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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
Policy Rationale

Branch community colleges play important roles and functions within the University of New Mexico (UNM) system by responding to the unique needs of their communities. This Policy document describes authorized branch community college roles and functions.

Policy Statement

As provided by New Mexico Statute (21-14-1), UNM has established branch community colleges to serve the citizens of New Mexico more fully and to provide the highest quality of education throughout the state for students in different locations pursuing postsecondary education. Branch community colleges respond specifically to the unique needs and multicultural background of the citizens in their respective communities by offering Associate Degree programs (transfer programs that prepare students for upper division entry into colleges and universities), certificates (career technical education pathways), workforce credential preparation, and community education programs.

Branch community colleges utilize resources in the community and therefore also function as an integral part of the community. The branch community colleges of UNM are considered fully integrated component colleges, and they are committed to serving the needs of their respective communities in the manner of a comprehensive community college, offering a variety of academic, career, and community service programs. The branch community colleges commit themselves to protect the quality and integrity of all academic curricula.

Applicability

All UNM academic faculty, staff, and administrators.

Definitions
No specific definitions are required for the Policy Statement.

**Who should read this policy**

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

**Related Documents**

UNM Regents’ Policy Manual

- [Policy 2.14 “Branch Colleges and Off-Campus Education Centers”](#)

New Mexico Statute

- [NMSA Chapter 21, Article 14, 21-14-1](#)

**Contacts**

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

**Procedures**

No specific procedures required at this time.

**History**

- September 8, 2022 - Updated title of Executive Vice President for Health Sciences, per Faculty Handbook A53 procedures Information item in Faculty Handbook.
Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

Policy Rationale

Branch community college degree offerings are approved by the University of New Mexico (UNM), and many of their courses carry transfer credit toward UNM baccalaureate degrees. The policies that govern the articulation of degree programs, the determination of course credit, and the approval of credentialing standards for UNM branch community colleges are presented below.

Policy Statement

A. Degree, Certificate, and Credential Approval

1. All associate degree programs are authorized to be offered at branch community colleges, upon approval by the appropriate college and department or program on the UNM main campus.

2. Branch community colleges are authorized to develop and offer programs leading to all associate degrees, as well as provide certificates and workforce credentials, provided the programs go through the required approval process for such programs at the UNM main campus. The transferability to the main campus of credit for courses in these programs will be determined in accordance with the policy statements B.1 and B.2 below.

B. Transfer of Course Credit

UNM main campus will accept baccalaureate credits and branch community colleges will accept transferable course, certificate, and workforce credential credits, earned by students at any UNM branch community college, in accordance with the following policy:

1. Lower-division courses within the New Mexico common course numbering system offered at UNM branch community colleges will be transferable anywhere within the UNM System. These courses will have consistent learning outcomes and competencies. Existing courses at the UNM main campus or a UNM branch community college may be adopted by another branch community college without going through curriculum workflow, as long as the branch community college has obtained permission to use the appropriate course prefix (if not already in use at that branch), and the course is 200 level or below.
2. Proposed new lower division courses must follow the same approval process as any other course offered at UNM main campus and, if designed for transfer credit, must be approved by the appropriate department or program and/or college.

C. Approval of Credentialing Standards for Course Delivery

Branch community college faculty shall be qualified to deliver courses under the current UNM accrediting body’s credentialing guidelines. Branch community colleges shall maintain adequate records to verify that appropriate accreditation credentialing guidelines are met.

Applicability

All UNM academic faculty, staff, and administrators.

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

- Students
- Faculty
- Department chairs, academic deans, and other academic administrators and executives

Related Documents

UNM Regents’ Policy Manual

- Policy 2.14 “Branch Colleges and Off-Campus Education Centers”

Higher Learning Commission Faculty Credentialing Guidelines

Contacts

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

Procedures

No specific procedures required at this time.

History
• September 9, 2022 - Updated title of Executive Vice President for Health Sciences, per Faculty Handbook Policy A53 procedures
• January 22, 2019 – Approved by the Faculty Senate
• April 2005--Approved by the Faculty Senate
F80: Representation on Faculty Senate and Its Committees

Approved by: Faculty Senate
Effective: April 24, 2018
Responsible FS Committee: Policy Committee
Office Responsible for Administration: Office of the University Secretary

Policy Rationale

The Faculty Constitution affirms the rights of branch community college faculty to be represented in the Faculty Senate and to decide upon the faculty governance procedures best suited to the effective functioning of each individual branch community college.

Policy Statement

In accordance with the procedures established by the Faculty Senate and its component committees, branch community colleges shall have representation on the Faculty Senate Standing Committees and the Faculty Senate. Faculty at branch community colleges shall have the right to create faculty governance bodies, policies, and procedures for their campuses, provided those assemblies do not conflict with the authority and functions of the Faculty Senate described in the Faculty Constitution.

Applicability

All UNM academic faculty, staff, and administrators.

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

Definitions

No specific definitions are required for the Policy Statement.

Who should read this policy

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

Related Documents
UNM Regents’ Policy Manual

- Policy 2.14 “Branch Colleges and Off-Campus Education Centers”

Faculty Handbook

- A51: Faculty Constitution “Faculty Constitution, Article II”

Contacts

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

Procedures

No specific procedures required at this time.

History

- April 24, 2018—Policy Approved by Faculty Senate
F100: Teaching Load

Approved by: University Faculty
Effective: November 28, 2017
Responsible FS Committee: Policy Committee
Office Responsible for Administration: Office of the Provost

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

Policy Rationale

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

Policy Statement

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

Applicability

All UNM academic faculty, staff, and administrators.

Definitions

No specific definitions are required for the Policy Statement.

Who should read this policy

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

UNM Regents’ Policy Manual

- Policy 2.14 “Branch Colleges and Off-Campus Education Centers”

Faculty Handbook

- C100: Academic Load
- C110: Teaching Assignments

Contacts

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

Procedures

No specific procedures required at this time.

History
Information: F20: Statutory Provisions and Funding

Information

The Branch Community College Act (section 21-14-1 NMSA 1978), was enacted in 1957, to provide (a) the first two years of college transfer education or (b) organized career curricula of not more than two years' duration designed to prepare individuals for employment in recognized occupations, or both of the above. New Mexico Higher Education Department, a lay-board appointed by the Governor, is responsible for supporting two-year education in New Mexico. Branch colleges are organized by one or more school districts with local public school boards or specially elected advisory boards serving each branch in an advisory capacity. The advisory boards have three major responsibilities: calling elections for local property taxes for annual operating levies and capital outlay general obligation bonds; approving operating budgets; and certifying the local tax levy. Funding for the branch colleges comes from direct State appropriations and local tax levies. Budget requests for the branch colleges are approved by the local advisory boards, the University of New Mexico Board of Regents, and the New Mexico Higher Education Department before being submitted to the Legislature.
Information: F30: UNM Gallup Branch Mission Statement

The University of New Mexico-Gallup Campus is committed to the philosophy that postsecondary educational opportunities should be provided for all individuals. We believe that this education should meet the individuals' needs, abilities and desires to achieve. Educational opportunities are essential in a community involved in an accelerated energy revolution and rapid social change. The Gallup Campus has no greater purpose than that of making higher education available to all. From this philosophical base emerge the following goals of the Gallup Campus: To provide the first two years of a baccalaureate education; to provide certification and licensing for special programs; to provide career education; to provide public service activities; to provide student support services; to provide a preparatory and developmental program of instruction; to provide a learning environment.
Information: F40: UNM Los Alamos Branch Mission Statement

Information

Los Alamos Branch College. The University of New Mexico-Los Alamos is committed to providing the highest quality education for its students. Drawing upon its greatest asset, the human and physical resources of Los Alamos, its programs shall be threefold:

1. Two-year academic transfer programs.
2. A wide ranging program of community education responsive to the needs of the region.
3. Associate degree programs with emphasis on those technical areas that have a nationally demonstrated demand and that use the distinctive Los Alamos expertise.

The University of New Mexico at Los Alamos is committed to providing these programs to all students of the region, and it commits itself to provide the services, including developmental services necessary to help these students achieve their goals. Furthermore, the University of New Mexico at Los Alamos will seek active cooperation with all neighboring educational programs and institutions, confident that such cooperation is in the best interest of the student and the region.
Information: F50: UNM Valencia Branch Mission Statement

Information

The University of New Mexico-Valencia Campus subscribes to the concept of comprehensive community education. Consistent with this philosophy, it is the goal of the college to provide, within available resources, programs and services of superior quality to meet the educational needs, immediate and future, of all the people of the community.

The college encourages lifelong learning and maintains an admissions policy that provides for all segments of the community, believing that all who can benefit from its services should be free to do so.

The purpose of this college will be to provide the following:

1. To provide a general education to all students.
2. To provide a two-year program of education, in the liberal arts and sciences, culminating in awarding of the associate degrees.
3. To provide a wide range of vocational and technical programs for students who will terminate their formal study at the end of two years or less to seek employment. Students completing such programs will be awarded certificates of accomplishment and/or associate degrees.
4. To provide a quality transfer program which will include a wide range of liberal arts and pre-professional subjects that will enable articulation to four-year colleges and universities.
5. To provide community educational services.
6. To provide a program of remedial education for people whose previous educational experiences have been inadequate.
7. To provide academic advisement and career counseling services for students.
8. To provide a program of services designed to improve the cultural, economic and social environment of the community.
Information: F60: UNM Taos Education Center Mission Statement

The UNM-Taos branch campus serves students from northern New Mexico and the larger community with comprehensive educational opportunities in order to better prepare them to successfully participate in the world as educated, skilled, creative and responsible individuals. The Taos Campus is an open-access, student-centered, affordable college offering dual-credit, basic skills, transfer, career technical, workforce training and lifelong learning courses and programs.

The goals that have been identified to fulfill the mission of UNM-Taos are:

- to provide a high-quality learning environment for all students;
- to provide a wide range of academic programs culminating in the awarding of Associate degrees;
- to provide a wide range of career technical programs culminating in certificates and degrees for students who seek career-related employment in business, industry, and government and health care;
- to provide a transfer program to include a wide range of general education and pre-professional courses which normally articulate with Baccalaureate degree-granting colleges and the universities;
- to provide a diversified program of academic, and career technical courses to allow for the achievement of individual educational goals involving professional or technical skills development, professional rectification and/or personal interest;
- to provide noncredit continuing adult education services to the community in the areas of business/professional training, personal development, cultural enrichment, and recreational activities;
- to provide developmental education courses to acquire the basic verbal, quantitative, and cognitive skills necessary for a student’s successful transition into college-level study; and
- to provide an array of student support services that include faculty and staff academic advisement and career counseling, diagnostic and placement testing, financial aid, and human development opportunities readily accessible to all students.