculty Load statement.
  - Budget impact statement.
  - Resources (faculty/facilities) that the department has for teaching the course.
  - Memo from Dean or College Curriculum Committee regarding financial support for five to ten years.
- Documentation of UNM and HED Core Competencies addressed. (Unless the courses are not applicable to HED standards, i.e. non-English language UNM Core).
- Complete syllabus and course schedule including time on topics and suggested text.

1.2 Approvals

- Approval by department’s college curriculum committee/dean
- Review by the Faculty Senate Undergraduate Committee
- Approval by Faculty Senate Curricula Committee
- Office of the Provost
- Vote by Faculty Senate
- HED’s “New Mexico Common Core Curriculum Course Evaluation” form and New Mexico Common course number (NMCCN) if one exists
  - Provost’s Office
- Provost’s Office will inform Registrar’s office of addition to the UNM Core

1.3 Timeline

- Departments must submit the Form C to Curriculum Workflow early in the fall semester.
- Faculty Senate Curriculum Committee must receive proposal by December 1 for the opportunity for inclusion in the upcoming course catalog.

2. Procedures for Deleting Courses from the Core Curriculum

2.1 Documentation Required
Departments wishing to delete courses to the UNM Core Curriculum must submit a Form C for each course to be deleted. The Form C should be accompanied by the following material:

- Identification of the area into which the course fits (writing/speaking, Math, Science, Social/Behavioral Sciences, Humanities, Non-English Language, Fine Arts.)
- Rationale for deleting the course from the core.
  - Justification for deleting the course from the Core.
  - Impact statement on the effect this deletion may have upon other departments/courses currently in the Core.
  - Enrollment history for the previous three years.
- Budget/Faculty Load statement.
  - Budget impact statement.
  - Memo from Dean or College Curriculum Committee regarding support for removing this course from the core.

2.2 Approval Procedures

- Approval by department’s college curriculum committee/dean
- Review by the Faculty Senate Undergraduate Committee
- Approval by Faculty Senate Curricula Committee
- Office of the Provost
- Vote by Faculty Senate
- HED’s “New Mexico Common Core Curriculum Course Evaluation” form and New Mexico Common course number (NMCCN) if one exists.
  - Provost’s Office
- Provost’s Office will inform Registrar’s office of deletion from the UNM Core.

2.3 Timeline

- Departments must submit the Form C to Curriculum Workflow early in the fall semester.
- Faculty Senate Curriculum Committee must receive proposal by December 1 for the deletion in the upcoming course catalog.

History

- November 22, 2016- Approve by Faculty Senate
- February 4, 2014 – Amended procedures approved by Faculty Senate Operations Committee
- January 29, 2014— Amended procedures approved by Faculty Senate Policy Committee
- June 16, 2011—Approved by UNM President
- March 22, 2011—Approved by Faculty Senate
A61.8: Faculty Ethics and Advisory Committee

Policy

The Faculty Ethics and Advisory Committee shall advise and consult with the President of the University, the Provost/Vice President for Academic Affairs, or the Committee on Academic Freedom and Tenure regarding action to be taken, if any, where a faculty member or a graduate, teaching, research or project assistant in the course of his or her instructional or research-related duties is accused of unethical behavior as defined by the Statement of Professional Ethics (Appendix V). The committee shall also familiarize itself with the Statement on Professional Ethics. (See Appendix V, page 53, Policy on Academic Freedom and Tenure.) The committee may decide that a complaint falls outside its mandate and decline to investigate.

(Seven faculty members appointed by the Faculty Senate and one graduate student appointed by the Graduate and Professional Student Association. Members of the Committee shall serve for overlapping, two-year terms. The chairperson shall be elected each year by the Committee and shall be a tenured faculty member.)
A61.9: Faculty and Staff Benefits

Policy

(Revised by the Faculty Senate August 30, 2011)

The Faculty and Staff Benefits Committee (FSBC) is charged by the Faculty Senate and the Staff Council to review and advise on current and potential University benefits to include but not be limited to, the retirement and insurance plans and health care and investigate the feasibility of additional benefits as may occur to the committee or be suggested to the committee. The committee shall then recommend changes in, or additions to, these benefits to the Faculty Senate, Staff Council and University Administration. Other units within the University shall not create separate benefits committees.

Membership. Committee membership will include both voting and non-voting members as follows:

Voting members. Five faculty members appointed by the Faculty Senate; Five staff members appointed by the Staff Council; One retiree appointed by the Retiree Association;

Non-voting. (Ex-officio members): Executive Vice President for Administration/designee; Vice President for Human Resources/designee; Faculty Affairs and Services Director; Human Resources Department Benefits and Employee Services Director; and the Payroll Manager.

Visitors. The FSBC may from time to time ask individuals with information/knowledge on special topics to address/advise the committee.

Chairpersons. The FSBC will have Co-chairpersons (one faculty and one staff member) who will be elected annually by the voting members of the committee.

Minutes. Minutes will be kept for each meeting and will be reported to the Faculty Senate, the Staff Council and the Retirees Association. This policy and charge when adopted will be added to the Faculty Senate Handbook and the Staff Council Bylaws.
A61.10: Governmental Relations Committee

Policy

The Governmental Relations Committee is responsible for identifying issues of concern to faculty, developing strategies to address these issues, and communicating with the executive and legislative branches of government regarding them. The Committee will monitor developments at the state and local levels that affect higher education and will inform the Senate of these developments and recommend appropriate response.

Membership: Nine faculty members, representing three or more colleges, nominated by the Faculty Senate. Members shall serve overlapping three-year terms and may be reappointed. The Chairperson is elected by the Committee at the last meeting of the academic year.

(For the first year, members will be solicited from the faculty at large by special announcement. Nine members will be appointed, three each to one-, two-, and three-year terms. In subsequent years, appointments will be made through the regular committee-preference process.)
A61.12: Honorary Degree Committee

Policy

The Honorary Degree Committee, a subcommittee of the Senate Graduate Committee shall be composed as follows:

(Two members appointed by the President of the Board of Regents; two members of the General Faculty (appointed for two-year terms by the Faculty Senate:) two members of the General Faculty (appointed for two-year terms by the Senate Graduate Committee;) the President of the University and the President of the Graduate and Professional Student Association. Additionally, the President of the Board of Regents and the Secretary of the University shall be ex-officio members, the Secretary to serve as Secretary of the Committee. The Committee shall elect its own chairman from among the faculty members appointed by the Faculty Senate and the Senate Graduate Committee.)

Operating guidelines: Each year, the Honorary Degree Committee shall solicit nominations for honorary degrees from any source they deem proper. However, a great emphasis should be placed on nominees whose contributions are to UNM, New Mexico or the southwest. The Honorary Degree Committee shall decide if an honorary degree is to be given for any particular year. If no selection is made, the Senate Graduate Committee, the Faculty Senate, and the Regents will be so notified. If the Honorary Degree Committee decides there are appropriate candidates--to a maximum of three annually--they may make a selection or selections and shall present the names of the nominees to the Senate Graduate Committee for confidential approval or disapproval of any or all names. If Senate Graduate Committee's approval is forthcoming for any or all of the nominees, the names shall be submitted to the Faculty Senate for confidential approval no later than at the February meeting. Names of nominees approved by the Faculty Senate shall then be submitted to the Regents for formal approval at their Commencement meeting. (However, approval of the Regents not on the Honorary Degree Committee must be secured informally before names are submitted to the Senate Graduate Committee.) Disapproval of all names by the Senate Graduate Committee, the Faculty Senate, or the Regents stops the process at that point for that year. New nominations from the Senate Graduate Committee, the Faculty Senate, or the Regents will only be considered by the Honorary Degree Committee for a subsequent year.

Early in each academic year, the Honorary Degree Committee makes nominations for the awarding of honorary degrees in accordance with the policy provided below.

Policy for Awarding Honorary Degrees

Approved, Faculty 10/21/51; Approved, Regents 03/10/52; Amended, 12/17/63; Amended, 02/23/67; Amended, 1/14/69; Amended, 05/12/92; Amended and Approved, Regents 11/14/96.

The University of New Mexico wishes to recognize and thereby encourage individuals by awarding special honors to those persons who have contributed significantly to the cultural or scientific development of the Southwest, or to the spiritual or material welfare of its people. At the same time, due regard should be paid to eminent individuals and scholars whose contributions are of general significance and transcend geographic limitations. In no case should a passing courtesy to the University of New Mexico, such as the
delivery of a commencement address, be the sole or principal cause for such honorary awards. The award of an honorary degree to a person seeking or holding a political office does not indicate endorsement by the University of New Mexico. Political involvement should not prevent selection of an individual for an honorary degree.

It is not the University's policy to award honorary degrees to active members of the faculty, staff, or administration. This does not preclude, in an exceptional case, the awarding of an honorary degree to an emeritus member of the faculty or to a former employee whose stature remains or becomes eminent in the years following active service with the University. In such exceptions, sufficient time shall have elapsed to ensure objectivity in the process of selection.

Honorary degrees will be awarded only upon the approval of the Regents, based on recommendations from the Honorary Degree Committee, whose membership is set out in the Faculty Handbook.

Further information on awarding honorary degrees and other types of special recognition can be obtained from "Special Recognition and Awards," Section 1.6 (http://policy.unm.edu/regents-policies/section-1/1-6.html), Regents' Policy Manual.
A61.14: Library Committee

Policy

The Library Committee meets regularly to address issues and make recommendations related to the university libraries’ policies, budgets and other issues in so far as they impact the teaching, research and service responsibilities of the faculty, and the studies of undergraduate and graduate students. The role of the Committee is also to facilitate communication among libraries and between libraries and faculties of the university. The issues that the Committee will address may be generated by the Committee itself or may be brought to the Committee by any faculty, student or library staff member. Recommendations by the Committee will be made to the Faculty Senate and, when appropriate, to the relevant deans, library directors and vice-presidents. Advice and consultation on library issues will be sought from the library faculty and staff. The chairperson of the Library Committee shall make an annual report to the Faculty Senate reviewing its major activities, including a list of recommended actions. A copy of this report will be sent, for informational purposes, to the Provost/Vice-President for Academic Affairs, the Vice-President for the Health Sciences, the Dean of the Law School, the Dean of the University Libraries, the Director of the Health Sciences Center Library, and the Directors of the various branch campuses.

Membership:

One member from each of the following groupings:

Anderson Schools, Economics, and Public Administration
Education
Engineering
Fine Arts and Architecture
University Libraries
Nursing and Pharmacy
UNM branch campuses
Law School

Two members from each of the following groupings:

Humanities1
Natural Sciences2
School of Medicine
Social Sciences3
Undergraduate Students (to be appointed by the Associated Students of UNM (ASUNM))
Graduate Students (to be appointed by the Graduate and Professional Student Association (GPSA))

Ex 0fficio:

Dean of the University Libraries
Director of the Health Sciences Center Library
Director of the Law Library
1) English, Foreign Languages & Literatures, History, Linguistics, Philosophy, Spanish and Portuguese.
3) American Studies, Anthropology, Communication and Journalism, Geography, Political Science, Sociology, Speech and Hearing Sciences, Community and Regional Planning.

The terms of each office shall be for three years set up on a staggered basis. The chairperson is elected by the Committee. The terms of office of students will be determined by the ASUNM and the GPSA.
A61.15: Research Allocations Committee

Approved by: Faculty Senate  
Effective: April 22, 2014  
Responsible Faculty Committee: Research Allocations  
Office Responsible for Administration: Office of the University Secretary

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

Policy Rationale

The primary mission of the RAC funding is to support the career development of faculty (research and creative works) who are in various stages of career development, but priority will be given to faculty: 1) in the early stage of their careers, 2) embarking upon new directions, or 3) in fields and disciplines where there is limited funding.

The Research Allocations Committee (RAC) supervises and allocates the Faculty Research Fund. This policy document provides policies and the procedures for grant application, approval, acceptance, and administration. It also defines the structure and composition of the Research Allocations Committee.

Policy Statement

The Research Allocations Committee receives requests from faculty members for grants-in-aid, determines faculty eligibility for grants from the fund and the amount of such grants, and appraises the merits of proposed research projects as well as the productivity of the applicants.

The Committee shall communicate and meet with the Vice President for Research or his/her designated representatives. The Committee shall formally meet periodically during fall and spring semesters to discuss the availability and allocation of funds.

Committee Membership

Twelve members appointed by the Faculty Senate; of these twelve, at least one shall be selected from each of the following seven areas with no more than three members from any one area serving concurrently:

1. Physical Sciences—e.g., chemistry, earth and planetary, mathematics and statistics, physics and astronomy.
2. Life Sciences—e.g., biology, psychology.
3. Social Sciences—e.g., anthropology, "business and administrative sciences", economics, geography, history, law, political science, sociology.
4. Engineering--all departments of the School of Engineering.
5. Education--all departments of the College of Education.
6. Humanities—e.g., architecture, English, journalism, foreign languages and literatures, Spanish and Portuguese, philosophy, communication.
7. Fine Arts—all departments of the College of Fine Arts.

The term of service shall be two years. Committee members may be elected to a second two-year term. At least one year must pass before a Committee member who has served two consecutive two-year terms is again eligible to serve. At the last meeting each year, the Committee shall elect a chair from the eligible membership. The chair shall remain active through the summer session. The chair or a designated representative shall convene the initial meeting of the new committee.

Applicability

All UNM units, including the Health Sciences Center and Branch Campuses.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

Definitions

No specific definitions are required for the Policy Statement.

Who should read this policy

- Academic chairs, directors, and deans
- Faculty members

Related Documents

University of New Mexico Research Allocations Committee (RAC) Guidelines for Grants (≤ $10,000)
(http://rac.unm.edu/UNM_RAC_guidelines.pdf)

Contacts

Direct any questions about this policy to the UNM Office of the University Secretary.

Procedures

Procedures for inclusion in this document will be developed by the Research Allocations Committee that defines:

- Eligibility
- Funding cycles and submissions
- Funding priorities and eligible project categories
- Application requirements
History

Effective:
March 29, 2011—Approved by Faculty Senate
A61.16: Research Policy Committee

Policy

The primary role of the Research Policy Committee shall be to encourage and support research and its funding at the University of New Mexico, including all its established units. The functions of the committee shall include, but not be limited to: initiating, formulating, recommending, and reviewing policies regarding sponsored and unsponsored research, and intellectual property; recommending University policy regarding the distribution of overhead and institutional grants; reviewing with the chief administrative officers for research the research budget of the University prior to and during its final development, and informing and making recommendations to the Faculty Senate regarding this budget; recommending policy concerning the use of the Faculty Research Fund and reviewing and making recommendations to the administration through the Faculty Senate regarding the budget of the Faculty Research Fund; formulating policy regarding the establishment, major modification or termination, and periodic review of research centers, bureaus, institutes, or other related organizations, reviewing and making recommendations to the central administration and the Faculty Senate on proposals regarding these bodies, and participating in the periodic review of these centers; evaluating, formulating and recommending policy concerning research support services provided by computer facilities, libraries, contract accounting, research administration, and other support organizations; making recommendations to the central administration when the appointment of the chief administrative officers for research is being considered; making recommendations to the Faculty Senate on matters of grant research, contract research, patent and copyright policy, and policy on commercialization of intellectual property affecting directly or indirectly the faculty and University as a whole; consulting with the Faculty Senate on formulating the charge of the Intellectual Property Committee as called for in the University Intellectual Property Policy; recommending candidates for the Annual Research Lectureship; meeting with the academic deans formally at least once each year to discuss current problems and exchange information concerning research; and consulting with the chief administrative officers for research regarding implementation of policies.

(Twelve faculty members, appointed by the Faculty Senate in consultation with the Committee chairperson, selected primarily from colleges and departments generating sponsored research: including three from the College of Arts and Sciences, two from the College of Education, two from the School of Engineering, one from the College of Fine Arts, one from the Library, and two from the Health Sciences Center. One graduate student member nominated by the Graduate and Professional Student Association (GPSA). Ex-officio members include the chief administrative officer for research on main campus, the chief administrative officer for research at the Health Sciences Center, and the Director of the Science and Technology Corporation at UNM. The attorney from the University Counsel’s office with primary responsibility for research matters shall attend committee meetings and provide legal advice to the RPC. 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. A member may 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 elects a Vice-Chair to serve in place of the chair in her/his absence. In addition to Committee appointees, subcommittee membership will be augmented with other faculty, administrators, and graduate students as required for specific subcommittee tasks.)
A61.17: Scholarship Committee

Policy

The Scholarship Committee will:

1. formulate and oversee the implementation of policies governing the allocation of scholarships to students when policy is not stipulated by the granting agency;
2. coordinate scholarship issues with the Scholarship Office (SO), Student Financial Aid Office (SFO), and other university offices and administrators and advise the Directors of the SO and SFO on matters brought to the Committee by the UNM community;
3. submit an annual report to the Faculty Senate each May on issues and decisions related to the granting of scholarships by the SO and SFO;
4. evaluate scholarship-related budgetary policy in the Student Affairs Division and advise the Vice-President of Student Affairs and the Provost on scholarship-related budgetary policy, and on matters brought to the committee by the UNM community;
5. assist in the selection process of the Regents and Presidential Scholars; and,
6. oversee and assist designated UNM faculty representatives in disseminating information concerning screening and preparing applicants from among UNM students for major national and international scholarships such as the Truman, Rhodes, Marshall, Goldwater, and Fulbright Scholarships.

(Ten faculty members, including chairperson, appointed by the Faculty Senate from at least six colleges; two student members appointed by the Associated Students of UNM (ASUNM); one student member appointed by the Graduate and Professional Student Association (GPSA); also as ex-officio members, the Dean of Students, the Director of Development, the Dean of the Undergraduate Studies, the Director of Admissions, the Bursar, the Director of Recruitment Services, the Director of the Scholarship Office, and Director of Student Financial Aid.)
A61.18: Teaching Enhancement Committee

Policy

The purpose of the Teaching Enhancement Committee shall be to encourage and support quality teaching and its funding as the primary role of the University of New Mexico, including all its established units. The TEC will in no way infringe upon the academic freedom of faculty members in searching for and imparting knowledge. The functions of the committee shall include, but not be limited to: initiating, formulating and recommending policies regarding teaching resources, support staff and faculties; recommending University policy regarding the granting of awards and stipends for outstanding teaching and scholarly achievements; oversee selection of Presidential Teaching Fellow and Teacher of the Year Awards and future University teaching honors; awarding funds to be used as incentives to enhance teaching methods and curriculum development through the Teaching Allocations Subcommittee; reviewing and recommending the use of contemporary and developing tools for teaching quality and productivity; serve as an advisory committee to the Center for the Advancement of Scholarship in Teaching and Learning (CASTL); evaluating, formulating and recommending policy concerning teaching support services provided by computer facilities, libraries, media services, and other support organizations; developing and recommending a plan for the institution of an annual lecture by an outstanding teacher and the procedure for selection; meeting formally with the Deans' Council and the Senate Operations Committee at least once each year to discuss current problems and exchange information concerning teaching.

(Eleven faculty members, including a member from a branch campus, appointed by the Faculty Senate; one graduate student appointed by the Graduate Professional Student Association (GPSA); one undergraduate student appointed by the Associated Students of UNM (ASUNM). The Provost, the Associate Provost for Academic Affairs, and the Director of CASTL shall be ex officio members of the committee. The terms of office shall be three years set up on a staggered basis, and the committee members shall elect the chair.)
A61.19: Undergraduate Committee

Policy

The Undergraduate Committee is responsible for maintaining and enhancing the quality of undergraduate education in the University and its branches by (1) presenting to the Faculty Senate recommendations concerning general policies for undergraduate education, including policies on the creation and termination of undergraduate degrees and programs; (2) considering proposals regarding administrative or academic regulations which affect the overall undergraduate program; (3) interviewing, or designating appropriate faculty members to interview, prospective instructors for the University ROTC programs; (4) reviewing policy questions concerning undergraduate counseling and advisement programs; (5) participating, together with members of the Curricula and Graduate Committees, in periodic reviews of instructional units and programs; (6) developing and implementing a process of periodic review of undergraduate programs; and (7), together with the Curricula Committee, evaluating new undergraduate curriculum forms.

Eighteen faculty members, including the chair, appointed for a term of three years by the Faculty Senate: four from the College of Arts and Sciences (one each from natural sciences, social sciences, and humanities; and one at large), two each from the College of Education and the School of Engineering, and one each from the School of Architecture and Planning, the College of Fine Arts, the University Libraries, the School of Management, the College of Nursing, and the School of Medicine; also one faculty representative from each branch college. The committee also includes two undergraduate students, one appointed by the ASUNM Senate and one by the ASUNM president. The chair is elected by the committee. Ex officio non-voting members include the Registrar, the Provost offices for Undergraduate Affairs and Extended University, and the Dean of Students.
A61.21: University Press Committee

Policy

General supervision of the editorial policies and publishing operations of the University Press is vested in a committee so named. It is the custodian of the University imprint for all publications issued by the Press and has general responsibility for the critical reading of manuscripts submitted for publication and for the ultimate acceptance of such manuscripts. The committee makes recommendations to the Administration regarding the appointment of the Director of the Press. The committee submits to the Faculty Senate an annual report on the state of the press. (The UNM Printing Plant is a separate department of the University and not under the jurisdiction of the University Press Committee.)

(Twelve faculty members, appointed by the Faculty Senate in consultation with the Director of the Press; also the Director of the University Press. No more than two members shall be from any one department. The terms of office shall be for three years, set up on a staggered basis so that the terms of four members will expire each year. A member may be appointed for a second three-year term. The chairperson is elected by the Committee.)
A61.22: Policy Committee

Policy

(Approved by the Faculty Senate October 23, 2007; Revised by the Faculty Senate November 27, 2007)

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 polices 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 policies developed by other standing committees.

The Policy Committee membership will be comprised of seven voting faculty (from at least three schools and colleges including the Health Sciences Center and 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.
A61.23: Health Sciences Center Council

Policy

The purpose of the HSC Council is to serve as an advisory board to the Faculty Senate, to enhance the role and visibility of the Health Sciences Center faculty in shared governance, and to represent the UNM Faculty Senate in all matters relating to faculty governance and shared governance of the HSC, consistent with the UNM Faculty Constitution, Faculty Handbook, Faculty Senate Bylaws, and with the policies of the Board of Regents and the University. In matters pertaining to faculty governance and shared governance of the university as a whole, the HSC Council shall represent the faculty of the UNM HSC to the Faculty Senate.

The HSC Council shall have the right or duty to consider and advise the Faculty Senate on behalf of HSC faculty on:

a) Institutional aims and strategic plans of the HSC;
b) Organizational structure and creation of new departments and divisions;
c) Major curricular changes and other matters that, in the opinion of the Chancellor for Health Sciences or of the Faculty, affect the HSC as a whole;
d) Matters of general concern or welfare for HSC faculty.

The foregoing purposes do not supplant the rights and responsibilities of faculty within their respective academic units, nor replace the authority of the Faculty Senate. Rather, the HSC Council shall serve as a forum and voice for the HSC faculty as a whole in representing the interests of HSC Faculty to the Board of Directors and Office of the Chancellor for Health Sciences as well as to the UNM Faculty Senate.

Membership shall consist of all duly elected senators of the Faculty Senate representing the HSC campus. Membership may be increased by a quorum vote of the Council to include non-senators.

A chair shall be elected every two years. Midway through the term of the chair, a chair-elect shall be elected to serve for one year as chair-elect, prior to taking office as chair. The retiring chair shall serve as past chair for at least the first year of the term of newly elected chair.

HSC COUNCIL BY LAWS (http://facgov.unm.edu/hscouncil/HSCCouncil_By-laws.pdf)
A70.4: Student Union Board

Policy

The function of the Student Union Board is to formulate policies for the operation of the Union, as per the Union Board’s Constitution and Bylaws, including:

- Review and approve the schedule of charges prepared by the Director of the Union for use of the SUB's facilities.
- Establish policy with the Director of the Union for use of the SUB's facilities by students, faculty, alumni, employees of UNM and the members of the community of Albuquerque.
- Participate on a search committee when the position of Director of the SUB is to be filled. (Secondarily, the Board shall serve to represent the interests of its constituent groups.)
- Review the annual budget of the SUB.
- Remain continuously informed of the services and financial operations of the SUB, and maintain records of this information for its constituent groups and future board members.
- Serve to promote student involvement in the activities and operations of the SUB in recognition of the unique position of students as primary users of the SUB's facilities and programs.

(Two faculty members appointed by the Faculty Senate in the spring to serve two-year overlapping terms, one to be appointed each year; the President of the University or his/her designee; the Dean of Students or his or her designee; two undergraduate students and one graduate student at-large student members; the President of the Associated Students of the University of New Mexico or designee; the President of the Graduate and Professional Student Association or designee; one student senator appointed by the ASUNM Student Senate in the spring to serve to the following academic year by incoming student vice president; an alumnus or alumna appointed in the spring by the Alumni Association President; and the Director of the Student Union, ex-officio member.)
A70: Faculty-Student Standing Committees

Information

Faculty-student committees require or request both the faculty and student population be represented to carry out the function designated to each of these committees. They may not be changed in function or composition without the concurrence of the Faculty Senate and the associated student governing body, though either group may unilaterally withdraw from any of these committees.

- Faculty membership on these committees is set annually by the Faculty Senate based on faculty preferences.
- Student membership on these committee is set annually by the Associated Students of the University of New Mexico President (ASUNM) based on volunteer applications.
- Students associated with the Graduate and Professional Student Association (GPSA) are also involved in University and Faculty Senate Committees.

Further information on student involvement in UNM standing committees can be obtained from the ASUNM and GPSA Web sites at http://asunm.unm.edu/ and http://www.unm.edu/~gpsa.
A82: Faculty Membership and Powers

Policy

The membership and powers of the faculty in each college and school is defined in Article II of the Faculty Constitution. Below is an excerpt from the Faculty Constitution (http://handbook.unm.edu/section-a/a51.html).

Article II. College and Departmental Organization

Sec. 1 College Responsibilities: The Faculty of each College, School shall be an autonomous unit in all matters relating to that particular College, School subject to review under the powers set forth in Article I, Section 2.

Sec. 2 Membership: Faculty membership in a college or department shall be as defined in Article I, Section 1(a) for membership on the University Faculty. For college and departmental voting purposes, such membership shall normally be as defined in Article I, Section 1(b). Those faculty members of a college or department whose eligibility to vote is defined in Article I, Section 1(b) may, upon formal motion and majority approval, establish a general policy extending voting privileges in that college or department to those - i.e., faculty members - holding temporary or part-time appointments in that college or department. Formal notification of such action shall be made to the Secretary of the University. Persons described in Article I, Section 1(a) and 1(b) as ex-officio members of the Faculty shall have voting privileges only in the colleges and departments in which they hold academic rank.

Sec. 3(a) Procedure: The Faculty of each College shall decide upon the procedure for the efficient functioning of the College.

(b) Regular meetings shall be held at intervals agreed upon by the College Faculty. Special meetings shall be called at the discretion of the presiding officer or whenever a request in writing is made by ten members of the College Faculty, or by a majority from a Faculty of fewer than twenty members.

Sec. 4(a) Departments: The Faculty of each Department shall, with the advice and consent of the Dean of the College, decide upon the organization and procedure for the efficient functioning of the Department.

(b) Meetings shall be called at the discretion of the presiding officer or whenever a request in writing is made by ten percent of the departmental faculty.
A83: Annual Reports

Approved by: Faculty Senate
Effective: April 22, 2014
Responsible Faculty Committee: Policy
Office Responsible for Administration: Provost, HSC Chancellor, and EVP for Administration

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

Policy Rationale

Annual reports ensure accountability and provide a measure of how well and at what cost UNM is fulfilling its mission of teaching, research, patient care, and public service. Annual reports serve as management tools for UNM’s leadership, faculty, and staff, by documenting the success of each division in meeting its key goals. They also provide UNM’s stakeholders with a snapshot of the achievements and challenges of each division during the past year, as well as plans for the future.

Policy Statement

Annual reports will be prepared by the Provost, Chancellor for Health Sciences, and the Executive Vice President for Administration. These leaders are charged with providing:

- a brief description of their units, including information on function, budget, and personnel;
- major activities for the year; and
- plans for the future.

The reports will provide a clear picture of the division’s contributions to UNM’s achievement of its mission and key goals. The annual reports will be made available and accessible to faculty, staff, and the public. The reports will become part of the permanent records of the University, and reference to them is invited at any time.

Applicability

All UNM units, including the Health Sciences Center and Branch Campuses.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committees in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

Definitions

No specific definitions are required for the Policy Statement.
Who should read this policy

- Academic chairs, directors, and deans
- Non-academic managers and directors
- Faculty members

Related Documents

Contacts

Direct any questions about this policy to your vice president.

Procedures

Annual reports should include unique indicators, presenting data on a wide spectrum of activity including the division’s impact on student success and/or quality of patient care; affordability, capacity, and quality of services provided; and effective use of UNM’s resources.

To ensure integrity and internal consistency the indicators used should be:

- Based on data that are publicly available and may be reproduced.
- Commonly used nationally or internationally.
- Presented in a way that makes their meaning apparent.
- In a format that allows for comparison to other institutions and trend analysis, when appropriate.

The Annual Report should be brief and well organized. It should not include superfluous materials such as brochures, calendars, class schedules or flyers.

The Provost, Chancellor for Health Sciences, and the Executive Vice President for Administration may request deans and directors to submit annual reports for their academic and administrative units for inclusion in the annual reports.

History

Amended:
January 25, 2011—Approved by Faculty Senate
August 24, 2010—Approved by Faculty Senate
A88: Creation and Reorganization of UNM Academic Units

Policy

(Approved by the Faculty Senate, October 27, 2015)

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

Policy Rationale

From time to time it is necessary for the University of New Mexico (UNM) to consider proposals for the creation of new academic units, or for major restructuring of existing academic units, especially units involving teaching functions and those crossing disciplinary lines. Occasionally the proposed unit would become a branch of the University. This Policy document provides policies and procedures for consideration of such actions pertaining to UNM academic units. The specific procedures for consideration and approval will be established through discussions between the proposers of any changes and representatives of the Provost's Office or HSC Chancellor and the Faculty Senate Operations Committee.

Policy Statement

The creation of a new academic unit located on or off the UNM Albuquerque campus, including new branches or education centers, or to make changes in an existing academic unit require approval of at least the 1) UNM Faculty Senate, acting on the advice of appropriate faculty committees as determined by the President of the Faculty Senate, and 2) appropriate administrative officers, as determined by the President, the Provost, or the HSC Chancellor. If approval of the proposal by the Board of Regents is required (See Regents' Policy 5.1 [http://policy.unm.edu/regents-policies/section-5/5-1.html]), all actions of the Faculty Senate and the administrative officers relative to the proposal shall be transmitted to the Board of Regents.

Approval of the proposed action must be obtained prior to initiating operation of a new academic unit or making permanent major changes in existing academic units. In no case is this to be construed as prohibiting an existing academic unit from experimenting with temporary major changes prior to seeking approval of these on a continuing basis. However, it is expected that even in the case of experimental changes, stakeholders, such as affected faculty, staff, and students will be informed in advance and their input sought and considered by the appropriate dean, director, or other administrator proposing the changes, prior to initiation of the experiment.

All proposals to create or re-organize academic units shall follow the policies and procedures described herein and any applicable procedures, standards, or guidelines established by the Faculty Senate Operations Committee in consultation with representatives of the Provost or the HSC Chancellor and relevant academic unit heads (e.g., dean's, directors, chairs).
Applicability

All academic units (excluding research centers and institutes, which are covered in Policy A91 (/policies/section-a/other/a91.html)) including those within the Health Sciences Center and Branch Campuses.

Definitions

Major changes. Merger of two or more academic units, or dissolution of an academic unit. This policy is not meant to apply to organizational changes within an integral academic unit with no implications outside that unit.

Academic unit. Degree granting program, department, branch, school, or college.

Who should read this policy

- Academic deans or other executives, department chairs, directors, and managers
- Administrative staff responsible for academic units

Related Documents

Faculty Handbook:
Policy A91 (/policies/section-a/other/a91.html) "Creation, Review, Reorganization, and Termination of UNM Research Centers and Institutes"

UNM Board of Regents' Policy Manual:
Policy 5.1 (http://policy.unm.edu/regents-policies/section-5/5-1.html) "The Faculty's Role in the University's Academic Mission"

Contacts

Direct any questions about this policy to the Office of the Provost or the HSC Chancellor.

Procedures

Creation or Reorganization of an Academic Unit. Those proposing new or revised academic units, other than research centers or institutes (see A91 (/policies/section-a/other/a91.html) for these units), must prepare a proposal and submit it for approval by the Faculty Senate and Provost or HSC Chancellor. The proposal should include the following:

A. Identification of the proposed academic unit or major changes, including all aspects such as instruction, research, and service.
B. Reasons why the proposed changes are desirable, or necessary. For example, the proposed change may be responsive to state or national needs, existing or anticipated opportunities, or requirements of regulatory bodies such as accreditation agencies.

C. The advantages to UNM if the proposal is implemented, including effects on current or future students, faculty, and staff at UNM.

D. Any actual or potential conflicts with the programs or services of existing academic units at UNM, branches of UNM, or other institutions or organizations within the State of New Mexico. Does the proposed academic unit or change offer a potential for enhancement of, or cooperation with, the programs or services of other academic units or organizations?

E. A summary of the anticipated costs or changes in costs, and the human and physical resources, including space and equipment needed during the first five years of operation of the proposed new or revised academic unit.

F. Existing organizational structure related to the proposal, and the anticipated structure when the revision or new academic unit has evolved to anticipated form. Include a description of:
   - Administrative structure, including the line of responsibility within the organization and the path(s) through which the unit will report;
   - Faculty positions, including rank and responsibilities; and
   - Staff positions, including grades and responsibilities.

G. Description of the instructional programs the academic unit will offer, if any. What degree programs will the unit offer, or support at the undergraduate or graduate levels? What courses at the lower division, upper division, and graduate levels will the unit offer in support of either its own or other degree programs? Identify both existing and new courses. Briefly explain the need for the new courses. If any of these courses overlap or are intended to replace existing course offerings at UNM, explain how potential duplication and conflict with the units offering those courses would be resolved.

H. Description of the unit’s proposed research programs. What research programs will be conducted by the unit alone or in cooperation with other units? In case(s) of cooperative programs, what other units will be involved, what will be their role, and what will be the relationship between these units and yours? What degree programs will these research programs support, and in what manner will they be supported? What non-state funding sources are anticipated for the research programs? What funding from UNM or the State of New Mexico will be required?

I. Description of the academic unit’s service activities. What services will the unit provide to other units in or associated with UNM? Are these services currently offered by any other unit at UNM associated with it, or contracted by it? If so, do you plan to supplement what exists or to replace it? How would potential conflicts with the other units be resolved? What services will the unit provide to organizations outside UNM? Are there units, either public or private, already offering these services? If so, justify the need for you to provide them via the proposed unit.

J. Discussion of the plans for the academic unit for the next three to five years, including what needs, opportunities, or demands will the academic unit satisfy that are not currently being adequately met. How will the unit’s functions and size change during this period? For example, will they remain static, grow, or
diminish? How will faculty, staff, and administrators be acquired to support this unit?

K. A detailed budget summary for the first five years of operation of the proposed academic unit. For operating costs, include at least personnel, space upkeep or rental, utilities, contracted services, and equipment maintenance and replacement. For one-time costs, include at least space, furniture, utilities connections, and equipment.

History

October 27, 2015—Approved by Faculty Senate
October 11, 1994—Approved by Faculty Senate
A89: Allocation of Office, Laboratory, and Classroom Space

Policy

The Space Allocation Committee is an administrative committee appointed by the President of the University to oversee the assignment to and utilization by the various organizational units of all facilities and spaces owned or leased by the University. Space needs of programs and patient service organizations associated with the UNM Medical Center are reviewed by the Director of the Medical Center/Dean of the Medical School.

The membership of the Space Allocation Committee will be the Vice Presidents for Academic Affairs, Research, Student Affairs, and Business and Finance; the Director of Enrollment Services who coordinates the scheduling of all general classrooms; and a member of the Department of Facility Planning staff. The Vice President for Business and Finance will serve as Committee Chairperson. The Committee will schedule meetings at least once per month.

General Policies. The actions of the Space Allocations Committee will be guided by the following policies:

1. The Committee will review and render decisions concerning the assignment of space in the following circumstances:
   a. When space is provided by new construction and/or the subsequent vacation of existing facilities and/or major renovation of existing facilities.
   b. When a general classroom, lecture hall or seminar room is proposed for conversion to any other use.
   c. When Deans or Directors cannot resolve space issues among their departments or units or when the need for additional space is beyond their current space allocation.
   d. When the assignment of space is proposed to be changed from one organizational unit to another unit.

2. Deans and Directors will be responsible for the management of space assigned to their various departments and units and will notify the Committee of the following:
   a. When there is a change in the internal allocation of space from one department to another department.
   b. When the nature of the use of any space is changed.
   c. When the delineation or configuration of a space is to be changed by the installation or removal of partitions or walls and/or the relocation of doorways.
   d. When assigned space is greater than the functional needs of a department or unit.

3. The Committee will review the utilization of all space periodically and reallocate space, when appropriate, to promote efficient use of the limited spaces available.

4. When there are multiple requests for new or existing unallocated space, assignment will be generally guided by the following utilization priority order:
5. Changes in space assignment and/or utilization within the Student Union Building, the South Campus Complex, the North Campus Medical Center Complex, and the Continuing Education Center will be made in consultation with the Director of Student Union Operations and the New Mexico Union Board, the Athletic Director, the Director of the Medical Center/Dean of the Medical School, and the Dean of Continuing Education respectively.

6. Within the above policy guidelines, high priority will be given to the creation and utilization of multi-use spaces.

7. The Committee will be guided by the following minimum criteria in determining the quantity of space allocated:

- Deans, Department Heads, Directors 140-150 sq. ft.
- Professionals 120 sq. ft.
- Professionals (Part-time) two or more per room 60 sq. ft.
- Secretarial/Clerical Station 120 sq. ft.
- Secretarial/Clerical Open Office Configuration 80 sq. ft.
- Secretarial/Clerical (Part-time) two or more per room 60 sq. ft.
- Graduate Assistants** 50-60 sq. ft.

8. The Committee will refer any space issues that have long-range campus facilities development implications to the Campus Planning Committee for consideration before final action is taken by the Space Allocation Committee.

*Because of very limited classroom space, no general classrooms may be converted to another purpose without the review by the Dean of Admissions and Records.*

**Graduate teaching and research assistants may be assigned space if their duties require such space and the space is made available by the department. Work study students will normally not be assigned specific space.

**Procedures.** The Space Allocation Committee will accept and review requests for changes in space assignment and utilization throughout the year. Since some of the requested actions and Committee's decisions will have financial implications, the Committee will coordinate its decisions with the capital budget planning process. Deans, Department Heads, and Directors are encouraged to anticipate space need issues as part of the annual capital improvement projects planning process to assure consideration in the capital budget plan for the next year.

1. Space issues will be initiated and reviewed in the following sequence:
2. Responsibilities of each participant in the process include:

**Department Head:** The initiation of the request should include:

- General nature of request
- Location of space
- Current utilization
- Proposed utilization
- Justification for request
- Time implications for decisions
- Results of consultation with current occupants of space if the space is not currently assigned to the department, or is shared with another department
- Other information that may be useful to reviewers.

**Dean/Director:** Should provide the above information if initiating the request or provide comment if reviewing a request.

**Vice President:** Should provide the above information if initiating the request or provide comment if reviewing a request. Request should be forwarded to the Campus Planner for Committee meeting agenda preparation.

**Campus Planner:** Responsibilities include:

- Review request
- Consult with requesting unit for further detail
- Determine alternative solutions
- Review or obtain necessary cost implications
- Consult with Director of Facility Planning and Director of Physical Plant for availability of funding
- Consult with Scheduling Office in situations that have general classroom implications
- Prepare Committee agenda information, including recommended Committee action, in consultation with Chairperson.

**Space Committee:** Review requests and communicate decision to all parties impacted by the request and decision. Committee decisions may be to:

- Approve as requested
- Approve alternative solution
- Approve, subject to allocation of funds in capital budget plan
- Request additional information before action is taken
- Disapprove the request.
3. The Committee, after notification by the Dean or Director of any of the conditions in 2 above, will send the Space Allocation Memo to the appropriate University departments or units and will notify the following of the changes:

   a. UNM Physical Plant Department
   b. UNM Lockshop
   c. UNM Telecommunications
   d. UNM Parking Services
   e. NM Commission on Higher Education Space Analyst
   f. Other applicable departments and/or units.
A91: Creation, Review, Reorganization, and Termination of UNM Research Centers and Institutes

Approved By: Faculty Senate
Effective Date: 3/7/16
Responsible Faculty Committee: Research Policy Committee
Office Responsible for Administration: Vice President for Research and HSC Vice Chancellor for Research

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

Policy Rationale

Research centers and institutes play an inevitable, integral, and increasing role in modern research universities. These roles stem from two facts. First, cutting edge research in most academic disciplines is increasingly multidisciplinary, interdisciplinary, and trans-disciplinary in nature. Second, research centers and institutes encourage thematically focused but synergistic collaborations that go beyond those that occur in traditional academic departments. This enhances both the intellectual impact of the activities as well as extramural funding opportunities. From time to time it is necessary for the University of New Mexico (UNM) to consider proposals for the creation of new research centers and institutes, or for major restructuring or termination of existing research centers and institutes. This Policy document provides policies and procedures for consideration of such actions regarding research centers and institutes.

Policy Statement

The creation of a new research center or institute located on or off the UNM Albuquerque campus, or major changes to an existing research center or institute require approval of the Faculty Senate and the Provost or HSC Chancellor. Approval of the proposed action must be obtained prior to initiating operation of a new research center or institute, or making permanent major changes to an existing research center or institute. In no case is this to be construed as prohibiting an existing research center or institute from experimenting with temporary major changes prior to seeking approval of these on a continuing basis. However, it is expected that even in the case of experimental changes, stakeholders, such as affected faculty, staff, and students will be informed in advance and their input considered by the appropriate dean, director, or other administrator proposing the changes, prior to initiation. Policy A91 "Creation, Review, Reorganization, and Termination of Research Centers and Institutes" DRAFT 2/4/15 Page 2 of 4 All proposals to create, re-organize, or terminate a research center or institute shall follow the policies and procedures described herein, and any applicable standards or guidelines established by the Faculty Senate Research Policy Committee in consultation with representatives of the Provost or the HSC Chancellor and relevant research center or institute heads.
Applicability
All UNM units, including the Health Sciences Center and Branch Campuses.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Research Policy Committee, Policy Committee, and Operations Committee.

Definitions

**Major actions.** A merger of two or more research centers or institutes, a division or dissolution of a research center or institute, or a change in the basic mission of a research center or institute.

Who should read this policy
- Directors of research centers and institutes.
- Academic deans or other executives, department chairs, directors, and managers responsible for research centers and institutes.
- Administrative staff responsible for research centers and institutes.
- Faculty interested in creating a new center or institute.

Related Documents

*Faculty Handbook:*
- Policy A61.16 ([/policies/section-a/faculty-senate/a61/a61.16.html] “Research Policy Committee”
- Policy A88 ([/policies/section-a/other/a88.html] “Creation, Review, Reorganization, and Termination of UNM Academic Units”
- Policy E60 ([/policies/section-e/e60.html] “Sponsored Research”
- Standard A91#1 “Creation, Review, Reorganization, and Termination of Non-HSC Research Centers and Institutes”

*UNM Board of Regents’ Policy Manual:*
- Policy 5.1 ([http://policy.unm.edu/regents-policies/section-5/5-1.html] “The Faculty’s Role in the University’s Academic Mission”

*University Administrative Policies and Procedures Manual:*

Contacts
Direct any questions about this policy to Office of the Vice President for Research, the HSC Office of the Vice Chancellor for Research, or the Faculty Senate Research Policy Committee.

Procedures
Research centers and institutes have three conceptual phases in their life cycle: the proposal phase, the operational phase, and the termination/reinvention phase.

**Proposal Phase.** The life cycle of a research center or institute begins with the proposal phase, during which faculty, staff, and administrators must work together to build a strong case for UNM to invest in a research center or institute. UNM administration should be provided evidence of the intellectual value of the research center or institute beyond that which can be achieved within the departmental or college structure. The proposal shall clearly identify the scope of the research center or institute; in particular which academic units will be contributing resources, including faculty time, staff, facilities and funds. The proposal should have funding plans for the short (e.g., one to five years) and the long (e.g., decades) terms.

**Operational Phase.** Once established, all resources for a research center or institute shall be defined, including building space, equipment, staff, faculty appointments, and effort shares. The director is appointed by the administrator appropriate to the research center or institute, and the conditions of the appointment and the term of service, including options for renewal, shall be clearly stated in the appointment letter. Directors shall be evaluated annually by a representative group of individuals. Guidance for the review is drawn from the proposal for the research center or institute and must include criteria for evaluation of the research center or institute vitality, achievement of goals, resource allocations, and budgets.

**Termination/Reinvention Phase.** The annual review processes from the Operational Phase shall reveal when a research center or institute is experiencing difficulty in managing resources or achieving its expressed goals. Although the director and other applicable administrators shall be expected to take action to support and revive the research center or institute, they are also responsible for terminating or “sunsetting” the research center or institute, as well as redirecting the resources to other areas of UNM when necessary. The reinvention and redirection of research center or institute activities shall be completed via a process similar to that for creating a new research center or institute.

The website maintained by the Office of the Vice President for Research (OVPR) or the Office of the HSC Vice Chancellor for Research shall contain an annually updated list of all research centers and institutes governed by the Provost and HSC Chancellor and a summary of the most recent review for each research center or institute.

**Division Specific Standards.** Standards for the organization and review of research centers and institutes may vary within major components at UNM. To accommodate these differences each component should develop a standard document specific to the component designed to ensure compliance with this Policy. Standard A91#1 provides guidelines applicable to non-HSC research centers and institutes. A standard will be developed to provide guidelines applicable to HSC research centers and institutes. In the event that a research center or institute has substantial involvement in both the HSC and non-HSC divisions of UNM, the director will work with the Provost and HSC Chancellor to determine which standard is applicable or if another standard needs to be developed.

**History**

April 28, 2015 – Approved by the Faculty Senate