

Constitution of the Faculty Assembly of UNM-Taos

The UNM-Taos Faculty Senate is the representative body of the UNM-Taos Faculty Assembly, and the authority of the UNM-Taos Faculty Senate is based on the authority granted under Section A51 Section 6 of the UNM Faculty handbook and with an accord with the UNM-Taos Advisory Board and the University of New Mexico Board of Regents.

This document was presented for ratification to the UNM-Taos Faculty Assembly on August 16th 2014.

This document defines the purpose of Faculty Assembly and Faculty Senate regarding the responsibilities of the University Faculty as set forth in Sec. 2 of the UNM Faculty Handbook.

I. THE FACULTY ASSEMBLY

A. Membership

1. Voting Membership in the UNM-Taos Faculty Assembly shall be comprised of:
 - a. All current instructors
 - b. Instructors who have taught in the previous academic year
 - c. The Library Director
2. Non-Voting Membership in the UNM-Taos Faculty Assembly shall be comprised of:
 - a. Emeritus Faculty , as defined by UNM Main campus Faculty Handbook.

B. Responsibilities:

1. The Faculty Assembly (through its Faculty Senate) shall have the right to review and to make appropriate recommendations in regard to the following:
 - a. Formulation of institutional aims
 - b. Creation of divisions, departments and programs
 - c. Major curricular changes and other matters that affect the institution as a whole
 - d. Standards for admission and graduation and for honors and scholastic performance in general
 - e. Approval of candidates for degrees
 - f. Policies and procedures of appointment, dismissal, and promotion in academic rank
 - g. Academic counseling of students
 - h. Faculty compensation
 - i. General faculty welfare
2. The Faculty Assembly shall elect members of the Faculty Senate at the Fall Faculty Assembly Meeting.
 - a)Any member of the Faculty Assembly may serve on the Faculty Senate

C. Meetings:

1. The Faculty Assembly shall meet at least twice a year
 - a. Regular meetings of the Faculty Assembly will meet during the Fall and Spring Faculty Orientation.
 - b. A majority of eligible voting members of faculty assembly shall constitute a Faculty Assembly meeting.

- c. Decisions of the Faculty assembly meetings shall be made by a majority vote of the voting members present.
- d. Special meetings of the Faculty Assembly may be called
 - i. By the Faculty Senate
 - ii. By a petition containing 51% of Faculty Assembly membership
- e. Special Meetings of the Faculty Assembly called under provision C.1.d.ii shall
 - i. Select their own chair.
 - ii. Select a person to record the official minutes of that meeting. Those minutes shall be available to any member of the Faculty Assembly.

II. FACULTY SENATE

A. Purpose

- 1. The Faculty Senate shall be the representative and operational entity that carries out the responsibilities of the Faculty Assembly defined in Section I.B above.

B. Membership

- 1. The Faculty Senate shall consist of no less than 7 and no more than 10 voting members who are elected by the Faculty Assembly. The number of voting members on the Faculty Senate for any year shall be determined at the Fall Faculty Assembly meeting.
- 2. Election of Faculty Senate Members
 - a. The election of Faculty Senate members shall be conducted annually at the Faculty Assembly meeting held at the start of the Fall semester.
 - b. The elections shall be chaired by the outgoing Faculty Senate President or his or her assign.
 - c. Faculty Senate members shall be elected by a majority of those present at the Faculty Assembly meeting and shall take office immediately
 - d. Nominations for Faculty Senate members may be submitted to the Faculty Senate in advance or made from the floor at the Assembly meeting.
- 3. Any officer or member of the Faculty Senate may serve more than one term.

B. Officers

- 1. The Faculty Senate shall elect the following officers for a 1 year term.
 - a. President
 - b. Vice President
 - c. Secretary/Treasurer
- 2. Duties of Officers
 - a. The President shall have the following duties:
 - i. Serve as chairperson of the Faculty Assembly Meetings.
 - ii. Represent the Faculty before the Administration, Advisory Board, Regents and other groups as appropriate
 - iii. Appoint subcommittees of the Faculty Senate as needed
 - iv. Assume additional duties as needed and approved by the Faculty Senate.

- b. The Vice President shall have the following duties:
 - i. Perform the duties of the President in the absence of the President
- c. The Secretary/*Treasurer* shall have the following duties:
 - i. Record minutes of meetings of the regular Faculty Assembly and the Faculty Senate and prepare and distribute minutes and agendas of these meetings to the faculty in a timely manner
 - ii. Act as custodian of official documents of the Assembly
 - iii. Conduct the correspondence of the Assembly
 - iv. Maintain a list of names, addresses and email addresses of members of the Faculty Assembly.
 - v. Shall maintain the financial records of the Faculty Senate funds and handle disbursement as approved by the Faculty Senate

C. Procedures

1. The Faculty Senate will meet as needed throughout the academic year - normally once a month during the fall and spring semesters but no less than twice per semester. The Senate will meet as needed during the Summer term.
2. The President shall schedule the dates and times of Faculty Senate meetings and determine the agendas of such meetings with input from the other Senate members.
3. Five members of the Faculty Senate shall constitute a quorum. A quorum is required for an official vote to take place at a Senate meeting. Official actions taken by the Senate shall require a majority vote of those present at that particular Faculty Senate meeting.
4. After a senate member has missed two meetings in a semester, the chairperson may recommend to the Faculty Senate that the position be declared vacant. Vacancies that occur during the Fall semester may be filled by election at the Spring Faculty Assembly meeting. Any vacancies that occur during the Spring semester or Summer terms may remain vacant for the remainder of the academic year.
5. Faculty Senate meetings may be conducted informally or according to Robert's Rules of Order, as determined by the President.
6. Faculty Senate meetings shall be open to the general public and any member of the Faculty Assembly, in accordance with the New Mexico Open Meetings Act, with the exception of Executive Sessions, which must conform with the OMA guidelines & wherein no action shall be taken.
7. Any member of Faculty Assembly may make presentation to Faculty Senate with two weeks prior notice to the President of the Faculty Senate.
8. Community members may make presentations to the Faculty Senate with the approval of any member of the Faculty Senate.

D. Duties: The duties of the Faculty Senate include, but are not limited to, the following:

1. The Faculty Senate shall represent the Faculty Assembly with respect to the responsibilities set out above in I.B.1.
2. The Faculty Senate will keep the Faculty Assembly informed and ask for general faculty input throughout the academic year as to actions required and taken on behalf of the entire UNM-Taos faculty. Written updates will be prepared as needed and distributed to the Faculty Assembly through faculty mailboxes and/or through e-mail.

3. Twice a year at the Faculty Assembly meetings at the beginning of the Fall and Spring Semesters, the Faculty Senate will provide a brief update of Faculty Assembly matters and ask for input and questions from the floor.
4. Individual Faculty Senate members will be appointed by a vote of the full Faculty Senate to serve on the various *ad hoc* standing committees established by the Director of UNM-Taos.
 - a. Faculty assembly members appointed by Faculty Senate to represent Faculty Senate in any ad-hoc or standing committees shall report back to full senate meetings on their activities on these committees.
5. The Faculty Senate shall have the authority to assume any other duties as needed to conduct business and take action on behalf of the Faculty Assembly as defined in the Bylaws.

III. ADOPTION OF CONSTITUTION

A. This Constitution shall be effective when approved by a two-thirds vote of those attending a regular Fall or Spring Faculty Assembly meeting

IV. AMENDMENTS AND BY-LAWS

A. Amendments: This Constitution may be amended by a two-thirds vote of those attending a Faculty Assembly meeting.

B. Bylaws: This Constitution may be supplemented by bylaws which Interpret and implement this Constitution. Any such bylaws will be prepared by the Faculty Senate and then distributed to the Faculty Assembly for comment through faculty mailboxes and/or through e-mail. Once a reasonable period for comments has expired, the Faculty Assembly can then officially adopt or reject the proposed bylaws. Bylaws shall be effective when officially adopted by a 2/3 majority of the Faculty Senate.