# Table of contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>A20: Vision, Mission and Value Statements</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>A50: The Faculty's Role in the University's Academic Mission</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>A51: Faculty Constitution</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>A52: Academic Freedom and Tenure Committee</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>A52.1: Faculty Misconduct Review Committee</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>A52.2: Committee on Governance</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>A53: Development and Approval of Faculty Policies</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>A53.1: Policies Applicable to Faculty</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>A60: Faculty Senate Bylaws</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>A60.1: Faculty Senate Committees</td>
<td></td>
<td>42</td>
</tr>
<tr>
<td>A61: Academic Council</td>
<td></td>
<td>43</td>
</tr>
<tr>
<td>A61.10: Governmental Relations Committee</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>A61.1: Admissions and Registration Committee</td>
<td></td>
<td>46</td>
</tr>
<tr>
<td>A61.2: Faculty Senate Curricula Committee (FSCC)</td>
<td></td>
<td>48</td>
</tr>
<tr>
<td>A61.3: Senate Graduate and Professional Committee (SGPC)</td>
<td></td>
<td>52</td>
</tr>
<tr>
<td>A61.3.1: Honorary Degree Sub-Committee</td>
<td></td>
<td>55</td>
</tr>
<tr>
<td>A61.4: Teaching Enhancement Committee</td>
<td></td>
<td>57</td>
</tr>
<tr>
<td>A61.5: Campus Development Advisory Committee</td>
<td></td>
<td>59</td>
</tr>
<tr>
<td>A62: Athletic Council</td>
<td></td>
<td>61</td>
</tr>
<tr>
<td>A63: Business Council</td>
<td></td>
<td>64</td>
</tr>
<tr>
<td>A63.1: Budget Committee</td>
<td></td>
<td>66</td>
</tr>
<tr>
<td>A63.3: Faculty and Staff Benefits Committee</td>
<td></td>
<td>68</td>
</tr>
<tr>
<td>A63.5: Information Technology Committee</td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>A64: Health Sciences Center Council</td>
<td></td>
<td>73</td>
</tr>
<tr>
<td>A65: Research and Creative Works Council</td>
<td></td>
<td>76</td>
</tr>
<tr>
<td>A65.1: Library Committee</td>
<td></td>
<td>78</td>
</tr>
<tr>
<td>A65.2: Research Allocations Committee</td>
<td></td>
<td>81</td>
</tr>
<tr>
<td>A65.3: Research Policy Committee</td>
<td></td>
<td>83</td>
</tr>
<tr>
<td>A65.4: University Press Committee</td>
<td></td>
<td>86</td>
</tr>
<tr>
<td>A66: Policy Committee</td>
<td></td>
<td>88</td>
</tr>
<tr>
<td>A67: Faculty Senate Ethics &amp; Advisory Committee</td>
<td></td>
<td>90</td>
</tr>
<tr>
<td>A68: Branch Community Colleges Council</td>
<td></td>
<td>92</td>
</tr>
<tr>
<td>Information: A70: Faculty-Student Standing Committees</td>
<td></td>
<td>95</td>
</tr>
<tr>
<td>A70.4: Student Union Building Board</td>
<td></td>
<td>96</td>
</tr>
<tr>
<td>A82: Faculty Membership and Powers</td>
<td></td>
<td>97</td>
</tr>
<tr>
<td>A83: Annual Reports</td>
<td></td>
<td>98</td>
</tr>
<tr>
<td>A88: Creation and Reorganization of UNM Academic Units</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>A89: Allocation of Office, Laboratory, and Classroom Space</td>
<td></td>
<td>104</td>
</tr>
<tr>
<td>A91: Creation, Review, Reorganization, and Termination of UNM Research Centers and Institutes</td>
<td></td>
<td>107</td>
</tr>
</tbody>
</table>
Preface

The Faculty Handbook provides the 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.

This manual is a source of information to be used along with the Board of Regents' Policy Manual, the University Administrative Policies and Procedures Manual, the University Catalog, and the Pathfinder. The Board of Regents' Policy Manual 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, the University Catalog, or the Pathfinder. 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.

Each item in the Faculty Handbook is separated as either policy or information. Please note this distinction. It is also important to note that those items designated as policy are only those policies under the purview of faculty. Some informational items may actually be UNM policy but are not under the purview of faculty so are provided as information for the purposes of this document.

The policies set forth in this Handbook are subject to revision at any time. Any faculty member 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.

Nancy D. Middlebrook
Secretary of the University
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 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, 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 first day of the spring semester of each election year.

(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
(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 convene 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.

(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.

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.
A52.1: Academic Freedom and Tenure Committee

Policy

The principal functions of the Committee on Academic Freedom and Tenure are 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.

(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 of the committee at the same time. The Voting Faculty shall make nominations by mail addressed to the Secretary of the University. Elections shall be by a mail 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. Chairperson elected by committee. For a complete statement of the composition, functions, and duties of the Committee on Academic Freedom and Tenure, refer to "Policy on Academic Freedom and Tenure" B6, Faculty Handbook.)
A52.1.1: Faculty Misconduct Review Committee

Approved by: Faculty Senate and Academic Freedom and Tenure Committee
Effective: March 22, 2022
Responsible Faculty Committee: Academic Freedom and Tenure Committee
Office Responsible for Administration: Office of the Provost and Office of the Executive Vice President for Health Sciences

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the Academic Freedom and Tenure Committee.

Policy Rationale

Because the Academic Freedom and Tenure Committee (AF&T) is responsible for reviewing significant decisions affecting faculty tenure, promotion, sabbatical leave and employment, the Faculty Misconduct Review Committee (FMRC) is a standing committee of AF&T and appointed by AF&T to conduct a peer hearing requested by a faculty member who has been accused of misconduct and has received notice from the chair that proposed disciplinary action includes suspension without pay for any faculty member or dismissal of faculty member without tenure.

Policy Statement

Faculty may volunteer or be recommended to serve on the FMRC. AF&T will appoint at least nine (9) FMRC members and provide training. The FMRC will normally confer within thirty (30) days after being appointed and elect a chair.

Membership: The FMRC consists of nine (9) faculty members. Normally, at least two (2) members will be former AF&T members. They will serve two-year staggered terms. Terms may be renewed, but members may not serve more than four (4) consecutive years. Pending cases shall continue with original panel members until closed even if a faculty member's term expires during process.

When the Chair of the FMRC receives a request for a peer hearing in accordance with Faculty Handbook Policy C07, the Chair will appoint a Hearing Panel composed of five (5) FMRC members. If the hearing is requested by a graduate or professional student, a graduate or professional student, appointed by the Graduate and Professional Student Association, shall serve on the Hearing Panel. The hearing will be held as soon as reasonably possible and shall be conducted according of the Model Hearing Procedures. The Panel will send a recommendation to the FMRC for a final decision. Decisions from the FMRC will be submitted to AF&T for confirmation.

Applicability

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

Revisions to the remaining sections of this document may be amended with the approval of the Academic Freedom and Tenure Committee.

Definitions
There are no specific definitions required by this Policy.

**Who should read this policy**

- All UNM faculty
- Academic administrators and staff
- Administrative staff responsible for policy development

**Related Documents**

Faculty Handbook:

- Policy A51 "Faculty Constitution"
- Policy A52.1 "Academic Freedom and Tenure Committee"
- Policy C07 "Faculty Misconduct and Progressive Discipline Policy"
- Model Hearing Procedures

**Contacts**

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

**Procedures**

If the investigative procedure involved a hearing before a faculty committee, any factual determination will not be subject to reconsideration by faculty peer review under this Policy. The FMRC will meet as required to appoint hearing panels and approve panel decisions. The Committee Chair will report Committee decisions to the AF&T Committee.

**History**

- March 22, 2022 - A52.1.1 goes into effect with the approval of C07
- June 19, 2020 - Approved by Academic Freedom and Tenure Committee June 3, 2020 - Approved by Policy Committee
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 University Secretary, 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 Committee and Operations 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; 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 the 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 Executive Vice President 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.

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 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 “The Faculty’s Role in the University's Academic Mission”
- Faculty Handbook Policy A50 “The Faculty’s Role in the University's Academic Mission”
- Faculty Handbook Policy A51 “Faculty Constitution”
- University Administrative Policies
Contacts

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

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/Executive Vice President for Health Sciences, President, Board of Regents, and/or Faculty).
   - Responsible Faculty Senate committee(s).
   - Office responsible for administration of the Policy.

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/Executive Vice President 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.

4. **Corrections.** Without requesting approval by the designated authority of each change, the Office of the University Secretary may revise affected policies to correct departmental or other unit names, position titles, grammatical errors, typographical errors, Uniform Resource Locator (or URL) links, or other similar occurrences.

5. **Approval of Proposal to Remove a Policy from the Faculty Handbook.** A proposal to remove an entire policy from the Faculty Handbook follows the same policies described in the Policy Statement above and Section 2 of the Procedures above. A proposal to remove a policy is the equivalent of proposing to change the entire policy.

### History

- November 1, 2022 - Amended procedures approved by Faculty Senate Operations Committee
- October 5, 2022 - Amended procedures approved by Faculty Senate Policy Committee
- November 9, 2022 - Updated title for Executive Vice President for Health Sciences, per Faculty Handbook Policy A53 procedures
- November 16, 2021 – Amended procedures approved by Faculty Senate Operations Committee
- November 3, 2021 – Amended procedures approved by Faculty Senate Policy Committee
- January 20, 2015 – Amended procedures section to remove AF&T and Research Policy Committees from process.
- January 19, 2015 – Amended definitions
- 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
A53.1: Policies Applicable to Faculty

Approved By: Faculty Senate
Effective Date: April 20, 2018
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 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, the University Catalog, or the Pathfinder. 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](#)
- [University Administrative Policies and Procedures Manual](#)

Contacts

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

Procedures

<table>
<thead>
<tr>
<th>Topic</th>
<th>Board of Regents' Policies (RPM)</th>
<th>Faculty Handbook Policies (FH)</th>
<th>University Administrative Policies (UAP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Adjustments for Students with Disabilities</td>
<td>RPM 2.3</td>
<td>FH D100 FH D170</td>
<td>UAP 2310</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>RPM 2.18 RPM 4.8</td>
<td>FH D175 FH D176</td>
<td>UAP 2060 UAP 2220</td>
</tr>
<tr>
<td>Academic Freedom and Tenure</td>
<td>RPM 1.5 RPM 2.1 RPM 2.3 RPM 2.18 RPM 5.2 RPM 5.16 RPM 6.5</td>
<td>FH Section B FH C150 FH C240</td>
<td>UAP 2060 UAP 2220</td>
</tr>
<tr>
<td>Academic Mission</td>
<td>RPM 2.18 RPM 5.1</td>
<td>FH A88 FH A91</td>
<td>UAP 1000</td>
</tr>
<tr>
<td>Acceptable Computer Use</td>
<td></td>
<td></td>
<td>UAP 2500</td>
</tr>
<tr>
<td>Access to Sensitive and Protected Information</td>
<td></td>
<td></td>
<td>UAP 2520</td>
</tr>
<tr>
<td>Accessibility</td>
<td></td>
<td></td>
<td>UAP 5200 UAP 5320</td>
</tr>
<tr>
<td>Topic</td>
<td>Board of Regents' Policies (RPM)</td>
<td>Faculty Handbook Policies (FH)</td>
<td>University Administrative Policies (UAP)</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------</td>
<td>---------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Accommodation for Employees with Disabilities</td>
<td>RPM 2.3, RPM 2.18</td>
<td></td>
<td>UAP 3110, UAP 5320</td>
</tr>
<tr>
<td>Accommodation for Students with Disabilities</td>
<td>RPM 2.3, RPM 2.18</td>
<td>FH D170</td>
<td>UAP 2310, UAP 5320</td>
</tr>
<tr>
<td>Accommodation for Students with Disabilities, Academic Adjustments</td>
<td>RPM 2.3, RPM 2.18</td>
<td></td>
<td>UAP 2310</td>
</tr>
<tr>
<td>Accountability for University Information and Transactions</td>
<td></td>
<td></td>
<td>UAP 2000</td>
</tr>
<tr>
<td>Advisors to Board of Regents</td>
<td>RPM 1.7</td>
<td>FH A60</td>
<td></td>
</tr>
<tr>
<td>Alcohol Use and Possession on UNM Property</td>
<td>RPM 2.6</td>
<td>FH C05</td>
<td>UAP 2140</td>
</tr>
<tr>
<td>Allocation and Assignment of Space</td>
<td></td>
<td>FH A89</td>
<td>UAP 5200</td>
</tr>
<tr>
<td>Allowable and Unallowable Expenditures</td>
<td></td>
<td></td>
<td>UAP 4000</td>
</tr>
<tr>
<td>Alternative Retirement Program</td>
<td></td>
<td></td>
<td>UAP 3625</td>
</tr>
<tr>
<td>Animal Control on University Property</td>
<td></td>
<td></td>
<td>UAP 2290</td>
</tr>
<tr>
<td>Animal Use in Education and Research</td>
<td>RPM 2.18, RPM 5.15</td>
<td>FH E100</td>
<td></td>
</tr>
<tr>
<td>Animals, Service</td>
<td>RPM 2.18</td>
<td></td>
<td>UAP 2295</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>RPM 5.4</td>
<td>FH C50, FH C205</td>
<td></td>
</tr>
<tr>
<td>Appeals</td>
<td>RPM 1.5, RPM 4.3</td>
<td>FH B6, FH D175, FH D176</td>
<td></td>
</tr>
<tr>
<td>Archives and Records--UNM</td>
<td>RPM 2.9</td>
<td>FH C07</td>
<td>UAP 6020</td>
</tr>
<tr>
<td>Award Payments</td>
<td></td>
<td></td>
<td>UAP 2615</td>
</tr>
<tr>
<td>Awards and Recognition, Special</td>
<td>RPM 1.6</td>
<td>FH A61.12</td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td>RPM 6.3</td>
<td></td>
<td>UAP 3600, UAP 3625, UAP 3630, UAP 3635, UAP 3640, UAP 3650, UAP 3700</td>
</tr>
<tr>
<td>Bicycles and Other Non-Motorized Vehicles</td>
<td></td>
<td></td>
<td>UAP 2260</td>
</tr>
<tr>
<td>Topic</td>
<td>Board of Regents' Policies (RPM)</td>
<td>Faculty Handbook Policies (FH)</td>
<td>University Administrative Policies (UAP)</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>---------------------------------</td>
<td>--------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Campus Violence</td>
<td></td>
<td></td>
<td>UAP 2210</td>
</tr>
<tr>
<td>CARS</td>
<td></td>
<td>FH C09</td>
<td>UAP 3750</td>
</tr>
<tr>
<td>Casualty and Liability Insurance and Claims</td>
<td></td>
<td></td>
<td>UAP 6150</td>
</tr>
<tr>
<td>Classified Research</td>
<td>RPM 5.11</td>
<td>FH E10</td>
<td></td>
</tr>
<tr>
<td>Clinical Practice Payments</td>
<td></td>
<td></td>
<td>UAP 2615</td>
</tr>
<tr>
<td>Code of Conduct (Employee)</td>
<td>RPM 2.18</td>
<td></td>
<td>UAP 3720</td>
</tr>
<tr>
<td>Code of Conduct (Student)</td>
<td>RPM 2.18</td>
<td>FH D175</td>
<td></td>
</tr>
<tr>
<td>Collections and Museums</td>
<td></td>
<td></td>
<td>UAP 6410</td>
</tr>
<tr>
<td>Commercialization of Intellectual Property</td>
<td>RPM 2.15</td>
<td>FH E70</td>
<td></td>
</tr>
<tr>
<td>Compliance, HSC Institutional</td>
<td>RPM 3.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Security Controls and Access to Sensitive and Protected Information</td>
<td></td>
<td></td>
<td>UAP 2520</td>
</tr>
<tr>
<td>Computer Use, Acceptable</td>
<td></td>
<td></td>
<td>UAP 2500</td>
</tr>
<tr>
<td>Confidentiality of Faculty Records</td>
<td>RPM 2.17</td>
<td>FH C70</td>
<td>UAP 2300, UAP 3710</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>RPM 2.18</td>
<td>FH C130</td>
<td>UAP 3720</td>
</tr>
<tr>
<td>Conflict of Interest Waiver for Technology Transfer</td>
<td>RPM 5.17</td>
<td>FH E80</td>
<td>UAP 3720</td>
</tr>
<tr>
<td>Conflicts of Interest in Research</td>
<td>RPM 2.18</td>
<td>FH E80</td>
<td>UAP 3720</td>
</tr>
<tr>
<td>Consensual Relationships and Conflicts of Interest</td>
<td>RPM 2.3</td>
<td>FH C07</td>
<td>UAP 2215</td>
</tr>
<tr>
<td>Constitution (Faculty)</td>
<td>RPM 5.1</td>
<td>FH A51</td>
<td></td>
</tr>
<tr>
<td>Topic</td>
<td>Board of Regents' Policies (RPM)</td>
<td>Faculty Handbook Policies (FH)</td>
<td>University Administrative Policies (UAP)</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>----------------------------------</td>
<td>-------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Copyright</td>
<td>RPM 2.15</td>
<td>FH E70</td>
<td>UAP 2500</td>
</tr>
<tr>
<td></td>
<td>RPM 5.8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling, Assistance, and Referral Service (CARS)</td>
<td></td>
<td>FH C09</td>
<td>UAP 3750</td>
</tr>
<tr>
<td>Creation and Reorganization of Academic Units</td>
<td>RPM 5.1</td>
<td>FH A88</td>
<td></td>
</tr>
<tr>
<td>Creation and Reorganization of Research Centers and Institutes</td>
<td>RPM 5.1</td>
<td>FH A91</td>
<td></td>
</tr>
<tr>
<td>Data Governance</td>
<td></td>
<td></td>
<td>UAP 2580</td>
</tr>
<tr>
<td>Deductions from Payroll</td>
<td></td>
<td></td>
<td>UAP 2635</td>
</tr>
<tr>
<td>Dependent Care Spending Account</td>
<td></td>
<td></td>
<td>UAP 3650</td>
</tr>
<tr>
<td>Dependent Education Benefits</td>
<td>RPM 6.11</td>
<td></td>
<td>UAP 3700</td>
</tr>
<tr>
<td>Dental Insurance Benefits</td>
<td>RPM 6.3</td>
<td></td>
<td>UAP 3600</td>
</tr>
<tr>
<td>Disabilities</td>
<td>RPM 2.18</td>
<td>FH D170</td>
<td>UAP 2310</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>Dishonest or Fraudulent Activities</td>
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<td>Dishonesty in Academic Matters</td>
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<td>Distribution of Paychecks</td>
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<td>Diversity and Campus Climate</td>
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<td>Domestic Abuse Leave</td>
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<td>Domestic Partners</td>
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<td>Faculty Handbook Policies (FH)</td>
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<td>Education Abroad Health and Safety</td>
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<td>Education Benefits</td>
<td>RPM 6.11</td>
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<td>Education Retirement Plan, New Mexico</td>
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<td>Educational Records, Student</td>
<td>RPM 4.4</td>
<td>FH Information Section</td>
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<td>Email, Student</td>
<td>RPM 3.2, RPM 3.4</td>
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<td>Emergency Control</td>
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<td>Employment of UNM Graduates</td>
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<td>Endowed Faculty Chairs</td>
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<td>Endowed Faculty Payments</td>
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<td>Equal Opportunity and Affirmative Action</td>
<td>RPM 2.3, RPM 2.18, RPM 5.2</td>
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<td>Extra compensation</td>
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<td>Faculty's Role in the University's Academic Mission</td>
<td>RPM 2.18, RPM 5.1</td>
<td>FH A51, FH A91</td>
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<td>Family and Medical Leave</td>
<td>RPM 5.4</td>
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<td>Flexible Spending Accounts</td>
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<td>Fraudulent or Dishonest Activities</td>
<td>RPM 2.18, RPM 5.13</td>
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<td>Free Expression and Advocacy</td>
<td>RPM 2.1, RPM 2.18, RPM 4.5</td>
<td>FH C150, FH C240</td>
<td>UAP 2050, UAP 2060, UAP 2220</td>
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<td>Grievances-- Student</td>
<td>RPM 2.18 RPM 4.2 RPM 4.3</td>
<td>FH D175 FH D176</td>
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<td>Guiding Principles</td>
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<td>Harassment</td>
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<td>UAP 2210 UAP 2240 UAP 2720 UAP 2740 UAP 3780</td>
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<td>HSC Institutional Compliance</td>
<td>RPM 3.7 RPM 3.8</td>
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<td>HSC Performance Payments</td>
<td></td>
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<td>Human Beings as Subjects of Research</td>
<td>RPM 2.18 RPM 5.14</td>
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<td>ID Cards (UNM Lobo Card)</td>
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<td>Impairment at Work</td>
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<td>Inclement Weather</td>
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<td>Information Technologies (IT) Governance</td>
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<td>Information and Transactions, Systems</td>
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<td>Information Security</td>
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<td>UAP 2000 UAP 2030 UAP 2500 UAP 2520 UAP 2550 UAP 2580</td>
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<td>FH C70</td>
<td>UAP 2030 UAP 2300 UAP 3710 UAP 6020</td>
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<td>Board of Regents' Policies (RPM)</td>
<td>Faculty Handbook Policies (FH)</td>
<td>University Administrative Policies (UAP)</td>
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<td>Law Enforcement on Campus (UNM Police)</td>
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<td>Leaves of Absence</td>
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<td>Leave Without Pay</td>
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<td>RPM 2.18</td>
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<td>Misconduct --Research</td>
<td>RPM 2.18</td>
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<td>Museums and Collections</td>
<td>RPM 8.5</td>
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<td>UAP 6410 UAP 6420</td>
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<td>Webpages, Official University</td>
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<td>Parking and Vehicles on Campus</td>
<td><strong>RPM 8.3</strong></td>
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<td>Payroll Overpayments and Collection</td>
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<td>Police, UNM Law Enforcement on Campus</td>
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<td>Policies and Procedures – HSC</td>
<td><strong>RPM 3.4</strong></td>
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<td><strong>RPM 2.18</strong></td>
<td><strong>FH C150</strong></td>
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<td>Possession of Alcohol on University Property</td>
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<td><strong>FH C05</strong></td>
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<td><strong>RPM 6.5</strong></td>
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<td><strong>RPM 2.17</strong></td>
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<td>Prizes - Payments</td>
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<td>Professional Development and Training</td>
<td></td>
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<td>Board of Regents' Policies (RPM)</td>
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<td>University Administrative Policies (UAP)</td>
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<td>RPM 5.4</td>
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<td>RPM 2.17, RPM 4.4, RPM 5.7, RPM 6.7, RPM 6.8, RPM 7.2</td>
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<td>RPM 2.15, RPM 5.8</td>
<td>FH E70</td>
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<td>Rainforest Innovations, UNM</td>
<td>RPM 2.15, RPM 5.8</td>
<td>FH E70</td>
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<td>Reasonable Accommodation, Religion</td>
<td>RPM 2.3</td>
<td>FH C220, FH D170 Strachan</td>
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<td>Reasonable Accommodation for Employees with Disabilities</td>
<td>RPM 2.3, RPM 2.18</td>
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<td>Records Management, Retention, and Disposition</td>
<td>RPM 2.9</td>
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<td>Recognition and Awards, Special</td>
<td>RPM 1.6</td>
<td>FH A61.3.1</td>
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<td>Research -- Classified</td>
<td>RPM 5.11, RPM 5.12</td>
<td>FH E10</td>
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<td>Research, Conflicts of Interest in</td>
<td>RPM 2.18, RPM 5.12</td>
<td>FH E110, FH E20</td>
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<td>RPM 2.18, RPM 5.13</td>
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<td>Research -- Overseas</td>
<td>RPM 5.12, RPM 5.13</td>
<td>FH E20</td>
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<td>RPM 5.8, RPM 5.9, RPM 6.7</td>
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<td>Responsibility and Accountability for University Information and Transactions</td>
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<td>Retirement, Supplemental Savings Plans</td>
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<td>RPM 2.7</td>
<td></td>
<td>UAP 2215</td>
</tr>
<tr>
<td></td>
<td>RPM 2.9</td>
<td></td>
<td>UAP 2740</td>
</tr>
<tr>
<td></td>
<td>RPM 2.18</td>
<td></td>
<td>UAP 3290</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UAP 5010</td>
</tr>
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<td></td>
<td></td>
<td>UAP 6110</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UAP 6150</td>
</tr>
<tr>
<td>Risk Management</td>
<td>RPM 7.14</td>
<td></td>
<td>UAP 6100</td>
</tr>
<tr>
<td>Sabbatical Leave</td>
<td>RPM 5.4</td>
<td>FH C200</td>
<td></td>
</tr>
<tr>
<td>Safety and Risk Services</td>
<td></td>
<td>FH C05</td>
<td>UAP 6110</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UAP 3290</td>
</tr>
<tr>
<td>Security, Information</td>
<td></td>
<td></td>
<td>UAP 2550</td>
</tr>
<tr>
<td>Sensitive and Protected Information</td>
<td></td>
<td></td>
<td>UAP 2520</td>
</tr>
<tr>
<td>Separation of Employment</td>
<td></td>
<td>FH B5</td>
<td>UAP 3225</td>
</tr>
<tr>
<td>Service Abroad</td>
<td>RPM 5.4</td>
<td>FH C235</td>
<td></td>
</tr>
<tr>
<td>Service Animals</td>
<td>RPM 2.18</td>
<td></td>
<td>UAP 2295</td>
</tr>
<tr>
<td>Service Awards</td>
<td></td>
<td></td>
<td>UAP 3745</td>
</tr>
<tr>
<td>Topic</td>
<td>Board of Regents' Policies (RPM)</td>
<td>Faculty Handbook Policies (FH)</td>
<td>University Administrative Policies (UAP)</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>----------------------------------</td>
<td>-------------------------------</td>
<td>------------------------------------------</td>
</tr>
</tbody>
</table>
| Sexual Harassment                          | RPM 2.3  
RPM 2.18                      | FH C07                        | UAP 2210  
UAP 2740  
UAP 3290                                      |
| Sexual Misconduct                          | RPM 2.3  
RPM 2.18                      | FH C07                        | UAP 2210  
UAP 2710  
UAP 2740                                      |
| Sick Leave                                 | RPM 5.4                        | FH C210                       | UAP 3440                                    |
| Skateboards                                |                                  |                               | UAP 2260                                    |
| Smoking on University Property             |                                  |                               | UAP 2250                                    |
| Social Security Numbers, Protection of     |                                  |                               | UAP 2030                                    |
| Solicitation                               |                                  |                               | UAP 3730                                    |
| Space Allocation and Assignment            |                                  | FH A89                        | UAP 5200                                    |
| Special Recognition and Awards             | RPM 1.6                        | FH A61.12                     |                                           |
| Sponsored Research                         | RPM 5.9  
RPM 5.11                      | FH E60                        | UAP 2425  
UAP 2430  
UAP 2470  
UAP 2480                                      |
| Student Code of Conduct                    | RPM 2.18  
RPM 4.2  
RPM 4.3                      | FH D175  
FH D176                       |                                           |
| Student Email                              |                                  |                               | UAP 2540                                    |
| Student Grievances                         | RPM 2.18  
RPM 4.2  
RPM 4.3                      | FH D175  
FH D176                       |                                           |
| Student Identification Numbers             |                                  |                               | UAP 2030                                    |
| Student Publications                       | RPM 4.5                        | FH A70                        |                                           |
| Student Records                            | RPM 2.17  
RPM 4.4                      |                               | UAP 2300  
UAP 6020                                      |
| Students with Disabilities, Academic       | RPM 2.18                      | FH D170                       | UAP 2310                                    |
| Adjustments                                |                                  |                               |                                           |
| Study Abroad, Health and Safety            |                                  |                               | UAP 2710  
UAP 6110                                      |
<p>| Supplemental Retirement Savings Plans      |                                  |                               | UAP 3640                                    |</p>
<table>
<thead>
<tr>
<th>Topic</th>
<th>Board of Regents' Policies (RPM)</th>
<th>Faculty Handbook Policies (FH)</th>
<th>University Administrative Policies (UAP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspected Employee Impairment at Work</td>
<td></td>
<td>FH C07</td>
<td>UAP 3270</td>
</tr>
<tr>
<td>Sustainability</td>
<td>RPM 2.18</td>
<td></td>
<td>UAP 2100 UAP 6350</td>
</tr>
<tr>
<td>Taking University Property off Campus</td>
<td></td>
<td></td>
<td>UAP 7730</td>
</tr>
<tr>
<td>Tax Reporting- Payroll</td>
<td></td>
<td></td>
<td>UAP 2635</td>
</tr>
<tr>
<td>Technology Transfer-- Conflict of Interest Waiver</td>
<td>RPM 5.17</td>
<td>FH E80</td>
<td>UAP 3720</td>
</tr>
<tr>
<td>Tenure</td>
<td>RPM 5.2 RPM 5.16</td>
<td>FH Section B</td>
<td></td>
</tr>
<tr>
<td>Terminating Employment Pay</td>
<td></td>
<td></td>
<td>UAP 2650</td>
</tr>
<tr>
<td>Tobacco-Free Campus</td>
<td></td>
<td></td>
<td>UAP 2250</td>
</tr>
<tr>
<td>Training--Mandatory</td>
<td></td>
<td>FH C05</td>
<td>UAP 3290</td>
</tr>
<tr>
<td>Travel Reimbursement and Per Diem</td>
<td>RPM 7.7</td>
<td>FH C225</td>
<td>UAP 4030</td>
</tr>
<tr>
<td>Tuition Remission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unallowable and Allowable Expenditures</td>
<td></td>
<td></td>
<td>UAP 3700</td>
</tr>
<tr>
<td>Unemployment Compensation</td>
<td></td>
<td></td>
<td>UAP 4000</td>
</tr>
<tr>
<td>University Archives and Records</td>
<td>RPM 2.9</td>
<td>FH C07 FH C70</td>
<td>UAP 6020</td>
</tr>
<tr>
<td>University Design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University External Graphic Identification Standards</td>
<td></td>
<td></td>
<td>UAP 5320</td>
</tr>
<tr>
<td>UNM's Name and Symbols-- Use of</td>
<td>RPM 2.7</td>
<td>FH C05</td>
<td>UAP 1010</td>
</tr>
<tr>
<td>UNM Public Art Collection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNM Rainforest Innovations</td>
<td>RPM 2.15 RPM 5.8</td>
<td>FH E70</td>
<td></td>
</tr>
<tr>
<td>Use and Possession of Alcohol on University Property</td>
<td>RPM 2.6</td>
<td>FH C05</td>
<td>UAP 2140</td>
</tr>
<tr>
<td>Use of University Vehicles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicles on Campus and Parking</td>
<td>RPM 8.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Topic</td>
<td>Board of Regents' Policies (RPM)</td>
<td>Faculty Handbook Policies (FH)</td>
<td>University Administrative Policies (UAP)</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------------</td>
<td>--------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Violence on Campus</td>
<td></td>
<td></td>
<td>UAP 2210</td>
</tr>
<tr>
<td>W-2s</td>
<td></td>
<td></td>
<td>UAP 2635</td>
</tr>
<tr>
<td>Wage Withholdings</td>
<td></td>
<td></td>
<td>UAP 2670</td>
</tr>
<tr>
<td>Weapons on University Property</td>
<td></td>
<td></td>
<td>UAP 2210</td>
</tr>
<tr>
<td>Webpages, Official University</td>
<td></td>
<td></td>
<td>UAP 2570</td>
</tr>
<tr>
<td>Whistleblower Protection from Retaliation;</td>
<td>RPM 2.18</td>
<td></td>
<td>UAP 2200</td>
</tr>
<tr>
<td>Reporting Suspected Misconduct and Retaliation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers' Compensation</td>
<td></td>
<td></td>
<td>UAP 3630</td>
</tr>
</tbody>
</table>

**History**

- February 23, 2022 – Updated to reflect name change of the Science and Technology Corporation @ UNM (STC.UNM) to UNM Rainforest Innovations (UNMRI), per FHB Policy A53 procedures
- October 19, 2021 – Updates to table approved by Faculty Senate Operations Committee October 6, 2021 – Updates to table approved by Faculty Senate Policy Committee December 22, 2015 – Approved by the Faculty Senate
A60: Faculty Senate Bylaws

Approved by: Faculty Senate  
Effective: April 28, 2020  
Responsible Faculty Committee: Operations 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 authority and duties of the University of New Mexico (UNM) Faculty Senate derive from the Faculty Constitution A51, Section 6.

Policy Statement

I. Faculty Senate Structure

A. Officers and Operations Committee Members

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

   (a) President  
   (b) President-elect  
   (c) Four (4) members of the Faculty Senate Operations Committee

2. The Operations Committee will also include the immediate Past President of the Faculty Senate, whether or not the Past-President is a member of the Faculty Senate. The Operations Committee will always include seven (7) 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 (5) 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 Faculty 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 Faculty 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 Faculty 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 Faculty 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 Faculty Senate meeting or electronically to the University Secretary's office, which will verify the senator's willingness to serve.

(e) Among the five (5) voting members of the Operations Committee, at least four (4) colleges must be represented.

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

(g) If a member of the Operations Committee does not complete the term of office, the Operations Committee will either find a replacement from the unelected 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 Faculty Senate.

B. Faculty Senate Operations Committee

1. Membership

(a) The President, President-Elect, Past President, and four (4) voting members of the Faculty Senate elected by the Faculty Senate.

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

(c) The immediate past president of the Faculty Senate, whether or not the individual is a member of the Faculty 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 Faculty Senate and Faculty Senate councils and committees.

(b) Establish priorities and set agendas for Faculty Senate meetings.

(c) Transmit to the Faculty Senate with recommendations as to adoption of all reports, recommendations, and proposals received from Faculty 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 Faculty Senate together with those of the originating committee.

(d) Coordinate the activities of all Faculty Senate committees.

(e) Study Faculty Senate procedures and structure and make recommendations for their improvement.

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

(g) Coordinate the work of Faculty Senate councils and committees and the administration by forwarding relevant council and 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 Faculty 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.

(j) Coordinate work of the Councils, with an individual Operations Committee member assigned to each Council.

C. Faculty Senate Councils

There are six (6) Faculty Senate councils: Academic Council, Athletic Council, Branch Community Colleges Council, Business Council, Health Sciences Council, and Research and Creative Works Council. Councils have authority over matters that cannot easily or fully be handled by a single existing Faculty Senate committee of the respective council. Council recommendations shall be reviewed by the Faculty Senate Operations Committee and may be subject to ratification by the Faculty Senate if required by Faculty Handbook policy and/or the Faculty Constitution. The Committees appointed to each Council are defined in the respective Council Charge Policy which is subject to approval by the Faculty Senate. The Council Charge Policy also delineates how the Council Chair is selected and any ex-officio non-voting members. The Faculty Senate Operations Committee has the authority to appoint interim council chairs (subject to approval by the Faculty Senate) if the council members are unable to elect them by July 1, or if vacancies occur during the term.

In addition to the ex-officio members of the Faculty Senate listed in Section 6(b) of the Faculty Constitution, the council chairs shall be ex-officio, non-voting members of the Faculty Senate. The council chairs will meet regularly with the Operations Committee, but no less than once each semester.

D. Policy Committee

The Policy Committee is responsible for policy-related matters and reports directly to the Operations Committee. The Policy Committee membership and responsibilities are delineated in the Policy Committee Charge Policy which is subject to approval by the Faculty Senate.

E. Ethics Advisory Committee

The Ethics Advisory Committee is responsible for ethics-related matters and reports directly to the Operations Committee regarding membership and Committee responsibilities listed in the Committee’s charge. However, deliberations, recommendations, and decisions resulting from investigations conducted by the Ethics Committee are reported to the appropriate UNM official(s) and/or AF&T in accordance with Faculty Handbook Section B which includes Appendix VIII “Faculty Ethics and Advisory Committee.” The Ethics Committee membership and responsibilities are delineated in the Ethics Committee Charge Policy which is subject to approval by the Faculty Senate.

F. Other Faculty Senate Committees and Representation
1. Standing Committees of the Faculty Senate. All standing committees are responsible to the Faculty Senate, report to the Faculty Senate Operations Committee, and have their faculty membership appointed by the Faculty Senate.

In its capacity as a committee on committees, the Operations Committee can make recommendations to the Faculty Senate to add a new standing committee, combine existing standing committees, or eliminate an existing committee. Such action requires approval by the Faculty Senate. Committee charge policies will be revised to reflect such changes and must be approved by the Faculty Senate and published in the *Faculty Handbook*. Standing committee charges are listed in the Related Documents Section of this Policy.

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

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

**II. Faculty Senate Operating Policies**

In accordance with the Faculty Constitution, the Faculty Senate serves as the agent of the University Faculty and exercises all authority by way of delegation. Therefore, Faculty Senate action shall become effective after one month unless the UNM President receives a valid petition from UNM faculty within this period. If a valid petition is received, action will be taken in accordance with the Faculty Constitution.

**A. Committees**

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

4. Senators are encouraged to serve on a Faculty Senate 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 Faculty 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 Faculty Senate at its next meeting.

7. Administrative officers (vice presidents and college deans) shall not serve as Faculty Senate appointed committee members.

B. Absenteeism

1. Given the importance of ensuring active participation of all Senators and representation of all parts of UNM, if a Senator misses two Faculty Senate meetings in a given semester, the Faculty Senate 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.

III. Committee Membership and Duties

A. The duties and composition of councils and committees will be delineated in Council and Committee Charge policies approved by the Faculty Senate and published in the *Faculty Handbook*.

B. For specific Committee tasks that would benefit from the inclusion of other faculty, administrators, staff, and students, a Committee may appoint a taskforce. The taskforce is a temporary group appointed for the purpose of accomplishing a definite objective. The taskforce will be chaired by a member of the Committee that appointed the taskforce. To ensure faculty are adequately represented in the taskforce work, at least 50 percent of the taskforce members must be faculty. The Committee will submit a Taskforce Charge and membership list to the Operations Committee for approval.

Applicability

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

Definitions

No specific definitions are required for the Policy Statement.

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

Who should read this policy

- Faculty
- Department Chairs
- Academic deans and other academic administrators and executives
Related Documents

UNM Regents’ Policy Manual, Policy 1.7 “Advisors to the Board of Regents”

Faculty Handbook:

- A51: Faculty Constitution
- A53: Development and Approval of Faculty Policies
- A61: Academic Council
- A61.1: Admissions and Registration Committee
- A61.2: Faculty Senate Curricula Committee (FSCC)
- A61.3: Senate Graduate and Professional Committee (SGPC)
- A61.3.1: Honorary Degree Sub-Committee
- A61.4: Teaching Enhancement Committee
- A61.5: Campus Development Advisory Committee
- A61.10: Governmental Relations Committee
- A62: Athletic Council
- A63: Business Council
- A63.1: Budget Committee
- A63.3 Faculty and Staff Benefits Committee
- A63.5: Information Technology Committee
- A64: Health Sciences Center Council
- A65: Research and Creative Works Council
- A65.1: Library Committee
- A65.2: Research Allocations Committee
- A65.3: Research Policy Committee
- A65.4: University Press Committee
- A66: Policy Committee
- A67: Faculty Senate Ethics & Advisory Committee

Contacts

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

Procedures

1. Each speaker is limited to five (5) minutes each time when speaking to an issue.

2. The Faculty 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 Faculty Senate.

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

5. Faculty Senate meetings shall be conducted in accordance with the Robert's Rules of Order.
6. In accordance with the Faculty Constitution, 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.

History

- August 17, 2022 - Added Branch Community Colleges Council to list of Faculty Senate Councils.
- April 28, 2020 - Amended
- Special Rules of Order Governing the Reorganization of the Faculty Senate were approved by the Faculty Senate. These special rules of order modify the Faculty Senate Bylaws for a period of two years beginning July 1, 2012 and ending June 30, 2014, for the purpose of reorganizing the Faculty Senate structure. The sections dealing with Faculty Senate Councils and Council chairs were added to the bylaws on a two-year, pilot basis. The rules will be extended until June 30, 2015.
- April 27, 2004 - Amended
- October 28, 2003 - Amended
- August 27, 2002 - Amended
- March 27, 2001 - Amended
- April 28, 1998 - Amended
- November 1993 - April 1990 amendment was rescinded
- May 11, 1993 - Amended
- April 1990 - Amended
- May 9, 1989 - Amended
- March 31, 1981 - Approved
A60.1: 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 charges.

The membership lists for each of these committees can be accessed at: facgov.unm.edu
A61: Academic Council

Approved by: Faculty Senate
Effective: April 28, 2020
Responsible Faculty Committee: Academic Council
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 Academic Council is charged with oversight of the teaching and curricula of the University of New Mexico (UNM) including the undergraduate, graduate, and professional levels.

Policy Statement

The Academic Council has authority in academic matters that cannot easily or fully be handled by single existing Faculty Senate committees. Academic Council recommendations shall be reviewed by the Faculty Senate Operations committee and are subject to ratification by the Faculty Senate. Recommendations proposed by the Council will be taken to the Senate Operations Committee for deliberation and decisions.

The configuration of the Academic Council shall consist of the following Faculty Senate committees:

- Admissions and Registration Committee
- Faculty Senate Curricula Committee (FSCC)
- Senate Graduate and Professional Committee (SGPC)
- Teaching Enhancement Committee

Members of the Academic Council are the chairs of the committees that compose the Council. The Council Chair will be elected to a two-year term by a vote of the chairs of the committees in the Council. Ex-officio, non-voting members of the Council are the Senior Vice Provost for Academic Affairs and the Vice President for Enrollment Management.

Applicability

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

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

Definitions
There are no specific definitions required by this Policy.

Who should read this policy

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

Related Documents

Faculty Handbook:

- A51: Faculty Constitution
- A53: Development and Approval of Faculty Policies
- A60: Faculty Senate Bylaws
- A61.1: Admissions and Registration Committee
- A61.2: Faculty Senate Curricula Committee (FSCC)
- A61.3: Senate Graduate and Professional Committee (SGPC)
- A61.3.1: Honorary Degree Sub-Committee
- A61.4: Teaching Enhancement Committee

Contacts

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

Procedures

The Academic Council will schedule regular meetings. The Council Chair will meet regularly with the Operations Committee but no less than once each semester.

History

- August 17, 2022 - Corrected title of Senior Associate Vice Provost
- April 28, 2020 - Approved by Faculty Senate
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.)
A61.1: Admissions and Registration Committee

Approved by: Faculty Senate
Effective: April 28, 2020
Responsible Faculty Committee: Admissions and Registration 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 Admissions and Registration Committee is one of four (4) committees that comprise the Faculty Senate Academic Council, which provides leadership to and coordination of Faculty Senate Committee efforts that deal with academic issues.

Policy Statement

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, the 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.

Committee membership includes:

- Ten (10) faculty members, including the chairperson, appointed by the Faculty Senate from at least four (4) colleges or schools on the Albuquerque campus and one from a branch community college;
- two (2) 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 (1) 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 for faculty members shall be for three (3) years, set up on a staggered basis so that the terms of approximately one-third (1/3) of members will expire each year. Student terms are usually one (1) year. The chairperson is elected by the Committee.

Applicability

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.
Definitions

There are no specific definitions required by this Policy.

Who should read this policy

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

Related Documents

Faculty Handbook:

- A51: Faculty Constitution
- A53: Development and Approval of Faculty Policies
- A60: Faculty Senate Bylaws
- A61: Academic Council

Contacts

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

Procedures

The Admission and Registration Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Academic Council for consideration by the Faculty Senate.

History

April 28, 2020 - Approved by Faculty Senate
A61.2: Faculty Senate Curricula Committee (FSCC)

Approved by: Faculty Senate
Effective: 8/3/2021
Responsible Faculty Committee: Faculty Senate Curricula 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 Senate Curricula Committee (FSCC) is one of four (4) committees that comprise the Faculty Senate Academic Council, which provides leadership to and coordination of Faculty Senate Committee efforts that deal with academic issues. The primary role of the FSCC, in cooperation with the Senate Graduate and Professional Committee (SGPC), is responsibility for maintaining and enhancing the quality of education and the curricula at the University of New Mexico (UNM), its branch community colleges, and its graduate centers.

Policy Statement

Faculty members will be appointed by the Faculty Senate or in the case of branch community colleges faculty who will be appointed by their respective faculty assemblies. The Curricula Committee shall consist of the following faculty members. One (1) faculty member from each of the branch community colleges; four (4) from Arts and Sciences, [one (1) from the humanities (including foreign languages), one (1) from the social and behavioral sciences, one (1) from the natural/physical sciences and math, one (1) at large,] and one (1) each from Architecture and Planning, Dental Hygiene Programs, Education and Human Sciences, Engineering, Fine Arts, Honors College, University Libraries, Law, Anderson School of Management, Medicine, Nursing, Pharmacy, Population Health, two (2) students appointed by the Associated Students of UNM (ASUNM) and one (1) student appointed by 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 Executive Vice President for Health Sciences, Dean of Students, Associate Provost for Student Success, and one (1) representative from the SGPC.

The terms of office for faculty members shall be for three (3) years, set up on a staggered basis so that the terms of approximately one-third (1/3) of members will expire each year. Student terms are usually one (1) year.

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 SGPC concerning all proposals for major changes in programs, 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, new courses, minor changes in existing programs, originating from students, departments, programs, divisions, schools, colleges of UNM and its branch community colleges and graduate centers, and Faculty Senate committees.
3. Participating with members of the SGPC 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 General Education Program in consultation with the Faculty Senate.

**Applicability**

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee 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**

*Faculty Handbook:*

- A51: Faculty Constitution
- A53: Development and Approval of Faculty Policies
- A60: Faculty Senate Bylaws
- A61: Academic Council
- A61.3: Senate Graduate and Professional Committee (SGPC)

**Assessment of the General Education Program at UNM**

**Applicable NM State Laws and Regulations**

**Contacts**

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

**Procedures**

The FSCC will schedule regular meetings. The Committee Chair will report Committee recommendations through the Academic Council for consideration by the Faculty Senate.

The General Education Program falls under NM Higher Education Department (NMHED) review and is offered in collaboration by UNM colleges and schools. Thus, the FSCC bears responsibility to determine that proposed general
education courses meet UNM general education program criteria and NMHED general education criteria. Selected members of the FSCC will represent the FSCC on a cross-college committee appointed by the Provost charged with review and improvement of the General Education Program.

Departments and programs preparing curriculum course proposals for general education areas outside the department’s/program’s routine offerings must communicate with the chairs of departments/programs and associate deans of schools and colleges that regularly offer courses within the area of the course proposal. Such communication is essential in order to understand the methods by which component and essential skills in the relevant general education are taught within already-existing courses. The other departments/programs should acknowledge having been informed and are supportive of the proposal or respond with any concerns they may have. The FSCC will consider these concerns and recommend a means for their resolution.

1. Procedures for Adding Courses to the General Education Program

1.1 Documentation Required

Departments wishing to add courses to the UNM General Education Program must submit a Program Revision Request for each proposed new course, 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 General Education Program.
  - Justification for adding the course to the General Education Program.
- How will this course benefit UNM students?
- Why does it belong in the General Education Program?
  - Impact statement on the effect this addition may have upon other departments/courses currently in the General Education Program.
  - Explanation of how the course meets updated criteria for General Education Program courses, including UNM criteria and NM Higher Education Department criteria on required essential skills adopted by the FSCC and posted on the website of the UNM Registrar.
  - Current and predicted enrollments for the next three (3) years.
  - Awareness and adoption of UNM General Education Program Assessment posted by the Office of 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 (5) to ten (10) years.
- Student learning outcomes and proposed techniques to assess those outcomes through class assignments.
- Documentation of application for HMHED Certification (application to NMHED may be simultaneous with submission and review of the Program Revision Request).
- 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 SGPC
- Approval by Faculty Senate Curricula Committee
- Office of the Provost
- Vote by Faculty Senate
- NMHED General Education Program certification form (information provided to UNM Associate Registrar for submission to NMHED) and New Mexico Common course number (NMCCN) form (information provided to UNM Associate Registrar for submission to NMHED)
- Office of the Provost will collaborate with the Office of the Registrar in ensuring that additions to the UNM General Education Program are appropriately reviewed, recorded, and meet the requirements of NMHED.
1.3 Timeline

- Departments must submit the Program Revision Request early in the fall semester.
- Departments must also submit a certification form to the registrar for review and submission to NMHED.
- Faculty Senate Curriculum Committee must receive proposal by December 1 for the opportunity for inclusion in the upcoming course catalog.
- NMHED certification of the course is required for inclusion in the UNM General Education Program.

2. Procedures for Deleting Courses from the General Education Program

2.1. Documentation Required

Departments wishing to delete courses from the UNM General Education Program must submit a Program Revision Request for each course to be deleted, accompanied by the following material:

- Identification of the area 1-7 into which the course fits.
- Rationale for deleting the course from the UNM General Education Program.
  - Justification for deleting the course.
  - Impact statement on the effect this deletion may have upon other departments/courses.
  - Enrollment history for the previous three (3) years.
- Budget/Faculty Load statement.
  - Budget impact statement.
  - Memo from Dean or College Curriculum Committee regarding support for removing this course.

2.2 Approval Procedures

- Approval by department’s college curriculum committee/dean
- Review by the SGPC
- Approval by Faculty Senate Curricula Committee
- Office of the Provost
- Vote by Faculty Senate
- Collaboration with Office of the Registrar on submission of forms for removing the course from the NMHED record of general education program courses at UNM and from the NMHED record of CCN courses at UNM.

2.3 Timeline

- Departments must submit the Program Revision Request early in the fall semester.
- Faculty Senate Curriculum Committee must receive proposal by December 1 for the deletion in the upcoming course catalog.

History

- October 10, 2022 - Amended to delete or update references to outdated program revision request forms, per FHB Policy A53 procedures
- August 3, 2021 - Amended related documents and procedures approved by Faculty Senate Operations Committee
- April 8, 2021 - Amended related documents and procedures approved by Faculty Senate Policy Committee
- April 28, 2020 - Amended policy approved by Faculty Senate
- November 22, 2016 - Amended policy approved 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
A61.3: Senate Graduate and Professional Committee (SGPC)

Approved by: Faculty Senate
Effective: April 28, 2020
Responsible Faculty Committee: Senate Graduate and Professional 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 Senate Graduate and Professional Committee (SGPC) is one of four (4) committees that comprise the Faculty Senate Academic Council, which provides leadership to and coordination of Faculty Senate Committee efforts that deal with academic issues.

Policy Statement

The SGPC, in consultation with College (School or Division) Graduate/Professional Committees, the Dean of Graduate Studies and the Executive Vice President for Health Sciences is responsible for maintaining and enhancing the quality of graduate/professional education at the University of New Mexico (UNM) and its graduate/professional centers by:

(1) making recommendations on proposals for major changes in graduate/professional programs (Forms C and D), including new degrees and certificates, new programs, new majors and minors and concentrations, name changes, substantive changes in existing programs and suspensions or abolition of degrees or programs, and transmitting them to the Faculty Senate Curricula Committee (FSCC);

(2) participating, together with members of the FSCC, in periodic reviews of instructional units and programs;

(3) providing feedback to graduate/professional programs throughout the Academic Program Review process;

(4) supporting coordination in monitoring and providing feedback on graduate/professional academic experiences throughout UNM;

(5) presenting to the Faculty Senate recommendations concerning general policies for graduate/professional education, including the creation, suspension and termination of graduate/professional degrees and programs;

(6) recommending to the Faculty Senate the granting of graduate, professional and honorary degrees; and

(7) hearing and resolving disputes involving policy or quality control issues pertaining to University-wide regulations and standards for graduate and professional students and graduate and professional education following procedures as will be found in appropriate sections of the Faculty Handbook and the UNM Catalog.

The membership shall consist of fourteen (14) faculty and one (1) student: one (1) faculty member selected by each of the following College/School/Division Graduate/Professional Committees from its membership: Architecture and Planning, Education and Human Sciences, Engineering, Fine Arts, Law, Anderson School of Management, Medical Sciences, Nursing, Pharmacy, Population Health, the University Libraries and Learning Sciences, three (3) faculty members selected from its
Graduate Committee membership by the College of Arts and Sciences, one (1) representing each of the (3) three divisions within the college [sciences, social sciences, humanities]. One member each from the Graduate and Professional Student Association. The Dean, Associate and Assistant Deans of Graduate Studies, the University Registrar, the Extended Learning Administrator, the Center for Teaching & Learning Administrator, and the Provost or his/her designee shall be non-voting ex-officio members.

The selection of faculty members is made in the spring semester of the preceding year. The terms of office for faculty members shall be for three (3) years, set up on a staggered basis so that the terms of approximately one-third (1/3) of members will expire each year. Student terms are usually one (1) year. All representatives will serve no more than two (2) consecutive terms.

Late in the spring semester of each odd-numbered year, the committee membership elects a chair-elect who assumes the chair the fall semester of the next even numbered year. The chair serves a three-year term, but does not represent his/her College (School or Division). Rather the College (School or Division) Graduate/Professional Committee whose representative assumes the chair will choose a new representative to serve out the chair's term or begin a new three-year term, as appropriate.

The Honorary Degree Committee is a subcommittee of the SGPC (Refer to A61.3.1 for the subcommittee charge.)

**Charge to College Graduate/Professional Committees**

1. Within the college/school/or division, the graduate/professional committee, in consultation with the dean or director of that unit, supervises and coordinates graduate/professional activity and maintains UNM’s policies regarding graduate/professional affairs and recommends to the college/school/or division faculty supplementary policies appropriate to the unit in question, as well as recommending to the SGPC whatever revisions in basic UNM policy it deems necessary to maintain and improve the quality of graduate/professional education.

2. Within the policies established by the Faculty Senate, the SGPC, and the faculty of the college/school/or division, the committee in consultation with the dean or director of the college/school/or division shall be responsible for: (a) endorsement of new courses and programs at the graduate/professional level; (b) approval of regular full-time graduate/professional faculty for courses receiving graduate/professional credits; (c) endorsement of standards for appointment of graduate/professional, teaching, research and project assistants; (d) receiving and processing petitions on behalf of individual graduate/professional students dealing with changes in programs, requirements related to that graduate/professional unit, or any other appeal of an academic nature; and, (e) maintenance of quality control processes including admission of students to graduate/professional programs, endorsement of the membership of examination committees, dissertation committees and program of studies committees. Final approval (except 2b) rests with the SGPC in conjunction with the Dean of Graduate Studies or appropriate Professional Program equivalent as noted above in the charge to the SGPC.

3. The graduate/professional committee of each college/school/or division in consultation with its dean or director and acting within the general faculty policies of that unit shall recommend to the SGPC the internal arrangement and procedures deemed most appropriate to the implementation of 1 and 2 above. Approval of the implementation proposals from each college/school/or division rests with the SGPC acting in consultation with the Dean of Graduate Studies or appropriate Professional Program equivalent.

**Applicability**

All UNM faculty, including the Health Sciences Center.
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

There are no specific definitions required by this Policy.

Who should read this policy

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

Related Documents

*Faculty Handbook*: Note: Committee Charges Policy numbers are being changed to align with their respective Council per the new Faculty Senate Restructure

- A51: Faculty Constitution
- A53: Development and Approval of Faculty Policies
- A60: Faculty Senate Bylaws
- A61: Academic Council
- A61.3.1: Honorary Degree Sub-Committee

Contacts

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

Procedures

The SGPC will schedule regular meetings. The Committee Chair will report Committee recommendations through the Academic Council for consideration by the Faculty Senate.

History

- April 28, 2020—Amended by the Faculty Senate
A61.3.1: Honorary Degree Sub-Committee

Approved by: Faculty Senate
Effective: April 28, 2020
Responsible Faculty Committee: Senate Graduate and Professional Committee
Office Responsible for Administration: Office of the University Secretary

Policy Rationale

The Honorary Degree Subcommittee is a subcommittee of the Senate Graduate and Professional Committee (SGPC).

Policy Statement

Early in each academic year, the Honorary Degree Subcommittee makes nominations for the awarding of honorary degrees in accordance with Regents’ Policy RPM 1.6 “Special Recognition and Awards.” Further information on awarding honorary degrees and other types of special recognition can be obtained from RPM 1.6.

Membership: Two (2) members appointed by the President of the Board of Regents; two (2) members of the general faculty appointed by the Faculty Senate (two-year terms); two (2) members of the general faculty appointed by the SGPC (two-year terms); the UNM President; and the President of the Graduate and Professional Student Association (GPSA). Additionally, the President of the Board of Regents and the University Secretary shall be ex-officio members, the University Secretary to serve as Secretary of the Committee. The Committee shall elect its own chair from among the faculty members appointed by the Faculty Senate and the SGPC.

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 SGPC, the Faculty Senate, and the Board of Regents will be so notified. If the Honorary Degree Committee decides there are appropriate candidates—to a maximum of three (3) annually—they may make a selection or selections and shall present the names of the nominees to the SGPC for confidential approval or disapproval of any or all names. If SGPC’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 January meeting. Names of nominees approved by the Faculty Senate shall then be submitted to the Board of Regents, through the appropriate Regent Committee, 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 SGPC.) Disapproval of all names by the SGPC, the Faculty Senate, or the Regents stops the process at that point for that year. New nominations from the SGPC, the Faculty Senate, or the Regents will only be considered by the Honorary Degree Committee for a subsequent year.

Applicability

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.
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

Regents’ Policy Manual Policy 1.6 “Special Recognition and Awards”

Faculty Handbook:

- A51: Faculty Constitution
- A53: Development and Approval of Faculty Policies
- A60: Faculty Senate Bylaws
- A61: Academic Council
- A61.3: Senate Graduate and Professional Committee (SGPC)

Contacts

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

Procedures

The Honorary Degree Subcommittee will schedule regular meetings. The Chair will report subcommittee recommendations through the SGPC for consideration for approval by the Faculty Senate.

History

- August 17, 2022 - Corrected title of the University Secretary
- April 28, 2020 - Amended by Faculty Senate
- November 22, 2011 - Amended by Faculty Senate
- March 22, 2011 - Approved by Faculty Senate
A61.4: Teaching Enhancement Committee

Approved by: Faculty Senate
Effective: April 28, 2020
Responsible Faculty Committee: Teaching Enhancement Committee
Office Responsible for Administration: Office of the University Secretary

Policy Rationale

The Teaching Enhancement Committee is one of four (4) committees that comprise the Faculty Senate Academic Council, which is charged with oversight of the teaching and curricula of the University of New Mexico (UNM) including the undergraduate, graduate, and professional levels.

Policy Statement

The purpose of the Teaching Enhancement Committee (TEC) shall be to encourage and support quality teaching and its funding as the primary role of UNM, 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:

(1) initiating, formulating, and recommending policies regarding teaching resources, support staff members, and faculty members;
(2) recommending UNM policy regarding the granting of awards and stipends for outstanding teaching and scholarly achievements;
(3) overseeing selection of all Center for Teaching and Learning (CTL) awards;
(4) awarding funds to be used as incentives to enhance teaching methods and curriculum development through the Teaching Allocations Subcommittee;
(5) reviewing and recommending the use of research-based methods for teaching;
(6) serving as an advisory committee to the CTL;
(7) evaluating, formulating, and recommending policy concerning teaching support services provided by computer facilities, libraries, media services, and other support organizations; and
(8) 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; encouraging and supporting inclusive teaching to support its diverse student body.

Committee membership includes eleven (11) faculty members, including one (1) member from a branch community college, appointed by the Faculty Senate; one (1) graduate student appointed by the Graduate Professional Student Association (GPSA); one (1) undergraduate student appointed by the Associated Students at the UNM (ASUNM). The Senior Vice
Provost for Academic Affairs, the Associate Provost for Faculty Development, the Vice President of the Division of Equity and Inclusion, the Executive Director of CTL, the Associate Director of CTE, and the Associate Director of the Center for Digital Learning (CDL) shall be ex officio members of the committee. The terms of office shall be three (3) years set up on a staggered basis, and the committee members shall elect the chair. Student terms are usually one (1) year.

Applicability

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee 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

Regents’ Policy Manual Policy 1.6 “Special Recognition and Awards.”

Faculty Handbook:

- Policy A51 “Faculty Constitution”
- Policy A53 “Development and Approval of Faculty Policies”
- Policy A60 “Faculty Senate Bylaws”
- Policy A61 “Academic Council”

Contacts

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

Procedures

The Teaching Enhancement Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Academic Council for consideration by the Faculty Senate.

History

- August 17, 2022 - Updated administrator titles per FHB Policy A53 procedures.
- April 28, 2020 - Amended by Faculty Senate
- March 22, 2011 – Approved by Faculty Senate
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.
A62: Athletic Council

Approved by: Faculty Senate
Effective: April 28, 2020
Responsible Faculty Committee: Athletic Council
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 purpose of the Athletic Council is to bring the view of the greater university community to decisions concerning athletics at the University of New Mexico (UNM).

Policy Statement

The chief duties and functions of the Athletic Council are to formulate, maintain, and review general policies pertaining to intercollegiate athletics that are compatible with the best academic interests of UNM. In formulating policy, the Athletic Council shall:

(a) Support the personal and academic welfare of the student athlete;
(b) Emphasize high scholastic standards for intercollegiate athletics;
(c) Emphasize high standards of institutional, personal, and fiscal integrity, and ethical conduct for intercollegiate athletics;
(d) Ensure compliance with the National Collegiate Athletic Association (NCAA) and affiliated conference rules; and
(e) Promote equity.

The duties of the Athletic Council are further defined as:

(a) To transmit to the UNM President and Faculty Senate at the beginning of each academic year a report to include the following: an executive summary; a report on athletic scholarships and financial aid awarded to student athletes, and those not renewed; a review of the graduation rates of student athletes; an executive summary of student-athlete exit interviews; any recommendations concerning the administration of athletic programs regarding the academic performance of student athletes; an athletics academic advisement annual report; council priorities and initiatives; and other reports and special items as deemed appropriate by the Athletic Council.
(b) To encourage ethical conduct in intercollegiate sports at UNM.
(c) To make appropriate recommendations to the Director of Intercollegiate 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 National Collegiate Athletics Association (NCAA) and affiliated conference rules and regulations including the review of periodic compliance reports.

(f) To provide comments and recommendations regarding changes in NCAA, or other relevant conferences rules, bylaws, policies, and procedures to the Director of Intercollegiate Athletics and the faculty representative to the NCAA.

(g) To advise the Director of Intercollegiate Athletics on matters of conference affiliations and other intercollegiate relationships.

(h) To review at the end of each semester an overview provided by the Director of Intercollegiate Athletics of student-athletes transfer rates, and number of scholarships and financial aid non renewals, including common reasons for each category.

(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 review and make recommendations regarding 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 when appropriate.

(l) To advise the Director of Intercollegiate Athletics when an Associate Director of Athletics or a head coach is to be employed or dismissed.

(m) To conduct student-athlete exit interviews at least once during the academic year with focus upon academic integrity, student-athlete well-being, and equity.

(n) As requested by the President, review and/or nominate candidates for the position of Faculty Athletic Representative (FAR) to the NCAA.

Voting members of the Council are: twelve (12) faculty members, the majority of whom should be tenured, including the Chair (elected to a two-year term by a vote of the twelve (12) faculty members of the Council) and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair. These twelve (12) members shall come from a minimum of four (4) colleges. The terms of office shall be for three (3) years, set up on a staggered basis so that the terms of approximately one-third (1/3) of members will expire each year. The remaining council membership shall be composed of: three (3) voting undergraduate student members; one (1) voting graduate student member; one (1) voting alumni member; and, also, ex-officio, non-voting members of the Council including the Director of Intercollegiate Athletics, the Associate Director of Athletics, three (3) faculty senators (elected by that body for two-year terms), and the faculty representative to the National Collegiate Athletic Association (NCAA).

**Applicability**

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

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

There are no specific definitions required by this Policy.

Who should read this policy

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

Related Documents

Faculty Handbook: Note: Committee Charges Policy numbers are being changed to align with their respective Council per the new Faculty Senate Restructure

- A51: Faculty Constitution
- A53: Development and Approval of Faculty Policies
- A60: Faculty Senate Bylaws

Contacts

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

Procedures

The Athletic Council will schedule regular meetings. The Council Chair will meet regularly with the Operations Committee, but no less than once each semester.

History

- August 17, 2022 - Updated title of Director of Intercollegiate Athletics
- April 28, 2020 - Approved by Faculty Senate
A63: Business Council

Approved by: Faculty Senate
Effective: April 28, 2020
Responsible Faculty Committee: Business Council
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 Business Council is charged with faculty oversight of the business aspects of the University of New Mexico (UNM) including budget, government relations, campus planning, capital projects, etc.

Policy Statement

The Business Council has authority in business matters that cannot easily or fully be handled by single existing Faculty Senate committees. Business Council recommendations shall be reviewed by the Faculty Senate Operations committee and are subject to ratification by the Faculty Senate. Recommendations proposed by the Council will be taken to the Senate Operations Committee for deliberation and decisions.

The configuration of the Business Council shall consist of the following Faculty Senate committees:

- Budget Committee
- Campus Development Advisory Committee
- Faculty and Staff Benefits Committee
- Government Relations Committee
- Information Technology Committee

Members of the Business Council are the five (5) chairs of the committees that compose the Council. The Council Chair will be elected to a two-year term by a vote of the Chairs of the committees in the Council. Ex-officio, non-voting members of the Council are the Senior Vice President for Finance and Administration and the University Controller.

Applicability

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

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

Definitions
There are no specific definitions required by this Policy.

**Who should read this policy**

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

**Related Documents**

Faculty Handbook:

- Policy A51 “Faculty Constitution”
- Policy A53 “Development and Approval of Faculty Policies”
- Policy A60 “Faculty Senate Bylaws”
- Policy A61.5 “Campus Development Advisory Committee”
- Policy A61.10 “Governmental Relations Committee”
- Policy A63.1 “Budget Committee”
- Policy A63.3 “Faculty Staff Benefits Committee”
- Policy A63.5 “Information Technology Committee”

**Contacts**

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

**Procedures**

The Business Council will schedule regular meetings. The Council Chair will meet regularly with the Operations Committee, but no less than once each semester.

**History**

- April 28, 2020—Approved by Faculty Senate
A63.1: Budget Committee

Approved by: Faculty Senate  
Effective: April 28, 2020  
Responsible Faculty Committee: Budget 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 Budget Committee is one of five (5) committees that comprise the Faculty Senate Business Council, which provides faculty oversight of the business aspects of the University of New Mexico (UNM) including budget, government relations, campus planning, capital projects, etc.

Policy Statement

The Budget Committee has the responsibility to make recommendations to the Faculty Senate for advising the Budget Leadership Team (BLT) in developing the UNM budget. In particular, the functions of the committee include but are not limited to:

(a) participation in the BLT and BLT sub-committees, including at least one (1) Committee member appointed to the BLT.

(b) the presentation to the Faculty Senate each April on the Committee’s participation and work with the BLT.

Faculty members will be appointed by the Faculty Senate: The optimal Committee will be thirteen (13) members, with two (2) from Arts and Sciences and, if possible, one (1) from each of the following academic areas [where possible given the number of faculty in each area]: Architecture and Planning; Education and Human Sciences; Engineering; Fine Arts; Honors; University Libraries; Law; Anderson School of Management; Medicine (including Dental Hygiene Programs); Nursing; Pharmacy; and Population Health; and an ex-officio member appointed by the Senior Vice President for Finance and Administration. The terms of office shall be for three (3) years, set up on a staggered basis so that the terms of at least four (4) members will expire each year. The chairperson is elected by the Committee. Members will be appointed by April for terms starting the following fall. The chairperson is selected by the Committee for a one-year term. That selection will be made at the last meeting of the academic year for the following year.

Applicability

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

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

There are no specific definitions required by this Policy.

Who should read this policy

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

Related Documents

Faculty Handbook:

- A51: Faculty Constitution
- A53: Development and Approval of Faculty Policies
- A60: Faculty Senate Bylaws
- A63: Business Council

Contacts

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

Procedures

The Budget Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Business Council for consideration by the Faculty Senate.

History

- April 28, 2020—Approved by Faculty Senate
A63.3: Faculty and Staff Benefits Committee

Approved by: Faculty Senate
Effective: April 28, 2020
Responsible Faculty Committee: Faculty and Staff Benefits 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 and Staff Benefits Committee is one of five (5) committees that comprise the Faculty Senate Business Council, which provides faculty oversight of the business aspects of the University of New Mexico (UNM) including budget, government relations, campus planning, capital projects, etc.

Policy Statement

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 UNM 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 UNM Administration. Other units within UNM shall not create separate benefits committees.

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

Voting members. Five (5) faculty members appointed by the Faculty Senate; Five (5) staff members appointed by the Staff Council; One (1) retiree appointed by the Retiree Association.

Non-voting Ex-officio Members. Senior Vice President for Finance and Administration/designee; Vice President for Human Resources/designee; Director of the Office of Academic Personnel; Human Resources Department Executive Director for Benefits and Employee Wellness; 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 (1) faculty and one (1) staff member) who will be elected annually by the voting members of the committee.

Applicability

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.
Definitions

There are no specific definitions required by this Policy.

Who should read this policy

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

Related Documents

Faculty Handbook: Note: Committee Charges Policy numbers are being changed to align with their respective Council per the new Faculty Senate Restructure

- A51: Faculty Constitution
- A53: Development and Approval of Faculty Policies
- A60: Faculty Senate Bylaws
- A63: Business Council

Contacts

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

Procedures

The Faculty and Staff Benefits Committee will schedule regular meetings. 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. The Committee Chair will report Committee recommendations through the Business Council for consideration by the Faculty Senate.

History

- November 9, 2022 - Updated titles of ex-officio members, per Faculty Handbook Policy A53 procedures
- April 28, 2020 - Amended by the Faculty Senate
- August 30, 2011 - Amended by the Faculty Senate
A63.5: Information Technology Committee

Approved by: Faculty Senate
Effective: April 28, 2020
Responsible Faculty Committee: Information Technology 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 Information Technology (IT) Committee is the voice of the faculty in the co-governance of IT matters. The IT Committee is one of five (5) committees that comprise the Faculty Senate Business Council, which provides faculty oversight of the business aspects of the University of New Mexico (UNM) including budget, government relations, campus planning, capital projects, etc.

Policy Statement

The IT Committee represents and reports to the Faculty Senate through regular procedures and submits a yearly report to the Senate. In cooperation with UNM IT and other core technology providers, the IT Committee acts in collaboration with the IT Academic Technologies Advisory Board and the IT Research Technologies Advisory Board to provide review of and recommendations regarding administration, purchasing, use, and implementation of IT systems and applications. Through communication with the academic, research, and administrative units, the IT Committee represents the needs and concerns, particularly of the academic and research communities, for computing resources and information technology needs. The Chair of the IT Committee is a voting member of the IT Academic Technologies Advisory Board and the IT Research Technologies Advisory Board. The Committee’s purview includes, but is not limited to, soliciting faculty feedback; assessment and articulation of faculty needs; advocacy of innovative and effective instructional and research technologies; active participation in IT strategic planning; advice on IT budgets; recommendations for priorities; and liaison with academic, research, and administrative computer users.

Membership: Sixteen (16) voting faculty which will include one (1) faculty member from a Branch Community College; fourteen (14) faculty members from Main, HSC, and Law campuses representing at least three (3) schools and colleges, none of whom are from the same department; and one (1) faculty member from the Faculty Senate Research Policy Committee. Voting membership will also include four (4) student representatives which will include two (2) students from ASUNM and two (2) students from GPSA. The UNM Chief Information Officer (CIO), Senior Vice Provost for Academic Affairs, and the HSC Vice President for Academic Affairs will serve as ex-officio, non-voting members. If unable to attend a Committee meeting, an ex-officio member may send a designee subject to approval by the Committee.

The terms of office for faculty members shall be for three (3) years, set up on a staggered basis so that the terms of approximately one-third (1/3) of members will expire each year. Members can be appointed for a second three-year term. A Chair is elected by the Committee and normally will serve a renewable two-year term. In addition to the Committee members, subcommittee membership will be augmented with other faculty, administrators, staff, and students as required for specific subcommittee tasks.

Applicability
All UNM units, including the Health Sciences Center and Branch Community Colleges.

**Definitions**

No specific definitions are required for the Policy Statement.

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

**Who should read this policy**

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

**Related Documents**

Faculty Handbook:

- Policy A51 “Faculty Constitution”
- Policy A53 “Development and Approval of Faculty Policies”
- Policy A60 “Faculty Senate Bylaws”
- Policy A63 “Business Council”

University Administrative Policy and Procedures Manual

- 2500 “Acceptable Computer Use”
- 2520 “Computer Security Controls and Access to Sensitive and Protected Information”
- 2540 “Student Email”
- 2550 “Information Security”
- 2560 “Information Technology (IT) Governance”
- 2570 “Official University Webpages”
- 2580 “Data Governance”

**Contacts**

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

**Procedures**

The IT Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Business Council for consideration by the Faculty Senate.

**History**

- August 18, 2022 - Corrected title of HSC Vice President for Academic Affairs, per FHB Policy A53 procedures.
- April 28, 2020 - Amended by Faculty Senate
• April 24, 2018 – Approved by Faculty Senate
• March 22, 2011 – Approved by Faculty Senate
A64: Health Sciences Center Council

Approved by: Faculty Senate
Effective: April 28, 2020
Responsible Faculty Committee: Health Sciences Center Council
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 Senate Health Sciences Center (HSC) Council is charged with oversight of faculty issues that are unique to the HSC.

Policy Statement

The purpose of the HSC Council is to enhance the role and visibility of the HSC faculty in shared governance, particularly as it relates to the HSC, and to deliberate and act on behalf of 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 UNM. In matters pertaining to faculty governance and shared governance of UNM, as a whole, the HSC Council shall represent the faculty of the UNM HSC the Faculty Senate, the Executive Vice President (EVP) for Health Sciences and/or Leadership, and upon request, the HSC Committee of the Board of Regents.

The HSC Council shall have the right or duty to consider and advise the Faculty Senate, the EVP for Health Sciences and/or Leadership, and upon request the HSC Committee of the Board of Regents on behalf of HSC faculty over:

- 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 EVP for Health Sciences or of the faculty, including HSC Faculty via its Council members, 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. 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 HSC Committee of the Board of Regents and Office of the EVP for Health Sciences as well as to the UNM Faculty Senate.

Voting members of the HSC Council shall be:

- a) All duly elected faculty senators representing the academic units of the HSC.
b) Two (2) at-large members elected by the faculty of each of the academic units of the HSC (School of Medicine, College of Nursing, College of Pharmacy, College of Population Health, Health Sciences Library and Informatics Center) who need not be members of the UNM Faculty Senate.

Non-voting ex officio members of the HSC Council shall be:

a) The EVP for Health Sciences
b) The Health Sciences Vice President for Academic Affairs
c) The Provost or designee
d) The President of the UNM Faculty Senate

The terms of office for faculty members shall be for three (3) years, set up on a staggered basis so that the terms of approximately one-third (1/3) of members will expire each year.

The HSC Council structure, duties, meeting schedule, and committees are defined in the HSC Council Bylaws.

**Applicability**

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

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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**

There are no specific definitions required by this Policy.

**Who should read this policy**

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

**Related Documents**

Faculty Handbook:

- A51: Faculty Constitution
- A53: Development and Approval of Faculty Policies
- A60: Faculty Senate Bylaws

HSC Council Bylaws

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

**Procedures**

The Health Sciences Center Council will schedule regular meetings. The Council Chair will meet regularly with the Operations Committee, but no less than once each semester.

**History**

- November 9, 2022 - Added Health Sciences Library and Informatics Center to list of academic units; updated title of Vice Chancellor for Academic Affairs, per Faculty Handbook Policy A53 procedures
- April 28, 2020 – Approved by Faculty Senate
A65: Research and Creative Works Council

Approved by: Faculty Senate
Effective: April 28, 2020
Responsible Faculty Committee: Research and Creative Works Council
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 Research and Creative Works Council is charged with oversight of the research and creative endeavors of the University of New Mexico (UNM), both funded and unfunded creative works.

Policy Statement

The Research and Creative Works Council has authority in research and creative works matters that cannot easily or fully be handled by single existing Faculty Senate committees. Research and Creative Works Council recommendations shall be reviewed by Faculty Senate Operations committee and are subject to ratification by the Faculty Senate. Recommendations proposed by the Council will be taken to the Senate Operations Committee for deliberation and decisions.

The configuration of the Research and Creative Works Council shall consist of the following Faculty Senate committees:

- Library Committee
- Research Allocations Committee
- Research Policy Committee
- University Press Committee

Members of the Research and Creative Works Council are the chairs of the committees that compose the Council. The Council Chair will be elected to a two-year term by a vote of the Chairs of the committees in the Council. Ex-officio, non-voting members of the Council are the Vice President for Research and the HSC Vice President for Research.

Applicability

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

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

Definitions
There are no specific definitions required by this Policy.

**Who should read this policy**

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

**Related Documents**

Faculty Handbook:

- [A51: Faculty Constitution](#)
- [A53: Development and Approval of Faculty Policies](#)
- [A60: Faculty Senate Bylaws](#)
- [A65.1: Library Committee](#)
- [A65.2: Research Allocations Committee](#)
- [A65.3: Research Policy Committee](#)
- [A65.4: University Press Committee](#)

**Contacts**

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

**Procedures**

The Research and Creative Works Council will schedule regular meetings. The Council Chair will meet regularly with the Operations Committee, but no less than once each semester.

**History**

- August 19, 2022 - Updated title of HSC Vice President for Research
- April 28, 2020 – Approved by Faculty Senate
A65.1: Library Committee

Approved by: Faculty Senate
Effective: April 28, 2020
Responsible Faculty Committee: Library 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 Library Committee is one of four (4) committees that comprise the Faculty Senate Research and Creative Works Council, which is charged with oversight of the research and creative endeavors of the University of New Mexico (UNM), both funded and unfunded creative works.

Policy Statement

The Library Committee meets regularly to address issues and make recommendations related to the UNM 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, graduate, and professional students. The role of the Committee is also to facilitate communication among libraries and between libraries and faculties of UNM. 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 through the Research and Creative Works Council and, when appropriate, to the relevant deans, library directors, and vice presidents/vice provosts/associate provosts. Advice and consultation on library issues will be sought from the library faculty and staff. The Chair of the Library Committee shall make an annual report through the Research and Creative Works Council 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/Executive Vice President for Academic Affairs, the Executive Vice-President for the Health Sciences, the Dean of the Law School, the Dean of UNM Libraries, the Director of the Health Sciences Center Library, and the directors of the various branch community colleges.

Membership: One (1) member from each of the following groupings:

- Anderson School of Management, Economics, and Public Administration
- Education and Human Sciences
- Engineering
- Fine Arts and Architecture
- University Libraries
- Nursing and Pharmacy
- UNM branch community colleges
- Law School

Two (2) members from each of the following groupings:

- Humanities (English, Foreign Languages & Literatures, History, Linguistics, Philosophy, Spanish and Portuguese)
- Natural Sciences (Biology, Chemistry, Earth and Planetary Sciences, Mathematics and Statistics, Physics and Astronomy, Psychology)
School of Medicine
Social Sciences (American Studies, Anthropology, Communication and Journalism, Geography, Political Science, Sociology, Speech and Hearing Sciences, Community and Regional Planning.)
Undergraduate students, to be appointed by the Associated Students at the UNM (ASUNM)
Graduate and professional students, to be appointed by the Graduate and Professional Student Association (GPSA)

Ex-officio: Dean of the University Libraries, Director of the Health Sciences Center Library, and Director of the Law Library

The terms of each office shall be for three (3) years set up on a staggered basis. The chair is elected by the Committee. The terms of office of students will be determined by the ASUNM and the GPSA.

Applicability

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

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

Faculty Handbook:

- A51: Faculty Constitution
- A53: Development and Approval of Faculty Policies
- A60: Faculty Senate Bylaws
- A65: Research and Creative Works Council

Contacts

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

Procedures

The Library Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Research and Creative Works Council for consideration by the Faculty Senate.
History

- August 19, 2022 - Updated titles per FHB Policy A53 procedures
- April 28, 2020 - Amended by the Faculty Senate
- November 22, 2011 - Approved by Faculty Senate
A65.2: Research Allocations Committee

Approved by: Faculty Senate
Effective: April 28, 2020
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 Research Allocations Committee (RAC) is one of four (4) committees that comprise the Faculty Senate Research and Creative Works Council, which is charged with oversight of the research and creative endeavors of the University of New Mexico (UNM), both funded and unfunded creative works. 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 who are: 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 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 RAC.

Policy Statement

RAC 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.

RAC shall communicate and meet with the Vice President for Research or designee. The Committee shall formally meet periodically during fall and spring semesters to discuss the availability and allocation of funds.

Committee Membership

Twelve (12) members appointed by the Faculty Senate; of these twelve (12), at least one (1) shall be selected from each of the following seven (7) areas:

1. Physical Sciences--chemistry, earth and planetary, mathematics and statistics, physics and astronomy.
2. Life Sciences--biology, psychology.
3. Social Sciences--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 and Human Sciences.
6. Humanities--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 office for faculty members shall be two (2) years, set up on a staggered basis so that the terms of approximately one-half (1/2) of members will expire each year. Committee members may be elected to a second two-year term. At least one (1) year must pass before a Committee member who has served two (2) 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 faculty, including the Health Sciences Center and Branch Community Colleges.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee 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**

Faculty Handbook:

- A51: Faculty Constitution
- A53: Development and Approval of Faculty Policies
- A60: Faculty Senate Bylaws
- A65: Research and Creative Works Council

**Contacts**

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

**Procedures**

The Research Allocations Committee (RAC) will schedule regular meetings. The Committee Chair will report Committee recommendations through the Research and Creative Works Council for consideration by the Faculty Senate.

**History**

- April 28, 2020 - Approved by the Faculty Senate
- March 29, 2011 - Approved by Faculty Senate
A65.3: Research Policy Committee

Approved by: Faculty Senate
Effective: April 28, 2020
Responsible Faculty Committee: Research 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 Research Policy Committee (RPC) is one of four (4) committees that comprise the Faculty Senate Research and Creative Works Council, which is charged with oversight of the research and creative endeavors of the University of New Mexico (UNM), both funded and unfunded creative works. The primary role of the RPC shall be to encourage and support research and its funding at UNM, including all its established units.

Policy Statement

The functions of the RPC shall include, but not be limited to:

1) Initiating, formulating, recommending, and reviewing policies regarding sponsored and unsponsored research, and intellectual property.

2) Recommending UNM policy regarding the distribution of overhead and institutional grants.

3) Reviewing with the chief administrative officers for research the research budget of UNM prior to and during its final development, and informing and making recommendations to the Faculty Senate regarding this budget.

4) 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.

5) 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.

6) 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.

7) 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 UNM as a whole.

8) Recommending candidates for the Annual Research Lectureship.

9) Meeting with the academic deans formally at least once each year to discuss current problems and exchange information concerning research.
10) Consulting with the chief administrative officers for research regarding implementation of policies.

Membership: Twelve (12) faculty members, appointed by the Faculty Senate in consultation with the Committee Chair, selected primarily from colleges and departments generating sponsored research: including three (3) from the College of Arts and Sciences, two (2) from the College of Education and Human Sciences, two (2) from the School of Engineering, one (1) from the College of Fine Arts, one (1) from the Library, and two (2) from the Health Sciences Center. One (1) 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 UNM Rainforest Innovations. 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 (3) years, set up on a staggered basis so that the terms of at least three (3) 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. RPC annually elects a Vice-Chair to serve in place of the Chair in their absence. In addition to RPC appointees, subcommittee membership will be augmented with other faculty, administrators, and graduate students as required for specific subcommittee tasks.)

**Applicability**

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

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

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**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**

Faculty Handbook:

- A51: Faculty Constitution
- A53: Development and Approval of Faculty Policies
- A60: Faculty Senate Bylaws
- A65: Research and Creative Works Council

**Contacts**

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

The Research Policy Committee (RPC) will schedule regular meetings. The Committee Chair will report Committee recommendations through the Research and Creative Works Council for consideration by the Faculty Senate.

History

- February 23, 2022 – Updated to reflect name change of the Science and Technology Corporation @ UNM (STC.UNM) to UNM Rainforest Innovations (UNMRI), per FHB Policy A53 procedures
- April 28, 2020 – Approved by the Faculty Senate
A65.4: University Press Committee

Approved by: Faculty Senate
Effective: April 28, 2020
Responsible Faculty Committee: University Press Committee
Office Responsible for Administration: Office of the University Secretary

Policy Rationale

The University Press Committee is one of four (4) committees that comprise the Faculty Senate Research and Creative Works Council, which is charged with oversight of the research and creative endeavors of the University of New Mexico (UNM), both funded and unfunded creative works.

Policy Statement

The University Press Committee provides general supervision of the editorial policies and publishing operations of the University Press. The Committee 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 UNM administration regarding the appointment of the Director of the Press. The Committee submits through the Research and Creative Works Council to the Faculty Senate an annual report on the state of the University Press.

Membership: Twelve (12) faculty members, appointed by the Faculty Senate in consultation with the Director of the Press. No more than two (2) members shall be from any one department. The terms of office shall be for three (3) years, set up on a staggered basis so that the terms of four (4) members will expire each year. A member may be appointed for a second three-year term. The Chair is elected by the Committee. The Director of the University Press will serve as an ex-officio member.

Applicability

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

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

Faculty Handbook:

- Policy A51 “Faculty Constitution”
- Policy A53 “Development and Approval of Faculty Policies”
- Policy A60 “Faculty Senate Bylaws”
- Policy A65 “Research and Creative Works Council”

Contacts

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

Procedures

The University Press Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Research and Creative Works Council for consideration by the Faculty Senate.

History

- April 28, 2020 – Approved by the Faculty Senate
A66: Policy Committee

Approved by: Faculty Senate
Effective: November 28, 2017
Responsible Faculty Committee: 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

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 University of New Mexico (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. The Faculty Senate Policy Committee (FSPC) is appointed to ensure adherence to these principles. The FSPC shall report directly to the Faculty Senate Operations Committee.

Policy Statement

The FSPC is responsible for the development and revision of policies for the Faculty Handbook, which provides UNM faculty with a written record of faculty policies and procedures. The primary role of the FSPC shall be to support UNM’s overall purpose, principles, and goals. In the interest of shared governance, the functions of the FSPC shall include, but not be limited to, initiating, formulating, recommending, and reviewing all UNM polices that impact the faculty. The charge to the FSPC is as follows:

- 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.
- Review policies developed by other standing committees.

Membership: Nine (9) voting faculty which will include one (1) faculty member from a Branch Community College, one (1) faculty member from the Health Sciences Center, and faculty from at least three (3) schools and colleges, none of whom are from the same department. The Senior Vice Provost for Academic Affairs and the HSC Vice President for Academic Affairs will serve as ex-officio, non-voting members. If unable to attend a Committee meeting, an ex-officio member may send a designee subject to approval by the Committee. 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 FSPC.

The terms of office shall be for three (3) years, set up on a staggered basis so that the terms of at least three (3) 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 their 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.
Applicability

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

Definitions

There are no specific definitions required by this Policy.

Who should read this policy

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

Related Documents

Faculty Handbook:

- Policy A51 “Faculty Constitution”
- Policy A53 “Development and Approval of Faculty Policies”
- Policy A60 “Faculty Senate Bylaws”
- Policy A61 “Faculty Senate Committees”

Contacts

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

Procedures

The Policy Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Faculty Senate Operations Committee for consideration by the Faculty Senate.

History

- August 23, 2022 - Updated title for HSC Vice President for Academic Affairs, per FHB Policy A53 procedures.
- November 27, 2017--Revised by the Faculty Senate
- October 23, 2007--Approved by the Faculty Senate
A67: Faculty Senate Ethics & Advisory Committee

Approved by: Faculty Senate
Effective: February 23, 2021
Responsible Faculty Committee: Faculty Ethics and Advisory 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 Ethics and Advisory Committee's function is to informally investigate the facts and make recommendations when a faculty member has been accused of conduct inconsistent with the Statement on Professional Ethics (Section B: Appendix V).

Policy Statement

The Faculty Ethics and Advisory Committee shall advise and consult with the UNM President, the Provost/Executive Vice President for Health Sciences (EVPHS), 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 performance of instructional or research-related duties is accused of unethical behavior as defined by the Statement of Professional Ethics (Section B, Appendix V). The Committee shall also familiarize itself with the Statement on Professional Ethics (See Section B, Appendix V). The Committee may decide that a complaint falls outside its mandate and decline to investigate.

Membership: Nine (9) faculty members appointed by the Faculty Senate and one (1) graduate or professional student appointed by the Graduate and Professional Student Association (GPSA). The graduate or professional student attends only those meetings or parts of meetings pertaining to cases involving a graduate or professional student behavior. Members of the Committee shall serve for overlapping, three-year terms. The Chairperson shall be elected each year by the Committee and shall be a tenured faculty member.

Applicability

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

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

Definitions

There are no specific definitions required by this Policy.
Who should read this policy

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

Related Documents

*Faculty Handbook:*

- Policy A51 “Faculty Constitution”
- Policy A53 “Development and Approval of Faculty Policies”
- Policy A60 “Faculty Senate Bylaws”
- Policy C07 “Faculty Disciplinary Policy”
- Section B Appendix V “2009 Statement on Professional Ethics”
- Section B Appendix VIII “Faculty Ethics and Advisory Committee”

Contacts

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

Procedures

The Ethics and Advisory Committee will schedule regular meetings. The Ethics and Advisory Committee reports directly to the Operations Committee regarding membership and Committee responsibilities listed in the Committee’s charge. However, deliberations, recommendations, and decisions resulting from investigations conducted by the Ethics and Advisory Committee are reported to the appropriate UNM official(s) and/or AF&T in accordance with Faculty Handbook Section B which includes Appendix VIII “Faculty Ethics and Advisory Committee.”

History

- February 23, 2021 - Approved by Faculty Senate
A68: Branch Community Colleges Council

Approved By: Faculty Senate
Effective Date: August 24, 2021
Responsible Faculty Committee: Branch Community Colleges Council
Office Responsible for Administration: Office of 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 Branch Community Colleges Council highlights the academic and professional contributions of UNM branch community college faculty; fosters collaboration, communication, and camaraderie between faculty members on all UNM campuses; proactively ensures the Senate is aware of issues that are specific to branch community colleges when making decisions affecting branch community colleges; proactively brings matters to the Senate that are specific to branch community colleges that may warrant supportive action by the Senate; actively champions student success; and seeks opportunities to optimize the campus climate at the various branch community colleges.

Policy Statement

The Branch Community Colleges Council will provide guidance to the Faculty Senate, the Faculty Senate Operations Committee, and the Faculty Senate President regarding concerns specific to UNM branch community colleges, especially those that involve interactions with Albuquerque campuses. To further enhance inter-campus collaboration, the Branch Community Colleges Council will attend to matters including, but not limited to:

a. Faculty shared governance and other branch community college specific concerns pertinent to all faculty;

b. Branch community college faculty inclusion on committees, projects, professional development, and research opportunities made available to UNM faculty;

c. Through the Faculty Senate, collaboration with leadership in Academic Affairs and Student Affairs on Albuquerque campuses pertaining to student success initiatives that increase retention and graduation rates of branch community college students who transfer to Albuquerque campuses;

d. The coordination and support of branch community college faculty in matters related to academic freedom, tenure, and promotion processes; and

e. The support for and recognition of branch community college faculty research, teaching, and service.

This Policy strengthens communications and relationships across UNM faculties in order to best support faculty, staff, and students and ultimately foster a more inclusive campus community. The Branch Community Colleges Council fosters Faculty Senate awareness, discussion, and action meant to supplement or work in concert with other initiatives at Albuquerque campuses and/or branch community colleges.

The Branch Community Colleges Council membership

a. Voting members of the Branch Community Colleges Council shall be all duly elected faculty senators representing the Gallup, Los Alamos, Taos, and Valencia campuses.
b. Council members serve as liaisons between their respective branch student and faculty governance members for input on issues, concerns, and ideas.

c. The Council Chair will be elected to a two-year term by a vote of the Council members.

d. The Council Chair-elect will be elected by the Council members and must be a current faculty senator. The Chair-elect must be installed and active for a minimum of one (1) year prior to the expiration of the current Council Chair’s term of office. Subsequently, the Chair-elect will become the next Council Chair upon the expiration of the current Council Chair’s term of office.

**Applicability**

All UNM faculty, including the Health Sciences Center and Branch Community Colleges.

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

**Definitions**

There are no specific definitions required by this Policy.

**Who should read this policy**

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

**Related Documents**

Faculty Handbook:

- A51: Faculty Constitution
- A53: Development and Approval of Faculty Policies
- A60: Faculty Senate Bylaws

New Mexico Statute NMSA Chapter 21, Article 14, 21-14-1

**Contacts**

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

**Procedures**

The Branch Community Colleges Council will schedule regular meetings and should meet at least once each semester. The Council Chair will meet regularly with the Operations Committee but not less than once each semester.
History

- August 24, 2021 - Policy approved by Faculty Senate
Information: 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.
A70.4: Student Union Building Board

Policy

The function of the Student Union Building (SUB) Board is to formulate policies for the operation of the SUB, as per the SUB Board's Constitution and Bylaws, including:

- Review and approve the schedule of charges prepared by the Director of the SUB for use of the SUB's facilities.
- Establish policy with the Director of the SUB for use of the SUB's facilities by students, faculty, alumni, employees of the University of New Mexico (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 (2) faculty members appointed by the Faculty Senate in the spring to serve two-year overlapping terms, one (1) to be appointed each year; the President of the University or designee; the Dean of Students or designee; two (2) undergraduate student and one (1) graduate student at-large student members; the President of the Associated Students at the University of New Mexico (ASUNM) or designee; the President of the Graduate and Professional Student Association or designee; one (1) 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 Building as an ex-officio member.

History

- August 23, 2022 - Updated title of building and affiliated student groups, per FHB Policy A53 procedures
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.

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 Committee
Office Responsible for Administration: Provost, Executive Vice President for Health Sciences, and Senior Vice President 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, the Executive Vice President for Health Sciences, and the Senior 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 Committee 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, the Executive Vice President for Health Sciences, and the Senior 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:

- August 23, 2022 - Updated titles of administrators per FHB Policy A53 procedures
- January 25, 2011—Approved by Faculty Senate
- August 24, 2010—Approved by Faculty Senate
A88: Creation and Reorganization of UNM Academic Units

Approved By: Faculty Senate
Effective Date: January 12, 2021
Responsible Faculty Committees: Faculty Senate Operations Committee
Office Responsible for Administration: Provost and Executive Vice President 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

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 including those crossing disciplinary lines. Occasionally the proposed unit would become a branch community college of UNM. 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 Office of the Provost or Office of the Executive Vice President of Health Sciences (EVPHS) 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 branch community colleges, or to make changes in an existing academic unit, requires 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 EVPHS. If approval of the proposal by the Board of Regents is required (See Regents' Policy 5.1, 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 EVPHS with 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) including those within the Health Sciences Center and Branch Community Colleges.

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

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 academic 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 "Creation, Review, Reorganization, and Termination of UNM Research Centers and Institutes"

UNM Board of Regents' Policy Manual:

- Policy 5.1 "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 EVPHS.

Procedures

Creation or Reorganization of an Academic Unit. After obtaining input from affected faculty, staff, and students in accordance with the Policy Statement above, those proposing new or revised academic units, other than research centers or institutes (see A91 for these units), must prepare a proposal that includes items A through K described below and submit the proposal for approval in accordance with the following steps:

- The proposal will be submitted to the college or school dean for approval.
- The dean will submit the proposal to the Provost or EVPHS for preliminary approval.
- After preliminary approval, the proposal will be submitted by the dean to the Faculty Senate Academic Council for review and endorsement.
- The Faculty Senate Academic Council will submit the proposal to the Faculty Senate Operations Committee for review and endorsement.
- The Faculty Senate Operations Committee will submit the proposal to the full Faculty Senate for approval.
- After Faculty Senate approval, the proposal will be submitted to the Provost or EVPHS for final approval.
Following final approval, the Provost or EVPHS will use the content of the proposal, as delineated in the Procedures Section below, as the basis for a formal charge to the initiating dean or academic unit as appropriate.

If at any step in this process substantive change(s) are proposed, the previous reviewing authorities will have one week to review the change(s) and rescind their approval/endorsement if they disagree with change(s).

Proposal for Creation or Reorganization of an Academic Unit

The proposal should include the following:

A. Executive Summary - Identification of the proposed academic unit or major changes, including all aspects such as instruction, research, and service.

B. Rationale - Reasons why the proposed changes are desirable or necessary. For example, may be responsive to state or national needs, existing or anticipated opportunities, or requirements of regulatory bodies such as accreditation agencies.

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

D. Conflict Statement - Any actual or potential conflicts with the programs or services of existing academic units at UNM, branch community colleges 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. Resource Statement - 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. Organizational Structure - Existing organizational structure related to 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. Academic Offerings – 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. Research Profile - 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 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. Service Profile - 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. Near Term Planning Statement - A timeline of key decision points and benchmarks accompanied by a narrative 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. Preliminary Budget - 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.

Proposal for Creation or Reorganization of an Academic Unit should be clear and concise and no longer than 10 – 12 pages in length. Units may append supporting documentation to the proposal as needed.

History

- January 12, 2021—Approved by Faculty Senate Operations Committee
- December 2, 2020—Approved by Faculty Senate Policy Committee
- 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:

   __Instruction*
   __Library Services
   __Research
   __Public Service Functions
   __Institutional Support Services
   __Student Government
   __Other

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:

   Department Head
   Dean/Director
   Vice President
   Campus Planner
   Space Allocation Committee

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 President 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 transdisciplinary 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 Executive Vice President for Health Sciences (EVPHS). 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. All proposals to create, reorganize, 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 EVPHS 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 “Research Policy Committee”
- Policy A88 “Creation, Review, Reorganization, and Termination of UNM Academic Units”
- Policy E60 “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 “The Faculty’s Role in the University’s Academic Mission”
- Policy 5.9 “Sponsored Research”

*University Administrative Policies and Procedures Manual:*

- Policy 2425 “Recovery of Facilities and Administration Costs”

Contacts

Direct any questions about this policy to Office of the Vice President for Research, the HSC Office of the Vice President 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 President for Research shall contain an annually updated list of all research centers and institutes governed by the Provost and EVPHS 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 EVPHS to determine which standard is applicable or if another standard needs to be developed.

**History**

- August 23, 2022 - Updated titles of Executive Vice President for Health Sciences and HSC Vice President for Research, per FHB Policy A53 procedures.
- April 28, 2015 – Approved by the Faculty Senate
- March 7, 2016 – Approved by the Faculty Senate