



# **Faculty Handbook**

## **Section F: Branch Campuses**

January 17, 2018

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## Section F: Branch Campuses

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# F70: Articulation: Degree Approval, Transfer of Course Credit, and Faculty Approval

*Policy*

*Revised by the Faculty Senate April 2005*

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

## A. Degree Approval

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

## B. Transfer of Course Credit

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

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

- performance by the appropriate main campus department or program.
3. New and existing lower division courses designed by the branches which do not appear in the UNM Catalog and/or the UNM Schedule of Classes, and which have not been approved by a main campus department and the UNM Curricula Committee prior to being offered, are generally not acceptable for baccalaureate credit except (a) by petition and approval from the UNM degree granting unit, or (b) if determined to be equivalent to a main campus course by the UNM department or program which offers that course.
  4. Special curricular offerings are authorized to meet local educational needs which are not being met by other institutions in the area. The transferability to the main campus of credit for these offerings will be determined in accordance with the policy statements B. 1, 2, and 3 above.

## C. Faculty Approval

1. *Approval standards for transferable courses.* Branch college courses carrying pre-designated transferability shall be offered by approved faculty. Tenured/tenure track faculty, by virtue of the standards required for their appointment, are automatically approved to teach transferable courses in their fields of credentialed expertise. Non-tenured/tenure track faculty, and tenured/tenure track faculty teaching outside their fields of credentialed expertise, must be approved to teach transferable courses before or as early as possible during the first semester in which they offer those courses. To be approved to teach transferable courses, faculty members shall meet written standards appropriate to the courses they are to offer.
2. *Formulation of standards.* The faculty approval standards for each transferable course shall be formulated in writing and adopted jointly by the appropriate branch college and main campus administrators. Normally these will be the administrators immediately responsible for supervising course offerings in a particular field: e.g., the chairs (or directors or coordinators or heads) of the departments or programs in the relevant discipline. Once formulated, the standards for each course shall be transmitted to, and reviewed by, the Office of the Provost/Executive Vice President for Academic Affairs. The standards shall be kept on file by the Office of the Provost and by the branch college and main campus administrators who formulated them. They shall be transferred to, and applied in a consistent manner by, subsequent administrators, and they shall be revised only by joint written agreement of the appropriate administrators holding office at the time. All revisions shall be promptly transmitted to, and reviewed by, the Office of the Provost/Executive Vice President for Academic Affairs. Approval standards for each transferable course should be submitted to the Office of the Provost no later than June 1, 2006. After that date, and until such time as standards for the course are submitted, the main campus department shall be presumed to approve all instructors employed by the branch to teach that course. The implementation of faculty approval standards for each transferable course, as described in paragraphs 3-5 below, shall not begin until the standards for that course have been formulated, adopted, and reviewed as stipulated in this paragraph.
3. *Implementation of standards.* The determination that a prospective instructor meets the faculty approval standards for a transferable course shall initially be made by the appropriate administrator (department chair, program director, coordinator, or head) at the branch college. Approval of the instructor shall then be reviewed and confirmed or denied by the college's Dean of Instruction. If the Dean confirms the approval, the branch college may hire the instructor prior to receiving main campus approval. The approval shall then be forwarded to the Branch Executive Director for

recommendation to the appropriate main campus department chair or program director; it shall be submitted no later than the third week of the semester. The approval shall be accompanied by copies of the faculty member's vita and syllabus for the course in question. The main campus administrator shall confirm or deny the approval before or as early as possible during the first semester in which the faculty member offers the course. This decision shall be promptly communicated in writing to the appropriate branch campus administrator, the Dean of Instruction, and, if the approval is denied, the Office of the Provost/Executive Vice President for Academic Affairs.

4. *Denial of approval.* If faculty approval is denied, the main campus administrator shall communicate the reasons for this decision in writing to the appropriate branch college administrator, the Dean of Instruction, and the Office of the Provost/Vice President for Academic Affairs. This communication shall refer specifically to the written faculty approval standards for the course in question but may include other considerations as well. Courses already in progress shall not be cancelled solely because faculty approval is denied or delayed. If approval is denied, the branch college administrator shall work with the main campus administrator to identify and employ an eligible substitute instructor. If no eligible substitute can be obtained, the faculty member who began the course shall finish it under the supervision of the branch college administrator; but the same faculty member shall not be employed again to teach the same course, or any other course that has comparable approval standards, unless s/he has received branch and main campus approval to do so before the course begins.
5. *Exemptions from standards.* Faculty members may teach transferable courses without meeting established approval standards only if the appropriate branch college administrator submits, and the Dean of Instruction supports, a request for an individual exemption from the standards. The request shall be accompanied by a detailed explanation of the reasons for the request and by the proposed faculty member's vita and syllabus for the course in question. The request shall be submitted to the appropriate main campus administrator no later than two weeks before the semester begins. If the request is not approved by the appropriate main campus administrator before the course begins, the course shall not be offered by the proposed instructor.
6. *Non-transferable courses.* Branch college courses not carrying pre-designated transferability shall be offered by faculty who meet the appointment standards set forth in the college's statement on appointment and retention (see section F60 below), and who are recommended for appointment by the appropriate branch college administrator (department chair, program director, coordinator, or head), the Dean of Instruction, and the Branch Executive Director. In making recommendations concerning all faculty appointments, administrators shall act in accordance with the standards and procedures set forth in the branch college statement on appointment and retention and in section F60 below. All faculty appointments are subject to review by the Provost/Executive Vice President for Academic Affairs.

# **F80: Representation on Faculty Senate and Its Committees**

## *Policy*

Branch representation on the Faculty Senate Standing Committees and the Faculty Senate shall be in accordance with the procedures established by the Faculty Senate and its component committees.

# F90: Academic Freedom, Tenure, Appointment and Grievance Procedures

Approved by: Academic Freedom and Tenure Committee

Effective: November 28, 2017

Responsible FS Committee: Academic Freedom and Tenure Committee

Office Responsible for Administration: Office of the Provost or the Chancellor for Health Sciences

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

## Policy Rationale

This policy shall provide standards for faculty appointments and for how faculty will be evaluated for promotion, tenure or both at the branch community colleges.

## Policy Statement

The principles upon which the University of New Mexico's (UNM) present Policy on Academic Freedom and Tenure are based shall apply to the branch community colleges as well as to the main campus in Albuquerque, except as noted below.

- A. Faculty at the branch community colleges can hold any of the appointments as described in Section B of the Faculty Handbook.
- B. Because branch community colleges offer only courses that lead to work-force certificates, Associate's degree, and Bachelor degrees (upon transfer), and since the current UNM accrediting body's credentialing standards require that faculty members meet minimum credentialing at the Master's degree level to teach such courses, faculty members teaching at a branch community college shall have as a minimum qualification the Master's degree to enter and progress through the tenure-track ranks.
- C. For evaluation of faculty for retention and/or promotion, branch community colleges will use the categories described in Faculty Handbook Section B1. The branch community college will utilize consistent implementation and evaluation policies and procedures.
- D. Probationary appointments made at a branch community college shall lead toward academic tenure in a particular academic discipline at that branch only.
- E. Branch faculty review, or departmental/divisional review when appropriate, shall mirror Faculty Handbook Section B4. Faculty involved at this level of review shall provide a recommendation to the branch community college Dean of Instruction. The Dean of Instruction shall provide a recommendation as described in Faculty Handbook Section B4.3.2 to the Provost's Branch Tenure Review Committee. Also, from each branch community college, the Chief Executive Officer (CEO) will also provide a letter of recommendation, with the understanding that the CEO may not be a faculty member and may not have

gone through the tenure process. The Provost's Branch Tenure Review Committee is comprised of one (1) tenured faculty member from each of the branch community colleges. This Committee shall provide recommendation to the Provost.

If at any level in the review process at the branch community colleges, the recommendation is negative concerning tenure or promotion, or in the case of promotion makes no recommendation, an aggrieved faculty member has the right of appeal to the branch community college Chief Executive Officer, the UNM Senior Vice Provost, and the UNM Provost/Executive Vice President for Academic Affairs. If this appeal is denied, the faculty member has the right to follow the appeal process as outlined in Section B4 of the Faculty Handbook.

## Applicability

All UNM academic faculty, staff, and administrators.

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

- Faculty
- Department Chairs, academic deans and other academic administrators and executives.

## Related Documents

[UNM Regents' Policy Manual Policy 2.14 \(http://policy.unm.edu/regents-policies/section-2/2-14.html\)](http://policy.unm.edu/regents-policies/section-2/2-14.html) "Branch Colleges and Off-Campus Education Centers"

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[A51 \(http://handbook.unm.edu/policies/section-a/faculty/a51.html\)](http://handbook.unm.edu/policies/section-a/faculty/a51.html) "Faculty Constitution, Article II"

[Section B \(http://handbook.unm.edu/policies/section-b/\)](http://handbook.unm.edu/policies/section-b/) "Academic Freedom and Tenure"

Higher Learning Commission Faculty Credentialing Guidelines

## Contacts

Direct any questions about this policy to the Office of the Provost or Chancellor for Health Sciences.

## Procedures

No specific procedures required at this time.



# History

# F100: Teaching Load

Approved by: University Faculty

Effective: November 28, 2017

Responsible FS Committee: Policy Committee

Office Responsible for Administration: Office of the Provost

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 branch community colleges is teaching so this policy document provides modification of academic load for faculty.

## Policy Statement

The determination of academic load of faculty at branch community colleges shall follow the description in Faculty Handbook policy **C100** (<http://handbook.unm.edu/policies/section-c/employment-appointment/c100.html>), with one exception stated below. Each branch community college shall have a written faculty workload policy on file that includes the terms and conditions for workload adjustments as appropriate under Faculty Handbook Policy C110. A full-time faculty member at a branch community college shall typically be assigned a teaching load of fifteen (15) load units or the equivalent per semester. For any case in which a full-time faculty member is assigned more or less than fifteen (15) load units, advance approval is needed from the Dean of Instruction at the specific branch community college.

## Applicability

All UNM academic faculty, staff, and administrators.

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

- Faculty and academic staff
- Department Chairs, academic deans and other academic administrators and executives.

## Related Documents

UNM Regents' Policy Manual Policy 2.14 (<http://policy.unm.edu/regents-policies/section-2/2-14.html>) "Branch Colleges and Off-Campus Education Centers"

Faculty Handbook

C100 (<http://handbook.unm.edu/policies/section-c/employment-appointment/c100.html>) "Academic Load"

C110 (<http://handbook.unm.edu/policies/section-c/employment-appointment/c110.html>) "Teaching Assignments"

## Contacts

Direct any questions about this policy to the Office of the Provost or Chancellor for Health Sciences.

## Procedures

No specific procedures required at this time.

## History